



**U.S. DEPARTMENT OF STATE
U.S. Embassy Maputo
President's Emergency Plan for AIDS Relief
PEPFAR Community Grants Program**

Guidance Document

Section A. Funding Opportunity Program Description

Assistance Instrument Type:	Grant
Funding Opportunity Title:	<i>PEPFAR Community Led Monitoring – Mozambique</i>
Funding Opportunity Number:	<i>MAPUTO-PCO-FY23-01</i>
Federal Assistance Number:	<i>19.029 -- The U.S. President's Emergency Plan for AIDS Relief Programs</i>
Type of Award	Grant
Total Funding Amount:	<i>\$600,000 USD (FY2023 PEPFAR)</i>
Funding Flow:	<i>(Lowest Value: \$50,000)</i>
Funding Ceiling Heights:	<i>(Highest Value: \$100,000)</i>
Anticipated Number of Awards:	<i>Up to 12</i>
Period of Performance:	<i>Up to 24 months</i>
Type of Solicitation:	<i>Open Competition</i>
Eligibility Category:	<i>Non-profit Mozambican Community Based organizations (CBOs) which includes Faith-Based Organizations (FBOs), group of persons living with HIV/AIDS (PLHIV) or Affected by HIV and networks of Key Populations (KP) + people with disabilities</i>

Executive Summary:

The *U.S. Embassy in Mozambique/Bureau of African Affairs* at the U.S. Department of State (DOS) announces this Notice of Funding Opportunity (NOFO) for Community Led Monitoring.

A Grant for up to \$100,000 U.S. Dollars (Hundred thousand USD) in FY2023 and FY24 will be awarded for work that will support Community Led Monitoring. The period of performance is 24 months.

Geographic Region: *Maputo Province; Inhambane Province, Gaza Province, Nampula Province, Manica Province, Sofala Province and Tete Province.*



Note: Projects will be in these provinces with districts and health facility sites determined by the applicant during the application phase. The list of the health facilities can be found in the US Embassy website: <https://mz.usembassy.gov/our-relationship/pepfar-us-presidents-emergency-plan-for-aids-relief-2/pepfar-community-grants/> Funder will ensure that sites will not overlap with current organizations supporting community led monitoring activities at the same health facility or in the same communities.

The selection committee will endeavor to fund organizations in each of the selected provinces.

Should there not be a proposal submitted from one of the provinces listed above, the discretion will fall to the PEPFAR Coordination Office to determine which additional organizations to fund.

Contact Person: For questions on the application and technical content please contact MaputoPepfarCommunityGrants@state.gov or via SoCaPX Live chat using the following link: <https://communitygrantsmoz.com/> by 11:59PM August 07, 2022.

Please read carefully the entire solicitation package if you plan to submit an application; there are steps that you should take immediately in order to make your submissions by the deadline.

A.1. Background

The President's Emergency Plan for AIDS Relief (PEPFAR) guidance for the Country Operational Plan for FY23 (COP22) states that it is a minimum program requirement that HIV affected populations are provided continuous, quality, client-centered services, and that independent, routine, national community-led monitoring efforts to improve the accessibility and quality of services are part of the HIV response. Towards this end, the PEPFAR Coordination Office intends to finance Non-profit Mozambican Community Based organizations (CBOs) including Faith-Based Organizations (FBOs) and group of persons living with HIV/AIDS or Affected by HIV/AIDS and networks of Key Populations + individuals with disabilities to initiate, lead, and implement community-led monitoring (CLM).

Community-led monitoring (CLM) is a process initiated, led, and implemented by local community-based organizations and other civil society groups, networks of key populations, people living with HIV, and other affected groups or other community entities that gathers quantitative and qualitative data about HIV services and develops and advocates for solutions to the gaps identified during data collection. The focus is on getting input from recipients of HIV services, especially key populations, and underserved groups, in a routine and systematic manner that will translate into action and change. CLM is central to PEPFAR's person-centered approach because it puts communities, their needs, and their voices at the center of the HIV response.

These organizations will document the experiences of beneficiaries of HIV services in a routine and systematic manner, using data routinely collected from clinic users. This data will focus on the accessibility and quality of HIV services. These data will be analyzed by communities and used to develop community-led interventions at the facility, district, provincial and national levels to correct the problems uncovered by community-led monitoring, ultimately leading to improved HIV outcomes.

A.2. Performance Indicators

The following are required indicators.

- Output 1: Reach to patients at the health facilities and communities (numbers of unique patients reached with sessions)
- Output 2: Number of barriers/grievances identified during education sessions, health facilities observations and health provider's interviews
- Output 3: Number of actions taken, and the results obtained based on grievances identified

Other indicators will be developed according to the national CLM program guidance, which is currently being finalized.

The project should monitor and report on performance indicators that are specific, measurable, achievable, reasonable, and time-bound. Establish performance baseline data and expected performance targets for each expected result and include details on what sources of data will be used to document performance, how the indicators will be measured, frequency of measurement, and units of measure. Where possible, indicators should also allow for sex disaggregation. Indicators should reflect key project outputs or outcomes that reflect on the primary goals or objectives of the project and that the implementer can collect with high quality data.

The given indicators should be included in the proposal and subsequent to the award, routine, periodic reporting of all indicators will be required. The implementer will be responsible for quarterly reporting on each performance indicator included in the grant as well as analysis of progress or impediments to reach indicator targets.

The State Department takes into consideration the quality of data reported by recipients as part of the award activities, therefore applicants should be aware that recipients will be subject to data quality assessments.

Section B. Federal Award Information

B.1. Available Funding

Overall, grant-making authority for this project is contained in the Foreign Assistance Act of 1961, as amended. The period of performance will be 24 months. Depending on the quality of performance and other factors, additional supplemental funding may be considered to continue activities and extend the period of performance, if funds are available and the U.S. Embassy of Mozambique and the Recipient mutually agree.

Summary of Award Information

Award Instrument:	Grant
Period of Performance	Up to 24 months
Type of Funding	FY 2023 – FY 2024
Funding Amount:	2 Health Units – \$25,000USD per year 4 Health Units – \$50,000USD per year
Number of Awards	Up to 12
Anticipated Award Date:	1 st of October 2022
Anticipated Project Completion Date:	30 th September 2024

This notice is subject to availability of funding.

Organizations can submit one application in response to the NOFO. If more than one application is submitted by an organization, only the first application received will be reviewed for eligibility and funding.

The U.S. Government may: (a) reject any or all applications, (b) accept more than one application, and (c) waive irregularities in applications received.

The U.S. Government may make award(s) based on initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. The U.S. Government reserves the right to enter discussions with one or more applicants in order to obtain clarifications, additional detail, or to suggest refinements in the project description, budget, or other aspects of an application.

B.2. Award Management

The successful applicant awarded under this NOFO will need to routinely collaborate with the U.S. Department of State.

The Recipient must ensure that all funds are used in a manner consistent with U.S. Government laws on the use of foreign assistance funds, including any applicable restrictions on funding.

Section C. Eligibility Information

C.1. Eligible Applicants

The PEPFAR Community Grants Office welcomes applications from registered non-profit Mozambican organizations that are led by People Living With (Infected) or Affected by HIV focusing on Key Population groups (sex workers, men who have sex with men, people who inject drugs, and prisoners), youth (adolescent boys and adolescent girls), young men, and HIV+ individuals with disabilities.

- All applicants must be a registered Non-Profit Organizations (NPOs) and have been in operation for at least one year to be eligible for funding.
- Organizations must be able to demonstrate that they have adequate internal controls and financial monitoring procedures in place.
- Organizations should demonstrate strong ties and support in the local community and with local governmental authorities.

The following are NOT eligible to apply in response to this NOFO:

- Individuals;
- For-profit and commercial firms;
- Government institutions or multilateral bodies.
- Civil Society Organizations, which are not Community Based or are not representative of a community or significant segments of a community. For example: trade unions, professional associations, internationally affiliated organizations with branches in many different countries, etc.;
- PEPFAR Implementing Partners (including those that may be civil society organizations themselves) currently working on service delivery at the site level, this includes implementing partners who sub-contract/sub-grant to local civil society organizations.

C.2. Other Eligibility Requirements

Applicants must have existing, or the capacity to develop, active partnerships with local in-country partners, entities, and relevant stakeholders and have successfully administered similar projects.



Any applicant listed on the Excluded Parties List System in the [System for Award Management \(SAM.gov\)](#) and/or has a current debt to the U.S. government is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity or person listed on the Excluded Parties List System in SAM.gov can participate in any activities under an award. All applicants are strongly encouraged to review the Excluded Parties List System in SAM.gov to ensure that no ineligible entity or person is included in their application.

To be eligible to receive an award, all organizations must have a unique entity identifier (UEI), as well as a valid registration on [SAM.gov](#). Please see Section D.3 for information on how to obtain these registrations.

Applicants must provide a valid Unique Entity Identification (UEI), and **completed** [SAM.gov](#) registration when submitting application in SoCaPX system using the following link: <https://communitygrantsmoz.com/> in response to this NOFO. **Applicants that do not have a valid UEI and completed [SAM.gov](#) registration will NOT be eligible for consideration.**

Organizations must have a commitment to equal opportunity employment practices and to non-discrimination practices with regard to beneficiaries, without regard to race, religion, ethnicity, gender, sexual orientation, or political affiliation

C.3. Other Submission Requirements

Community Grants has moved to an online application process which means all applicants need to apply via <https://communitygrantsmoz.com/>. Directions about how to apply can be found on <https://mz.usembassy.gov/our-relationship/pepfar-us-presidents-emergency-plan-for-aids-relief-2/pepfar-community-grants/>. No paper based or emailed applications will be considered.

Section D. Application and Submission Information

Once the NOFO deadline has passed, Department of State staff may not discuss this competition with any applicant until the proposal review process has been completed.

D.1. Address to Request Application Package

Please read carefully the entire announcement and follow the guidelines below before sending inquiries or submitting proposals. Applicants can find application forms (SF 424 and SF424A) and other materials needed to apply on GRANTS.gov (www.GRANTS.gov) and U.S. Embassy Mozambique’s website <https://mz.usembassy.gov/our-relationship/pepfar-us-presidents-emergency-plan-for-aids-relief-2/pepfar-community-grants/> under the announcement title “PEPFAR Community Led Monitoring – Mozambique,” funding opportunity number “*MAPUTO-PCO-FY23-01*.”

D.2. Content and Form of Application Submission

Any prospective applicant who has questions concerning the contents of this NOFO should submit them by email to maputopepfarcommunitygrants@state.gov or via SoCaPX Live chat using the following link: <https://communitygrantsmoz.com/> by August 07, 2022. Any updates about this NOFO will also be posted on www.Grants.gov and <https://mz.usembassy.gov/our-relationship/pepfar-us-presidents-emergency-plan-for-aids-relief-2/pepfar-community-grants/>

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Application must have the following format:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English. If an original document within the application is in another language, an English translation must be provided. If any document is provided in both English and a foreign language, the English language version is the controlling version;
- All budgets are in U.S. dollars;
- All pages are numbered, including attachments with the exception of Excel documents;
- All documents are formatted to A4 paper, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins. Captions and footnotes may be 10-point Times New Roman font. Font sizes in charts and tables, can be reformatted to fit within 1 page width.

Complete applications must include the following required documents:

Complete applications must include the following:

1. Proposal Narrative

The Proposal Narrative must include the following:

- Introduction to the Organization: A description of past and present operations, showing ability to carry out the project, including information on all relevant or similar type projects from previous grants from the U.S. Embassy and/or U.S. Government agencies.

2. Completed and signed SF-424 and SF-424A forms

3. Scope of Work

(Applicants should use the SOW template provided by U.S Embassy Maputo and attached to this NOFO.) SOW should provide a summary of the applicant's unique approach to the following as indicated in **Proposal Narrative**:

- **Program Goal**
- **Program Objectives**
- **Program Activities**
- **Program Indicators**

Using the **Scope of Work** provided as an attachment to this NOFO by Embassy Maputo, the Proposal Narrative should address the applicant's unique approach to the following:

- Program Methods and Design: A description of how the program is expected to work to solve the stated problem and achieve the goal.
- Program Goal: The "goal(s)" describe the larger outcome intended
- Program Objectives: The intermediate accomplishments and measurable targets to achieve a goal. Objectives of the program should be SMART:
 - **Specific**: Detailed and specifies what will be achieved
 - **Measurable**: have associated metrics or measurements of success
 - **Attainable**: appropriately challenging, objectives can be reasonably attained given the available resources
 - **Relevant**: align with the policy/program goal and appropriate within the country or beneficiary audience
 - **Time-Bound**: achievable within the timeframe of the program
- Program Activities: Describe specific actions taken under each Objective. All activities should be clearly developed and sufficiently explain the resource and time requirements (inputs) and things done or produced (outputs). Activities should detail target areas, participant groups or selection criteria for participants; how relevant stakeholders will be engaged; and actions taken by local partners as appropriate/relevant.
- Program Management Plan: Describe the proposed management structure for this project. Include a description of the responsibilities of all principal organizations and staff involved, reporting relationships, authority, and lines of communication within and between each of these organizations.
- Program Partners: List the names and type of involvement of key partner organizations and sub-awardees, if applicable.
- Future Funding or Sustainability: Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable. Include ways program activities will ensure sustainability.

4. Performance Monitoring & Evaluation Narrative and Plan

- a. Program Monitoring & Evaluation Narrative details how a project's performance monitoring and evaluation system will be carried out and by whom. It explains how the project's performance toward its objectives will be tracked over time. It should provide a clear description of the approach and data collection strategies and tools to be employed (e.g., pre- and post-test surveys, interviews, focus groups). The description should also include how the applicant will track and document whether activities occurred (outputs) and the results or changes caused by these activities (outcomes). If the project includes work with local partners or sub-partners, explain how performance monitoring and evaluation efforts will be coordinated amongst these organizations. Explain if an external evaluation will be included. Evaluations, internal or external, should be systematic studies that use research methods to address specific questions about project performance. They should provide a valuable supplement to ongoing monitoring activities. Evaluation activities generally include baseline assessments, mid-term and final evaluations.
- b. Performance Monitoring & Evaluation Plan should draw on the objectives, activities and expected changes from the Scope of Work, and link those areas to indicators. The Program Monitoring & Evaluation Plan is generally structured as a table with output-based and outcome-based indicators. It explains how data will be collected (data collection methods) to show that certain changes occurred. It outlines baselines (where your project is starting) and quarterly targets (what you would like to achieve) for each indicator.

The project should monitor and report on performance indicators that are specific, measurable, achievable, relevant, and time-bound. Establish, where possible, performance baseline data and expected performance targets for each expected result and include details on what sources of data will be used to document performance, how the indicators will be measured, frequency of measurement, and units of measure. Where possible, indicators should also allow for sex disaggregation. Indicators should reflect key project outputs or outcomes that reflect the primary goals or objectives of the project, and that the implementer can collect with high quality data.

5. Timeline

The timeline of the overall proposal should include activities and monitoring and evaluation efforts outlined in either in a monthly or quarterly format.

Activities, Monitoring & Evaluation, Etc.	Q1 (Oct-Dec 2022)	Q2 (Jan-Mar 2023)	Q3 (Apr - June 2023)	Q4 (July - Sep 2023)	Q5 (Oct-Dec 2023)	Q6 (Jan-Mar 2024)	Q7 (Apr - June 2024)	Q8 (July - Sep 2024)
Implement 5 cycles of CLM, including quantitative and qualitative data collection								
Conduct community education sessions around health rights for PLHIV								
Convene smaller groups to hear concerns/grievances regarding barriers to care and treatment								
Participate in the health (community) and co-management (facility) committees								
Collaborate with health facility staff to ensure presentation/discussion of grievances reported by patients and to seek resolution of grievances that meet the needs of patients and PLHIV								

6. **Detailed Budget**

Includes three (3) columns containing the request to U.S. Embassy Maputo for U.S. share of cost, any cost sharing contribution, and the total budget. A Summary Budget should also be included using the OMB-approved budget categories (see SF-424A as a sample) in a separate tab. Costs must be in U.S. Dollars. Detailed line-item budgets for sub-grantees should be included as additional tabs within the Excel workbook (if available at the time of submission). Applicants applying for 4 Health Units should submit a budget request of \$50,000USD per year and for 2 Health Units should submit a budget request of \$25,000USD per year.

7. **Budget Narrative**

Justify each line-item in the budget and explain how the amounts were derived, consistent with the applicant's documented policies, as well as the source and description of all proposed costs (and cost-share, if applicable). The Budget Narrative should complement the budget rather than repeat information provided in the budget.

Personnel costs must include a clarification of the roles and responsibilities of all staff, base salary, and percentage of time devoted to the project (also known as level of effort). The Budget Narrative should support the activities described in the proposal and provide additional information that might not be readily apparent in the Detailed Budget, not simply repeat what is represented numerically in the budget, i.e., salaries are for salaries or travel is for travel.

8. **Key Personnel Summary**

Not to exceed two (2) pages, preferably as a Word Document. Include short bios that highlight relevant professional experience. Provides names, titles, roles, and experience/qualifications of key personnel involved in the program. Note the location where key staff will be based and percentage of their time (level of effort) that will be used in support of this program.

CV or Resume of Key Personnel: (no maximum page limit per CV or Resume). Include name, work history and experience or qualifications of key personnel who are proposed for the program.

9. **COVID Contingency Plan**

Recognizing that COVID-19 can limit and affect project activities, applicants must include a Contingency Plan that addresses contingency measures should the local COVID situation change. Below are some suggested considerations:

- How will COVID contingency costs be built into the budget? For example: how much do you plan to pay for protecting equipment?
- What COVID precautions will be required for in-person activities? For example: people wearing masks, Limit the number of people attending in-person meetings.

Besides the considerations above, all measures taken must strictly follow the Measures indicated by the Country Ministry of Health Regulations.

10. Additional Attachments:

- a. Recommendation letters from program partners (CPCS– Conselho Provincial de Combate ao SIDA and/or previous donors)
- b. Official permission letters (SDSMAS – Serviço Distrital de Saúde da Mulher e Acção Social)
- c. Signed Consortium Memorandum (If applicable)

Applications that do not include the elements listed above will be deemed technically ineligible. To ensure that all applications receive a balanced evaluation, the Merit Review Panel will review from the first page of each section up to the page limit and no further.

D.3. Unique entity identifier (UEI) and System for Award Management (SAM)

All prime organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI), formerly referred to as DUNS, and an active registration with SAM.gov **before submitting an application**. U.S. Embassy Maputo may **not** review applications from or make awards to applicants that have not completed all applicable UEI and SAM.gov requirements. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

Note: The process of obtaining a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a NATO CAGE (NCAGE) code and UEI number prior to registering in SAM.gov.

Required Registrations:

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- NCAGE/CAGE Code
- Unique Entity Identifier from SAM.gov
- SAM.gov registration

Step 1: Apply for a NCAGE Code

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dliis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto:
<https://www.sam.gov>.

All prime organizations must, at all times during which they have an active Federal award or application under consideration by any Federal awarding agency, maintain an active SAM.gov registration with current information. SAM.gov requires all entities to renew their registration once a year to maintain an active registration status in SAM.gov. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov and to maintain that active registration. If an applicant has not fully complied with the requirements at the time of application, the applicant may be deemed technically ineligible to receive an award and use that determination as a basis for making an award to another applicant.

The Unique Entity ID is generated in SAM.gov. If you are registered in SAM.gov (active or not), you already have a Unique Entity ID. It is viewable at SAM.gov.

D.4. Submission Dates and Times

Applications are due no later than 11:59 PM on August 14, 2022. Applications received after the deadline will not be considered.

D.5. Funding Restrictions

The following activities and costs are not covered under this announcement:

- Construction is not an allowable activity under this award.
- Activities that appear partisan or that support individual or party electoral campaigns.
- Direct support or the appearance of direct support for any religious organization, to include repair or building of structures used for religious purposes.
- Military assistance of any kind, including weapons buy-back or rewards programs.
- Purchase of firearms, ammunition, or removal of unexploded ordnances.

- Para-police (i.e., militias, neighborhood watch, security guards) and prison-related projects. This restriction includes no funding of any secondary need in a law-enforcement organization.
- Payments for any partner government, military, or civilian government employee salary or pension.
- Duplication of services immediately available through municipal, provincial, or national government.
- Funds for market research, advertising (unless public service related to grant program), or other promotional expenses.
- Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.
- Charitable or development activities.
- Fund-raising campaigns.
- Lobbying for specific legislation or projects.
- Scientific research.
- Projects intended primarily for the growth or institutional development of the organization.
- Projects seeking funds for personal use.
- Projects that require a participation fee.

D.6. Other Submission Requirements

Applications must be submitted via SoCaPX system using the following link:
<https://communitygrantsmoz.com/>

Faxed, emailed, or couriered documents will not be accepted. Reasonable accommodations may, in appropriate circumstances, be provided to applicants with disabilities or for security reasons.

Applicants must follow all formatting instructions in this guidance.

Section E. Application Review Information

E.1. Criteria

The criteria are designed to assess the quality of the application and to determine the likelihood of its success and impact. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

Each application will be evaluated and rated based on the evaluation criteria outlined below:

Project Design - 30 points:

- The applicant presents innovative ideas that will maximize the program's desired impact.
- The applicant describes how each proposed project activity will address the Program Objectives outlined in this announcement.
- The applicant acknowledges the main activities related to Community Led Monitoring and the proposal narrative translates how these activities will be implemented.
- The applicant clearly explains why the proposed project design is feasible and articulates how potential challenges or delays to project implementation will be mitigated.

Achieved Results - 25 points:

- The applicant describes how the expected results will be accomplished within the timeframe of the proposed award as well as anticipated long-term impacts:
- The applicant clearly explains how they will plan and complete the required activities.
- The applicant provides realistic milestones to indicate progress toward expected results and indicators as described in the program announcement.
- The applicant explains how monitoring and evaluation activities will be carried out and who will be responsible for them.
- Analysis of applicant's selected indicators and how realistic/feasible are they to the project and what are the expected project results.
- The sustainability plan outlines how the proposed project will be sustained beyond the initial award period. Capacity development, new trainings, and any tools or methods must be sustainable and last beyond this initial investment

Organizational Capacity and Record on Previous Grants - 15 points:

- The applicant demonstrates technical experience (e.g., has previously worked and/or has established contacts/partners) in Community Led Monitoring and/or HIV related programs.
- Applicant includes letters of commitment from proposed partners detailing concrete stakeholder engagement plans specifically for consortium proposals.
- The applicant demonstrates capacity for responsible fiscal management of donor funding (e.g., successful management of a previous grant or sub-award, single audit findings, exclusions, etc.).

Staff and Position Specifications -15 points:

- Pre-identified key staff members, including volunteers, demonstrate an understanding of the project and possess the technical skills appropriate for their role, including, where appropriate, experience and knowledge with Community Led Monitoring and/or HIV related programs.

- The roles and qualifications of each key person, whether staff, partner, consultant, or volunteer, are described in a biographical sketch.

Budget Narrative - 15 points:

- The costs proposed are reasonable in relation to the proposed activities and anticipated results, which are clearly explained in the budget narrative.
- The budget provides details of calculations, including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.
- The majority of the budget is spent on supporting the project participants/activities in country and includes costs dedicated to management, monitoring, and evaluation.
- The budget demonstrates a reasonable cost per participant.

E.2. Review and Selection Process

- The first selection is done via SoCapX Platform

The NOFO will be posted in Grants.gov, the Embassy website and local newspapers. All applications will be done via SoCapX web-based platform till the deadline date. The GORs will be assigned by the GO to handle different Grantee's portfolio. Once the application end date is reached, the PCO will conduct a preliminary review of all applications to determine completeness and technical eligibility using SoCapX platform that automatically gives scores to every requirement submitted by the applicants based on selection criteria on the following site: <https://communitygrantsmoz.com/>. These criteria are based on Notification of Funding Opportunity requirements.

- The second selection is done by the selection panel

After the preliminary selection of all applications to determine completeness and technical eligibility, the Grants Selection Committee will evaluate all eligible applications and make recommendations. The Grants Selection Committee will be comprised of representatives from CNCS, Civil Society, UNAIDS, PLASOC and USG technical staff. The PEPFAR Community Grants team will compile the score sheets and then provide the overall feedback to the Grants Selection Committee. The decision for the final award determination rests with the Grants Officer and finally the signed decision memo will be shared with the Selection Committee. PEPFAR Community Grants team will notify each successful applicant about the outcome of their proposal.

Each application will be evaluated and rated based on the evaluation criteria outlined mentioned above.



Section F. Federal Award Administration Information

F.1. Federal Award Notices

U.S. Embassy Maputo will provide a separate notification to applicants on the result of their applications. Successful applicants will receive a letter electronically via email requesting that the applicant respond to the Merit Review Panel's conditions and recommendations. This notification is not an authorization to begin activities and does not constitute formal approval or a funding commitment.

Final approval is contingent on the applicant successfully responding to the review Merit Review Panel's conditions and recommendations; being registered in required systems; and completing and providing any additional documentation requested by U.S. Embassy Maputo or the Grants Officer. Final approval is also contingent on Congressional Notification requirements being met and final review and approval by the U.S. Department of State's warranted Grants Officer.

The notice of Federal award signed by the U.S. Department of State's warranted Grants Officer is the sole authorizing document. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer. If awarded, the notice of Federal award will be provided to the applicant's Authorizing Designated Official via email to be electronically countersigned.

The Recipient must request payment under this award by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer. Unless otherwise stipulated, the Recipient may request payments on a reimbursement or advance basis.

Advance payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the Recipient in carrying out the purpose of this award. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the Recipient for direct program or project costs and the proportionate share of any allowable indirect costs.

F.2. Administrative and National Policy Requirements

U.S. Embassy Maputo requires all recipients of foreign assistance funding to comply with all applicable Department and Federal laws and regulations, including but not limited to the following:

The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards set forth in 2 CFR Chapter 200 (Sub-Chapters A through F) shall apply to all non-Federal entities, except for assistance awards to Individuals and Foreign Public Entities. Sub-Chapters A through E shall apply to all foreign organizations, and Sub-Chapters A through D shall apply to

all U.S. and foreign for-profit entities. The applicant/recipient of the award and any sub-recipient under the award must comply with all applicable terms and conditions, in addition to the assurance and certifications made part of the Notice of Award. The Department's Standard Terms and Conditions can be viewed at <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry*,

Transparency, and Accountability at Colleges and Universities (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),

- Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
- Terminating agreements in whole or in part to the greatest extent authorized by law if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

F.3. Reporting

Applicants should be aware that U.S. Embassy Maputo awards will require that all reports (financial and performance progress) be submitted via email to the Grants Officer and Grants Officer Representative on a quarterly basis. The Federal Financial Report (FFR or SF-425) is the required form for the financial reports. The performance progress reports must: include a narrative as described below; reflect the focus on measuring the project's progress on the overarching objectives; and be compiled according to the objectives, outcomes, and outputs as outlined in the award's Scope of Work (SOW) and in the Performance Monitoring & Evaluation Narrative and Plan (PMENP). An assessment of the overall project's impact should be included in each performance progress report. Where relevant, performance progress reports should include the following sections:

- Relevant contextual information (limited);
- Explanation and evaluation of significant activities of the reporting period and how the activities reflect progress toward achieving objectives, including meeting benchmarks/targets as set in the SOW and PMENP;
- Any tangible impact or success stories from the project, when possible.
- Copy of mid-term and/or final evaluation report(s) conducted by an external evaluator; if applicable;
- Relevant supporting documentation or products related to the project activities (such as articles, meeting lists and agendas, participant surveys, photos, manuals, etc.) as separate attachments.
- Description of how the recipient is pursuing sustainability, including looking for sources of follow-on funding.
- Any problems/challenges in implementing the project and a corrective action plan with an updated timeline of activities.
- Reasons why established goals were not met.
- Data for the required indicator(s) for the quarter as well as aggregate data by fiscal year.
- Proposed activities for the next quarter; and,

- Additional pertinent information, including analysis and explanation of cost overruns or high unit costs, if applicable.

Recipient is responsible for monitoring the activities, performance, and expenditures of any subrecipient(s).

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

A final narrative and financial report must also be submitted within 120 days after the expiration of the award.

Please note: Delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipient's' ability to receive future U.S. Government funds. U.S. Embassy Maputo reserves the right to request any additional programmatic and/or financial project information during the award period.

Section G. Other Information

G.1. Guidelines for Budget Narrative

- Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.
- Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program.
- Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. All "Other" or "Miscellaneous" expenses must be itemized and explained.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.

G2. Conflict of Interest

In accordance with applicable Federal awarding agency policy, applicants must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity.

G3. Marking Policy

Applicants are advised that recipients of Federal assistance awards are subject to the State Department's Marking Policy. More information on this policy can be found in Section N of the Department of State's Standard Terms and Conditions:



<https://www.state.gov/wp-content/uploads/2020/10/U.S.-Department-of-State-Standard-Terms-and-Conditions-10-21-2020-508.pdf>

Section H. Federal Awarding Agency Contacts

If you have any questions about the grant application process, please contact maputopepfarcommunitygrants@state.gov by August 07, 2022.

The PEPFAR Coordination Office will hold a webinar on the week of July 11 to explain how to submit a proposal and to answer questions to the potential applicants. Details on this webinar can be found on the Embassy website <https://mz.usembassy.gov/our-relationship/pepfar-us-presidents-emergency-plan-for-aids-relief-2/pepfar-community-grants/>

List of attachments

Attachment 1: NOFO Application Guidance Document

Attachment 2: SoCapX Application guide

Attachment 3: SOW including Performance M&E Plan and Timeline Template

Attachment 4: Budget Guidance and Template

Attachment 5: Key Personnel Summary

Attachment 6: COVID19 Contingency Plan

Attachment 7: SF424 and SF424A

Attachment 8: PEPFAR-supported HIV treatment (AJUDA sites List)