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Subject: Request for Applications (RFA) Number SOL-521-12-000043
AVOID HIV and its Transmission (EVIHT)

The United States Agency for International Development (USAID) is seeking applications to fund a **Cooperative Agreement for the EVIHT Project "Avoid HIV and its Transmission"**. The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended.

The Recipient will be responsible for ensuring achievement of the program objectives for a four-year period from the date of award. Please refer to the Program Description for a complete statement of goals and expected results. Subject to the availability of funds, USAID intends to provide **approximately \$10,300,000 total** for this effort.

Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application. In addition, final award of any resultant cooperative agreement cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant; should circumstances prevent award of a cooperative agreement, all preparation and submission costs are at the applicant's expense. USAID reserves the right to fund any or none of the applications submitted.

USAID intends to hold a **Pre-Award Conference** in Haiti at the date specified above to address any questions concerning this RFA. The location and time of the Pre-Award Conference will be posted on Grants.gov. In advance of the Pre-Award Conference, questions should be submitted in writing via e-mail to Ms. Myriam Geffrard, Acquisition and Assistance (A&A) Specialist, at mgeffrard@usaid.gov with copies to oaahaiti@usaid.gov and Eleonore Xavier, Acquisition and Assistance (A&A) Specialist, at exavier@usaid.gov (see **Sections IV and VII** of this RFA.) Applicants should retain for their records one copy of all enclosures which accompany their application.

Sincerely,

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SECTION I – FUNDING OPPORTUNITY DESCRIPTION

1) PROGRAM DESCRIPTION

A. Summary

The U.S. Government (USG) Post-Earthquake Strategy in Haiti follows the Government of Haiti's Action Plan For National Recovery and Development of Haiti, complements the international community's efforts in Haiti, and targets sectors in which we can add the most value. Through USAID and our other USG partners, the USG is supporting four essential pillars of Haiti's development, one of which is health and other basic services.

The U.S. President's Emergency Plan for AIDS Relief (PEPFAR) Five-Year Strategy focuses on improving health outcomes, increasing program sustainability and integration, and strengthening health systems.¹ Prevention activities focus on support for country-owned programs that provide a continuum of linked prevention, care, and treatment services.

To support this effort the U.S. Agency for International Development is requesting applications from qualified organizations to implement the EVIHT Project "Avoid HIV and its Transmission", as described fully in **Section C** below. **One Cooperative Agreement may be awarded.** At the end of this agreement, the United States Agency for International Development (USAID)/Haiti expects the implementer to achieve the following results.

- 1) Increase HIV risk perception and self-efficacy to prevent HIV transmission among at-risk individuals in the general population;
- 2) Strengthen capacity of the *Direction de la Promotion de la Santé et de la Protection de l'Environnement/Ministère de la Santé* (DPSPE/MOH) and the National AIDS Communication Program (NACP) to lead the HIV response and to harmonize the integration of HIV prevention activities within the basic package of primary health care;
- 3) Enhance specific prevention activities that have been identified as gap areas. The specific gap areas include: secondary prevention through Positive, Health, Dignity, and Prevention (PHDP) services; quality in and demand for prevention of mother-to-child transmission (PMTCT) services; and lack of the post-exposure prophylaxis program in Haiti.

B. Context

Haiti occupies one-third of the island of Hispaniola, which it shares with the Dominican Republic. With a population of more than 9.8 million, Haiti has a very high population density, with 301 inhabitants per square kilometer.² In certain areas of Haiti's capital, Port-au-Prince, this density reaches 2,500. Two-thirds of Haiti's population lives in abject poverty. Haiti's Gross Domestic Product per capita in 2006 was \$1,224, far below the yearly average of \$8,967 for the Latin America and Caribbean (LAC) region.³ Life

¹ <http://www.pepfar.gov/strategy/document/index.htm>

² Institut Haïtien de Statistiques et d'Informatique (IHSI), Port-au-Prince, 2006.

³ UNESCO Institute for Statistics, Montréal, Canada, 2006

expectancy is 58.1 years⁴, compared to 73 years in the LAC region, and the infant mortality rate is 63.2 per 1,000, compared to 20 per 1,000 in the LAC region.⁵

*HIV and Risk Factors overview*⁶: Haiti has a low-level generalized epidemic, which may be described as a “mixed epidemic” – wherein transmission occurs in both most-at-risk populations and the general population⁷. Recent population-level HIV prevalence data are not available in Haiti. The 2005-06 Demographic and Health Survey⁸ (DHS) reports an overall HIV prevalence of 2.2% among adults 15-49. HIV is geographically fairly homogeneous, ranging from 1.4% in South East department to 3.0% in Nippes. HIV peaks in women between the ages of 30-34 at 4.1% and slightly later in men between the ages of 40-44 at 4.4%. A new DHS is currently being fielded in Haiti and the results of this survey should inform the direction of this project once the results are released. The 2005-06 DHS reports low HIV prevalence among young people below the age of 19, through prevalence among young women 20-22 is 2.6%. A study among sexually active young people (13-25 years) attending a voluntary counseling and testing center in Port-au-Prince in 2005-06 reported HIV prevalence to be 6.3% and 5.5% among females and males, respectively⁹. Though few recent data exist on most-at-risk populations (MARPS), HIV prevalence is believed to be significantly higher among sex workers and men who have sex with men (MSM)¹⁰. However, these populations are not included among the target populations of this program.

Engagement in multiple partnerships (MP) and concurrent sexual partnerships (CP) is believed to be common in Haiti, though recent quantitative data to support this are scant¹¹. Several studies have reported prevalence of multiple partnerships in the past year to be less than 10%. The 2005-06 DHS reported that 4.9% of men and women reported having 2 or more partners in the last 12 months, though this is likely under-reported, given that only 7.6% responded that they had at least one sexual partner in the past 12 months. As has been found in some other countries, there was a direct correlation between the number of lifetime partners and HIV prevalence. However, in December 2009 USAID supported a qualitative research project on multiple and concurrent partnership in Haiti which demonstrated many respondents reported that MP and CP are very widespread and are currently practiced with less discretion than was previously the case¹².

Other risk factors identified in Haiti include: low HIV risk perception, inconsistent or non-use of condoms, and low knowledge of individual and partners’ HIV sero-status. Although prevalence of male circumcision is believed to be low, the provisioning of voluntary medical male circumcision in Haiti is not currently an intervention implemented by USG partners because of the low HIV prevalence.

⁴Joint Staff Advisory Note (JSAN) and Poverty Reduction Strategy Paper (DSNCRP). International Development Association (IDA) and International Monetary Fund (IMF), Feb.

⁵The World Bank, 2008.

⁶ Also see for additional information: <http://www.jhuccp.org/hcp/countries/haiti/TRHAI13.pdf>

⁷ See: <http://www.pepfar.gov/documents/organization/171303.pdf>; http://www.aidstar-one.com/focus_areas/prevention/resources/technical_consultation_materials/mixed_epidemics_ghana

⁸ <http://www.measuredhs.com/publications/publication-FR192-DHS-Final-Reports.cfm>

⁹ Dorjgochoo, T., F. Noel, et al. (2009). "Risk factors for HIV infection among Haitian adolescents and young adults seeking counseling and testing in Port-au-Prince." *JAIDS* 52(4): 498-508.

¹⁰ Pape, J. W., M. E. Stanback, et al. (1990). "Prevalence of HIV infection and high-risk activities in Haiti." *JAIDS* 3(10): 995-1001.

¹¹ <http://www.jhuccp.org/hcp/countries/haiti/TRHAI13.pdf>

¹² Halperin, D.; Eveillard, R. et al; “Qualitative Research on Multiple Concurrent Partnership in Haiti”. December 2009.

Comprehensive knowledge about HIV transmission and prevention is limited in Haiti. Correspondingly, accurate risk perception among different sub-categories of the general population (e.g. older/younger men, older/younger women, young adults, “mobile men with money,” divorced/separated/widowed women, etc.) remains low. Accurate knowledge and risk perception, as well as self-efficacy, are necessary to change one’s own sexual risk behaviors.

C. Technical Program - Project Goal and Objectives

C.1 Goal

The strategic goal of EVIHT is to reduce HIV incidence among at-risk subpopulations of the general population. This will be achieved through increased adoption of safer sexual behaviors and informed health-seeking behaviors. The EVIHT strategic goal will be achieved through three mutually supportive strategic objectives: (1) increased HIV risk perception and self-efficacy to prevent HIV transmission among at-risk individuals in the general population; (2) strengthened capacity of the *Direction de la Promotion de la Santé et de la Protection de l’Environnement/Ministère de la Santé* (DPSPE/MOH) and the National AIDS Communication Program (NACP) to lead the HIV response and to harmonize the integration of HIV prevention activities within the basic package of primary health care; and (3) enhanced response to specific prevention activities that have been identified as gap areas. The specific gap areas include: secondary prevention through Positive, Health, Dignity, and Prevention (PHDP) services; quality in and demand for prevention of mother-to-child transmission (PMTCT) services; and lack of the post-exposure prophylaxis program in Haiti.

C.2 Performance Requirements and standards

The performance requirements below incorporate the program elements and indicators of the Development Objective “Health and Nutrition Status of the Haitian Population Improved” of the new USAID/Haiti Health Strategy 2011-2015 along with indicators specific to PEPFAR. After award of the contract, final indicators and requirements in line with the new guidance from the PEPFAR II strategy may be provided to the grantee. Given that the guidance from these offices is evolving, the grantee and USAID will need to make changes to indicators and development assistance terminology and approach during the time period of the grant in order to ensure that key benchmarks are met related to ensuring the capacity of Government and local entities to deliver HIV prevention services. This could include assistance with strengthening financial and management systems.

The grantee is responsible for tasks and achievement of results outlined below over the period of performance. In consultation with USAID, the grantee will establish baselines and focus proposed strategies on the program objectives and associated activities described below.

Strategic Objective I: Increased HIV risk perception and self-efficacy to prevent HIV transmission among at-risk individuals in the general population

A critical component of this program of work will be health communication and community- or social-network based interventions targeting at-risk sub-populations of the general population. Health communication is the use of communication strategies – including advocacy, mass media, community-level activities, and interpersonal communication - to influence individual and collective behaviors that

effect health. The field of health communication has evolved substantially in recent years with increasing evidence that theory-based, systematic, and process-oriented health communication programs can influence norms and behaviors, fostering the enabling environment required for delivery of health services at scale. Health communication is particularly effective when it reaches beyond the individual to address societal normative and contextual factors while creating a supportive social environment for change over a sustained period of time. For the EVIHT project, health communication and behavior change efforts shall focus on reducing sexual risks as well as increasing the acceptability of and demand for key biomedical services, such as HIV testing and counseling (HTC), and anti-retroviral therapy (ART).

The EVIHT project shall employ proven health communication and community-based intervention strategies that have demonstrated effectiveness such as peer education¹³ and interpersonal education and persuasion programs with small groups. The project shall utilize innovative approaches that are theory-based and are likely to result in the desired outcomes and impact. The activities will focus on dealing with the underlying drivers of sexual risk behaviors (e.g. harmful gender norms, intergenerational sex, transactional sex, multiple partnerships, and alcohol use) and stigma and discrimination against people living with HIV/AIDS (PLWHA). Particular emphasis shall be placed on influencing social norms that contribute to the spread of HIV, promoting dialogue on sexual behavior within both marital and non-marital sexual partnerships, and increasing the acceptability of and demand for HTC and other biomedical services. The program shall adapt tools to the Haitian context and identify specific actions for individuals and social networks or communities to prevent HIV transmission. Individual behavior change approaches shall be complementary to and harmonized with community and national HIV prevention campaigns. In alignment with the National HIV/AIDS Prevention Strategy, the activities shall include several best practices included in the Minimum Package Prevention Interventions (MPPI) to reinforce behavior change.

The program shall explore various strategies for reaching diverse sub-populations with HIV prevention activities. These could potentially include: (a) improved collaboration with faith-based organizations and other community and indigenous structures; (b) collaboration with family planning, antenatal and child health services to reach women of reproductive age; and (c) expanding workplace interventions to reach men and women.

HIV transmission appears to be fairly homogeneous throughout Haiti, though limited resources preclude saturating the entire country with HIV prevention interventions. Although some interventions in the EVIHT package will naturally have national coverage (e.g. mass media efforts), a strong emphasis shall be placed on quality and dose of community-based efforts in the West, Artibonite, North and North East departments.

The primary targets of the EVIHT project are at-risk sub-populations of the general population (excluding MARPs who are addressed in PrevSIDA II). Identifying such at-risk populations will be necessary to ensure resources are used strategically. Criteria for identifying such at-risk sub-populations could include:

¹³ Medley, A., C. Kennedy, et al. (2009). "Effectiveness of peer education interventions for HIV prevention in developing countries: a systematic review and meta-analysis." *AIDS Education & Prevention* 21(3): 181-206. And Maticka-Tyndale, E. and J. P. Barnett (2010). "Peer-led interventions to reduce HIV risk of youth: A review." *Evaluation and Program Planning* 33(2): 98-112.

HIV prevalence, risk factors associated with the populations, geographic location, occupation, and/or population demographics. While targeting of higher risk sub-populations within the general population is critical, it is also recognized that social norms exist and change at a community-level, often without regard to the notion of risk profiles. Therefore, some activities will likely occur at the community-level, cutting across various sub-populations. The EVIHT project shall promote the engagement and inclusion of PLWHA in community- and clinic-based prevention activities.

Significant coordinating efforts will need to occur with the PrevSIDA II and PROMARK projects to best utilize new and upcoming quantitative and qualitative surveys (e.g. Priorities for Local AIDS Control Efforts [PLACE], Integrated Bio-Behavioral Survey [IBBS], and PSI Tracking Results Continuously [TRaC] surveys) on key segments within the youth and adult population. These data will provide part of the foundation for developing systematic individual- and community-level interventions, with focused messages tailored to different sub-populations. Additionally, the program will work with the NACP, other USG programs, and development partners to ensure that messaging are harmonized, and that resources and condoms are readily available to the target populations. The EVIHT program will work with other PEPFAR partners along the Haitian-Dominican border to facilitate coordination, synergy and harmonization of HIV/AIDS prevention activities.

Activities to achieve Strategic Objective I can include, in addition to those mentioned above:

- 1) Providing technical assistance for strengthening operational planning for HIV prevention activities both at the facility and community level, working with both public and private institutions as well as community leaders;
- 2) Conducting refresher trainings for community workers to improve their skills for demonstrating condom use, negotiating safer sexual practices, supporting disclosure of HIV positive status to spouse with techniques that prevent intimate partner violence and patient advocacy for PLWHA;
- 3) Reviewing current HIV prevention programs and identify specific needs in terms of Information, Education, and Communication (IEC) materials, innovative approaches and outline program input;
- 4) Adapting existing standardized IEC materials that are audience appropriate and harmonized with other interpersonal, community and mass media materials while ensuring they are gender-sensitive;
- 5) Under the Public Private Partnership (PPP) component of PEPFAR, working with male employees in the private sector willing to serve as role models for responsible male behavior; organize a one-on-one mentoring program for high risk out of school male youths; and
- 6) Supporting training and technical assistance in HIV/AIDS-related advocacy and policy development to organizations representing PLWHA or other community-based groups.

Indicators to be used for measurement of results under strategic objective I:

1) Number of people reached by an individual, small-group, or community-level intervention or service that explicitly addresses norms about masculinity related to HIV/AIDS
2) Number of people reached by an individual, small group or community-level intervention or

service that explicitly addresses gender-based violence and coercion related to HIV/AIDS
3) Percentage of adults who are in favour of young people being educated about the use of condoms in order to prevent HIV/AIDS
4) Percent of men and women aged 15-49, who have two or more concurrent partners within the past twelve months
5) Number of the targeted population reached with individual and/or small group level preventive interventions that are based on evidence and/or meet the minimum standards required
6) Number of individuals from target audience who participated in community-wide event
7) Percentage of young women and men aged 15–24 who both correctly identify ways of preventing the sexual transmission of HIV and who reject major misconceptions about HIV transmission

Strategic Objective II: Strengthened capacity of the DPSPE/MOH and NACP to lead the HIV response and to harmonize the integration of HIV prevention activities within the basic package of primary health care.

In its 2010-2015 Reconstruction Strategy for Haiti, the USG committed to support strengthening the health system as a direct output to improve the health status of the Haitian people while preventing communicable and infectious diseases like HIV/AIDS. Thus the EVIHT program will support the national HIV/AIDS program to reinforce its capacity to coordinate, assess and supervise both clinical and community based prevention activities throughout the country. Activities to achieve Strategic Objective II fall under three broad categories: 1) Providing technical assistance and institutional strengthening and support to the DPSPE/MOH and NACP; 2) Working with the MOH and Ministry of Education (MOE) to institutionalize and develop a life-skills based curricula focusing on comprehensive sexuality education; and 3) Supporting the MOH in the development of policies, strategies, and/or guidelines impacting HIV-related programs and services.

Technical assistance, institutional strengthening and support to the DPSPE/MOH and NACP: Oversight and technical leadership are essential to strengthen the quality and robustness of health communications and clinic- and community-based interventions in particular and the overall HIV prevention response more generally. The integration of HIV/AIDS prevention activities within other health programs supported by both PEPFAR and other donors under the leadership of the MOH is critical to ensure consistency of prevention efforts across partners, and to facilitate collaboration among them for increased impact. Therefore, national guidance remains essential to ensure adequate geographic coverage as well as targeting priority populations to avoid duplication and overlap, and improve efficiency while improving quality of services.

The EVIHT project will provide direct technical support to the NACP under the leadership of the DPSPE/MOH to facilitate the dissemination of norms, protocols, and standards related to HIV/AIDS

prevention efforts. Moving toward a more integrated approach, in line with the Global Health Initiative (GHI) principles, the program will provide direct technical assistance to the DPSPE/MOH by embedding professionals to support the integration of HIV prevention efforts in other health programs through different national campaigns. Therefore, within 60 days after the project has been awarded the grantee will submit to USAID an inventory of the staffing needs of the National Program and a proposed plan to fill those positions.

In coordination with other PEPFAR and development partners, the Awardee shall ensure that the NACP/DPSPE has the capacity to:

- 1) Monitor the quality of the HIV response utilizing quality assurance tools and techniques, including monitoring and evaluation mechanisms and data utilization for program design and improvement;
- 2) Coordinate development partners, including PrevSIDA II, to refine and harmonize their support for the MOH;
- 3) Supervise and monitor prevention activities nationwide and ensure the availability of prevention services, commodities, and educational prevention materials in all sites;
- 4) Create opportunities through in-service training, attendance at workshops and conferences, and mentoring to build skills in advocacy, leadership and coordination of complex programs for NACP personnel at the central and departmental level;
- 5) Ensure that mass media and interpersonal communication activities are implemented and centered on the national norms and standards; and
- 6) Update and review of the national behavior change communication, mass media and interpersonal communication protocols and tools.

Working with the MOH and MOE to institutionalize and develop a life-skill based curricula focusing on comprehensive sexuality education:

Although HIV prevalence among school-aged young people is relatively low in Haiti, comprehensive sexuality education (CSE)¹⁴ and life skills programs remain critical elements in reducing current and future sexual risk behaviors. Young people can reduce their chances of contracting HIV if they reduce their sexual risk by, for example, delaying sex, reducing the number of partners they have, avoiding sex with older partners and with people having concurrent partners, and increasing condom use. There is strong evidence that CSE programs with certain core programmatic components can reduce sexual risk by changing some of these behaviors¹⁵. When these programs are implemented in schools, they can reach very large numbers of young people before and after they begin having sex. They can also reach out-of-school youth in clinics, other youth-serving organizations, and communities more generally.

In partnership with other PEPFAR partners the EVIHT program shall:

¹⁴ http://www.aidstar-one.com/focus_areas/prevention/pkb/behavioral_interventions/comprehensive_sex_ed

¹⁵ http://www.un.org/esa/population/meetings/egm-adolescents/p07_kirby.pdf

- 1) Coordinate with the MOH and MOE the development and review of the Life Skills Policy and curricula in primary schools; and
- 2) Facilitate the implementation by the MOE of Life-Skills program activities in both public and private schools nationwide;

Supporting the MOH in the development of policies, strategies, and/or guidelines impacting HIV-related programs and services:

During the last 20 years several successes have been noted in the HIV/AIDS response in Haiti, including a recorded and modeled decline in HIV prevalence in the 1990s¹⁶ and a strong HIV treatment program nationally¹⁷. Increasingly, the Government of Haiti is involved in the strategic planning of HIV programs and activities. While the MOH has developed several policies addressing various components of the HIV response, gaps in policies and regulations to guide the response remain. On December 2011, the MOH with its partners and the PLWHA associations submitted a bill on stigma and discrimination against PLWHA to the Parliament. It has not yet been ratified. The EVIHT program will provide appropriate support to the MOH to reinforce existing policies and facilitate the development and implementation of new policies in order to regulate HIV interventions in a sustainable manner. It is recognized that the development of such policies might take time; therefore at a minimum the Awardee will create an enabling environment to support the development and implementation of:

- 1) National policy on HIV/AIDS;
- 2) Policy and/or guidelines on the delivery of HIV post-exposure prophylaxis (PEP);
- 3) Condom policy and/or strategy that addresses among other issues, market segmentation, demand creation, procurement processes, pricing and distribution strategy;
- 4) National HIV/AIDS workplace policy.

The list of needed policies, strategies, and guidelines above is not exhaustive and other priorities of the MOH may emerge. If other policy/strategy/guideline needs are identified by the MOH, the Awardee shall work collaboratively with the MOH and USAID to determine which policies to prioritize.

Indicators to be used for measurement of results under strategic objective II:

1) Percent of testing facilities (laboratories) that are accredited according to national or international standards
2) Domestic and international AIDS Spending by categories of financial sources (NASA or NHA)
3) Percentage of health facilities distributing condoms that experienced stock-outs of condoms in the

¹⁶ Gaillard, E. M., L. M. Boulos, et al. (2006). "Understanding the reasons for decline of HIV prevalence in Haiti." *Sexually Transmitted Infections* **82** Suppl 1: i14-20.

¹⁷ Koenig, S. P., F. Léandre, et al. (2004). "Scaling-up HIV treatment programmes in resource-limited settings: the rural Haiti experience." *AIDS* **18** (Suppl 3): S21-S25.

last12 months
4) Monitoring policy reform and development of PEPFAR supported Post Exposure Prophylaxis activities
5) Monitoring policy reform and development of PEPFAR supported gender activities
6) Existence of national costed HIV implementation plan
7) Percent of health care facilities that have the capacity and conditions to provide basic level HTC services and HIV/AIDS clinical management

Strategic Objective III: Enhanced specific prevention activities that have been identified as gap areas

In consultation with the MOH, USG, and civil society partners, several key gaps have been identified that are not explicitly addressed under strategic objectives I and II, namely Positive, Health, Dignity, Prevention (PHDP) supportive services, PMTCT service improvement and uptake, and post-exposure prophylaxis (PEP). The Awardee will engage with government, USG, and civil society partners to strengthen these services, through time-limited and resource-limited activities. While these activities are critical to a comprehensive HIV prevention response, emphasis shall be placed on achieving strategic objectives I and II.

Activity 1. Build capacity of USG-supported service delivery partners to provide effective Positive, Health, Dignity, Prevention (PHDP) supportive services

The USG/Haiti PEPFAR program supports the delivery of comprehensive HIV/AIDS and TB services through support to MOH public sites, NGOs and private facilities. The emphasis of this support is related to improving management systems, information management and delivery of care and treatment services. Often less emphasized are prevention-related services among the supported services provided. While prevention is inherent in the delivery of HIV care and treatment services, the quality of prevention services delivered, training of clinical and non-clinical personnel responsible for promoting prevention messaging, and materials utilized are not uniformly delivered and are often lacking in quality. The Awardee will provide, through time-limited support, directed support to USG-supported comprehensive facility and community-based service delivery providers to ensure that a comprehensive package of prevention programming is being delivered in an effective manner. Support shall mirror national prevention priority efforts. An emphasis shall be placed on ensuring:

- Increased use of community and facility-based preventive services
- Increased adherence to therapy by individuals with HIV
- Implementation of activities leading to an increase in the number of individuals with HIV who adopt and sustain HIV–STD risk reduction behavior
- Effective availability of quality discordant counseling protocols

- Availability at the facility and community level of adherence tools, messaging and support
- Uninterrupted access to condoms
- Linking PLWHA who are ineligible for ART to community- and clinic-based support

Key interventions to be supported by the Awardee will include, but are not be limited to the following:

POPULATION	HIV PREVENTION INTERVENTIONS
Unaware of sero-status; behavioral risk of infection	• Provide current, essential HIV-related information • Encourage voluntary HIV counseling and testing among those at increased risk, including anonymous testing • Reduce stigma of HIV disease and services
Recently tested HIV negative; no apparent behavioral risk of infection	• Educate to provide HIV prevention messages to family, friends, partners
Recently tested HIV negative; behavioral risk of infection	• Offer intensive individual or small-group counseling • Develop community-level interventions • Establish linkages to STD, substance abuse, psychological and social support where appropriated • Provide prevention case management for those at highest risk • Develop structural interventions (e.g., sterile syringe access)
Tested HIV positive	• Provide intensive prevention services • Offer partner counseling and ensuring referral to other services as appropriated • Establish linkages to STD, substance abuse, psychological and social support where appropriated • Provide prevention case management • Develop structural interventions (e.g., develop a gender based strategy, decrease discrimination)

Activity 2. Increase the uptake and improve the delivery of PMTCT services

The USG will support the delivery of PMTCT-related services at approximately 130 sites within Haiti by June 2013. Assistance is delivered through on-site mentorship and service delivery support via partners. In order to support the MOH's ability to evaluate and supervise the delivery of PMTCT services and—ultimately-- improve the quality of services delivered, the Awardee will implement a comprehensive and collaborative model of quality improvement activities related to the delivery of PMTCT services at key access points. Stakeholders to be included in this collaboration are the Health Departmental Directorates and the Community Health Units (UCS) -coordinating counterparts, USG-supported PMTCT service delivery partners, HIV/TB prevention partners and relevant members of civil society. As the USG supports the vast majority of PMTCT services in Haiti, the Awardee will work with USG-supported comprehensive “network” of service delivery partners to improve the quality of key PMTCT service interventions delivered at the facility and community levels.

In order to facilitate the scale up of the PMTCT services the importance of creating widespread awareness around a set of individual and collective enabling behaviors has been recognized as necessary for increasing the uptake of PMTCT services. Thus, in collaboration with the NACP the Awardee will need to develop an integrated PMTCT communication strategy around advocacy, social mobilization and program communication. The strategy shall aim at promoting comprehensive prevention messages and delivering these messages to specific audiences with the objective of changing health related behavior.

Key activities will include:

- Conduct detailed analysis of USG-supported PMTCT service delivery partner work plans and development of feedback reports for the partners which identify key issues necessary to be addressed in order to improve PMTCT outcomes
- Collaborate with UCS and network partners to conduct an assessment/study to identify key barriers to engaging women into ANC/PMTCT services and further collaborating with key partners to develop strategies and plans to reduce barriers to treatment services
- Provide ongoing mentorship and site support to network partners related to implementation of quality improvement activities
- Promote exclusive feeding through family counseling aimed at establishing new community norms
- Encourage up take of ANC services
- Increase access to condoms and HCT services in non-traditional sites (PDSC, Rally Posts, etc.)
- Mobilize stakeholders like traditional healers to increase support for PMTCT and HCT services through community dialogue

Activity 3. Provide technical assistance and capacity building support to service providers and MOH/NACP to ensure the availability of PEP services within the PEPFAR partners' network.

Post-exposure prophylaxis refers to a set of services to manage specific aspects of exposure to HIV after an occupational or non-occupational (e.g. sexual assault) exposure. These services comprise a course of ARV drugs to prevent possible infection and sero-conversion, and depending on the event might include additional services, such as first aid, counseling and risk assessment of the exposure to infection; HCT services; and treatment for possible exposure to other infections and to possible pregnancy. Research suggests that when initiated within 48 hours after exposure, PEP is more effective than initiation within 48 to 72 hours, and that PEP is not effective when given more than 72 hours following exposure. Furthermore, a 28-day course of drug therapy appears to be more effective than courses lasting 3 or 10 days¹⁸.

It is expected that the Awardee will work with the NACP to consider promoting and advocating for the availability of PEP services in the wider context of comprehensive national policies for preventing HIV transmission, occupational health and care for people who are sexually assaulted.

Currently, Haiti lacks a MOH-endorsed clear policy on the provision of PEP within health service access points. Additionally, awareness of PEP as a potential barrier to transmission is low among the general population. For those aware of PEP, accessing a 28-day regimen of a combination of ARVs can be a challenge, with many barriers to accessing PEP following both sexual assault and occupational exposure. These include inability to access health facilities, misconceptions about the need to file a police report before obtaining medical care, survivors having already tested positive for HIV, and providers' lack of understanding of PEP delivery, among others. Although rapid expansion in the delivery of PEP services will start immediately, it is important that these barriers are better understood so that non-programmatic reasons for not accessing services can be identified and addressed.

Achieving rapid implementation and coverage

In order to achieve high coverage and expansion of PEP services (for sexual assault, non-assault and occupational exposure) the following approaches will be used within the proposed project, among others proposed by the Awardee:

1. Develop a strategic communication plan to promote the roll-out of PEP services both at the national and departmental level.
2. Focus advocacy efforts on geographic areas where services for survivors of sexual assault are identified as a priority, where reported rates of sexual assault are highest, and where relationships are well established among partners working on related gender based violence (priority focus shall be placed on supporting PEP services in the West metropolitan Area, Saint-Marc, and Cap Haitian)
3. Utilize opportunities for training and systems strengthening on sexual assault PEP to provide support to improve awareness, knowledge and access to occupational PEP

¹⁸ CDC (2005). "Antiretroviral post exposure prophylaxis after sexual, injection-drug use, or other non-occupational exposure to HIV in the United States: recommendations from the U.S. Department of Health and Human Services." MMWR 54(RR-02): 1-16. CDC (2005). "Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HIV and Recommendations for Post exposure Prophylaxis." MMWR 54(RR-09): 1-11.

4. Development of PEP (occupational, assault, non-assault) access/awareness messaging in coordination with the MOH, as well as USG-supported HIV/TB prevention implementing partners in Haiti
5. Strengthened reporting systems and improve data collection for monitoring delivery of PEP-related services

Indicators to be used for measurement of results under strategic objective III:

1) Percentage of health facilities providing ANC services that provide both HTC and ARVs services for PMTCT on site
2) Percentage of health facilities with HIV post-exposure prophylaxis (PEP) available
3) Percentage of health facilities that provide HTC services
4) Number of targeted condom service outlets

2) AUTHORIZING LEGISLATION

The authority for this RFA is found in the Foreign Assistance Act of 1961 and the resulting award(s) will be administered in accordance with OMB Circulars, 22 CFR 226, and USAID's Automated Directives Systems (ADS) Chapter 303, "Grants and Cooperative Agreements with Non-Governmental Organizations" as applicable. These policies and regulations can be viewed or downloaded from USAID's Web Site <http://www.usaid.gov/business/regulations/>.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to this program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the cooperative agreement. **USAID reserves the right to fund any or none of the applications submitted.**

3) ENVIRONMENTAL REVIEW

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (<http://www.usaid.gov/policy/ads/200/>), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. [Offeror/recipient] environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this [RFP/RFA/contract/grant/cooperative agreement].

No activity funded under this [Grant/CA] will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation.")

As part of its initial Work Plan, and all Annual Work Plans thereafter, the [Recipient], in collaboration with the USAID Cognizant Technical Officer and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this [Grant/CA] to determine if they are within the scope of the approved Regulation 216 environmental documentation.

If the [Recipient] plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.

Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

In addition, the contractor/recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

4) GENDER ISSUES

Gender issues are central to the achievement of strategic plans and Assistance Objectives, and activities under EVIHT should help promote gender equality, in which both men and women have equal opportunity to benefit from and contribute to economic, social, cultural and political development; enjoy socially valued resources and rewards; and realize their human rights. The project will collect, analyze, sex-disaggregate data, and undertake actions that will address gender-related issues identified.

[END OF SECTION I]

SECTION II – BASIC AWARD INFORMATION

- 1) ESTIMATED FUNDING: Subject to the availability of funds, USAID intends to provide approximately **\$10,300,000 for one award** to implement the EVIHT project. USAID may award with or without negotiations/discussions to one or more responsible applicant(s) whose application presents the best value to the government, cost and other factors considered. **USAID reserves the right to fund any or none of the applications submitted.**
- 2) PERFORMANCE PERIOD: The performance period is four (4) years from the date of award.
- 3) AWARD TYPE: USAID anticipates the award will be a **Cooperative Agreement. Substantial Involvement** under the award is expected to be as follows:
 - Approval of the Recipient's Annual Work Plans.
 - Approval of Specified Key Personnel.
 - Agency and Recipient Collaboration or Joint Participation.
 - Approval of sub-grant agreements.
- 4) AUTHORIZED GEOGRAPHIC CODE: The Authorized **Geographic Code is 937** for the procurement of goods and services.
- 5) BRANDING STRATEGY AND MARKING PLAN: The successful applicant(s) will be required to submit a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer. A Branding Implementation Strategy and Marking Plan shall be in accordance with USAID Branding and Marking plan as required per ADS 320. Refer to ADS 320, (<http://www.usaid.gov/policy/ads/300/>) specifically 320.3.3.3 for more information. The Recipient shall comply with the requirements of the USAID “Graphic Standards Manual” available at www.usaid.gov/branding, or any successor branding policy.

[END OF SECTION II]

SECTION III – ELIGIBILITY INFORMATION

- 1) USAID policy encourages competition in the award of grants and cooperative agreements. In response to this RFA, any U.S. or non-U.S. organization, non-profit, or for-profit entity is eligible to apply for all or sections of the RFA. **All applicants shall be required to be registered to legally operate in Haiti within 30 days after award.**
- 2) USAID encourages applications from potential new partners.
- 3) The minimum **cost sharing** element under this RFA is **20% of total proposed USAID funding** and is required in order for applicants to receive consideration. Types of costs acceptable for cost share shall be consistent with 22 CFR 226, including overhead and/or indirect costs.

[END OF SECTION III]

SECTION IV – APPLICATION SUBMISSION INFORMATION

1) SUBMISSION AND PREPARATION GUIDELINES

ELECTRONIC SUBMISSION OF APPLICATIONS IS REQUIRED; paper copies are not wanted. Receipt by the e-mail addresses and before the deadline indicated below shall constitute timely receipt of the application. RECEIPT TIME IS WHEN THE APPLICATION IS RECEIVED BY THE USAID/HAITI INTERNET SERVER.

Submit as follows:

Electronically to all the following e-mail addresses:	oaahaiti@usaid.gov ; mgeffrard@usaid.gov ; exavier@usaid.gov
No later than the deadline of:	August 17, 2012 at 12 noon, Port-au-Prince, Haiti local time

Applications which are submitted late or do not follow the instructions contained herein run the risk of not being considered in the review process.

All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format.

Technical and Cost Applications must be submitted in separate files and e-mail messages.

This RFA includes a mandatory minimum **cost share percentage of 20%** of the total proposed USAID funding contribution to the program. Per ADS 303.3.10.3, applications that do not meet this minimum cost sharing requirement are not eligible for award consideration.

Applications must conform to the guidelines of this section and include the Representations and Certifications provided in this **Section IV**. In the event of deficiencies in the Representations and Certifications submitted with the Application, they must be completed before final award is made.

Applicants should retain for their records one copy of the application and all enclosures which accompany their application. Erasures or other changes must be initialed by the person signing the application. To facilitate the competitive review of the applications, USAID will only consider applications conforming to the format prescribed below.

TECHNICAL APPLICATION FORMAT

Technical Applications must be submitted electronically in unprotected MS Word and .pdf (Adobe Acrobat) versions. USAID shall only accept applications submitted in English.

In case of any conflicts between the MS Word, pdf and other language versions of the application, **the English .pdf version will govern** and will be the only version presented to the Technical Evaluation Committee for review.

FORMAT AND PAGE LIMITATIONS

Technical Applications must be typed on standard letter-sized paper (8.5 X 11 inches), 1 inch margins, using a font size of 12 pt EXCEPT within tables where the font may be smaller, but MUST be legible.

TECHNICAL APPLICATIONS ARE LIMITED TO FIFTEEN (15) PAGES MAXIMUM.

ANNEXES TO TECHNICAL APPLICATIONS ARE LIMITED TO A TOTAL OF FIFTEEN (15) PAGES MAXIMUM.

ANY PAGES SUBMITTED IN EXCESS OF THE PRESCRIBED PAGE LIMITS INDICATED BELOW WILL NOT BE CONSIDERED FOR EVALUATION!

Technical Application introductory pages shall include the following:

Page 1: COVER PAGE, indicating the Proposal Title and the name of the applicant organization, name of the organization's authorized legal representative, mailing and e-mail addresses, telephone and fax-numbers.

Pages 2-3: TABLES OF CONTENTS and TABLE OF ACRONYMS

Page 4: EXECUTIVE SUMMARY of objectives, results, technical and management approach

Remaining Technical Application pages must be structured as follows:

A. Technical Approach

Technical applications must clearly and concisely describe how the stated goal and objectives of the Program will be met and how expected results will be achieved. Applications will describe the function, role and capabilities of each subcontractor/sub-awardee, partner, included in the proposal as related to achieving the desired results.

A draft First Year Work Plan to outline the applicant's program implementation strategy and commitment letters for any proposed partners must be submitted as **Annex I** (page 22.)

Although it is expected that the grantee may subcontract a local firm to support the National AIDS Communication Program in its regulatory and leadership role, the EVIHT project itself should be structured as a global development alliance (GDA), which is a public-private partnership (PPP), and will likely include at least one (private sector) resource partner and an implementing partner. It is also advantageous to include the Haitian Government in the partnership and any other relevant civil society or academic institutions that might increase the impact of the partnership. The applicant shall be responsible for identifying potential resource partners. In a GDA, both parties jointly define a problem, situation, and solution, thereby capitalizing on the combined knowledge, skills, and expertise of all partners. Partners are expected to invest new resources toward a common purpose, and agree to share resources, benefits, risks and responsibilities. A collaborative partnership should leverage the respective core capabilities of each of its individual members. It is beneficial to include all partners at the outset, including USAID/Haiti, the resource partner, and the implementing partner, in order to provide strategic input and manage the relationship long-term. This project should engage the core strengths, intellectual and economic authority, brands, and products of Information and Communications Technology (ITC) and health institutions to address the multiple challenges of HIV/AIDS. A good example could be the fact to use text messaging to raise awareness on the availability of post-exposure prophylaxis (PEP) within the PEPFAR networks to promote the uptake of the PEP services. Besides informing the beneficiaries text messaging can be also an advocacy tool to mobilize people around law reinforcement in order to protect assault and rape victims.

B. Planning Monitoring and Reporting

Applicants shall describe how they will be responsible for all planning, monitoring and reporting requirements. A draft Monitoring and Evaluation Plan must be submitted as **Annex II** (see below.)

C. Project Management and Staffing Plan

Applications must describe a detailed management approach for implementing the proposed program, including specifying the composition and organizational structure of the entire implementation team (i.e. home and field offices), and describe each team member's role. Resumes for significant staff which an applicant wants to highlight *other than* Key Personnel may be included in **Annex III** (see below.)

Applications must also address how relationships with affiliated partners, if any, will be managed and describe plans for capacity building of any local, nascent and/or small business organizations.

D. Key Personnel

Technical Applications shall provide position descriptions for Key Personnel and explain how proposed candidates meet the minimum qualifications for each position. Resumes and commitment letters of proposed Key Personnel must be included in **Annex III** (see below.)

E. Organizational Capability

Technical Applications must include a description of the applicant's mission, history, current activities, organizational structure and resources that support its capacity to achieve the objectives of the program. Similar information should be provided for proposed partner organizations. Applicants should demonstrate an understanding of the economic, political and social context of Haiti and an ability to work under the often extreme conditions found in-country.

F. Past Performance

Applicants shall describe their performance under U.S. Government or other international donor funded activities over the past five years and experience managing programs similar to what is described in this RFA. This information should be provided for each organizational partner proposed, if any. Reference data and contact information shall be included in **Annex IV** (see below.)

ANNEX I - WORKPLAN

The Award Recipient will be responsible for the following:

Start-up Work Plan: Within 15 days after award, the Award Recipient will submit a Start-up Work Plan for approval by the USAID Agreement Officer's Representative (AOR). This plan should describe preparations for priority program activities and provide a schedule for mobilizing and staffing the project during the first three months after award.

Annual Work Plans: Within 30 days after award, the Award Recipient will submit to the USAID AOR its first Annual Work Plan and corresponding detailed budget estimate, including descriptions cost share commitments. The Recipient shall submit subsequent Annual Work Plans to the AOR no later than 15

days prior to the start of USAID's fiscal year beginning October 1st and will cover the period up to or before the following September 30th (depending upon the award estimated completion date).

All Work Plans will identify the activities to be carried out and the results to be achieved in the coming year and the associated level of effort to be used for that work. It will also describe how the project will collaborate with other USG-funded projects in-country as well as with other donors and in-country partners.

ANNEX II – PERFORMANCE MONITORING AND EVALUATION PLAN

Performance Monitoring and Evaluation Plan: Within 90 days after award, the Award Recipient will submit to the USAID AOR a performance monitoring and evaluation plan covering the life of the project, including specific, detailed plans to document, monitor and evaluate program performance. The plan will:

- establish specific, quantifiable performance indicators (outputs, outcomes, and impact) and targets for the overall objectives included in the original proposal and activities in annual work plans;
- describe the establishment of monitoring systems to measure project progress against overall objectives; and
- present a plan for data collection and measurement of overall project outcomes and results, including collection of baseline data, and for the use of data collected by the project to improve program planning and performance.

Performance Reports: No later than 15 days prior to the end of USAID's fiscal year on September 30th, the Award Recipient will submit Annual Performance Reports to the USAID AOR covering the prior fiscal year starting October 1st and corresponding to the annual work plan in accordance with 22 CFR 226.51

(See the following link: <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=f72080f8cfaa9b42d4cbefbb9b667019&rgn=div8&view=text&node=22:1.0.2.22.25.3.57.29&idno=22>)

The Recipient will submit Quarterly Performance Reports to the USAID AOR no later than 15 days after the end of each quarter. In addition the Recipient shall also provide periodic updates on project status through regular face-to-face meetings with the project AOR on a schedule to be agreed upon by the Chief of Party and the AOR.

Financial Reports: All financial reports shall be in accordance with 22 CFR 226.52

(See the following link: <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=f72080f8cfaa9b42d4cbefbb9b667019&rgn=div8&view=text&node=22:1.0.2.22.25.3.57.30&idno=22>)

A. Project Management and Staffing Plan

The Applicant's program management approach will be very important in coordinating USAID's substantial involvement and providing joint direction in the implementation of the Award Recipient's program. Additionally, collaboration with other donors, GOH institutions and any proposed partners will require a cohesive team of professionals dedicated to advancing the objectives of the Program Description and advocating for the delivery of quality HIV/AIDS prevention services to the targeted population. Therefore thoughtful consideration of the technical and administrative mix of staff, especially leadership and line management, will be important to the successful implementation of the three strategic objectives.

Note that USAID recommends Applicants partner where appropriate to ensure solid technical expertise and the ability to provide a wide range of services. USAID encourages the participation to the maximum extent possible of local institutions working in the HIV/AIDS prevention field, people victim of sexual violence, disadvantaged businesses.

ANNEX III – KEY PERSONNEL AND OTHER STAFF

Key Personnel with experience specific to managing the three strategic objectives must be described. USAID will rely upon the applicant's expertise in developing appropriate job descriptions for recruiting highly qualified personnel. Expertise and attributes may be verified through interviews, at the discretion of the Technical Evaluation Committee. Minimum key personnel positions and qualifications are as follows:

1) Program Director

Minimum Qualifications:

- Master's Degree in Public Health and/or Social Sciences or areas directly related to providing HIV/AIDS services;
- At least seven years of experience implementing and managing donor-funded projects, like PEPFAR, in developing countries particularly projects working with youth and women;
- Experience in implementing life skills or/and HIV/AIDS prevention programs in a developing country; experience in Gender-Based Violence will be an important strength
- Demonstrated experience in leadership roles, promoting strategic planning, and careful budget management; and
- Strong interpersonal, oral and written communication skills in Creole, French and English.

2) Administrative and Financial Officer

Minimum Qualifications:

- University degree in business administration or accounting;
- At least eight years of experience in accounting and/or financial management, including the management and oversight of donor-funded project budgets and financial reporting;
- At least eight years of experience in organizational and administrative management in an international context;
- Experience with the management and accounting of PEPFAR funded projects;
- Strong knowledge of financial accounting software and related computer applications especially Excel, MS Word; and
- Strong interpersonal, oral and written communication skills in French, Creole and English.

ANNEX IV - PAST PERFORMANCE REFERENCES AND INFORMATION

Applicants shall submit information for the Agreement Officer to make a responsibility determination of the applicant organization. Applicants must therefore provide performance reports, including a brief description of accomplishments under each award, from the three most recently completed contracts, cooperative agreements or grants funded by USAID or other international or private donors. Provide the name, current e-mail address and telephone number of contact persons for each award listed who USAID may contact at its discretion.

COST APPLICATION FORMAT

The Cost Application shall consist of:

- the **SF-424**, Application for Federal Assistance; **SF-424A**, Budget Information – Non-Construction Program; and **SF-424B**, Assurances – Non-Construction Programs. These forms may be downloaded from the following website: http://www.grants.gov/agencies/aapproved_standard_forms.jsp);
- a summary budget;
- a detailed/itemized budget;
- a budget narrative explaining costs to be incurred as described more fully below;
- a separate section addressing the **cost share** requirement
- and other administrative documentation as required.

The required budget format is embedded here (please double click on the Figure 1 icon):

Figure 1 - RFA Budget Template

Microsoft Office
Excel Worksheet

Please be sure that the budget includes at least the following elements:

- the breakdown of all costs associated with the program according to costs of, if applicable, headquarters, regional and/or country offices;
- the breakdown of all costs according to each partner organization involved in the program, in the same detail and format as the budget template. Describe sub-award arrangements to the extent they are known at the time of application development.

NOTE: If sub-awards are anticipated and not explained in the original application, the agreement officer's approval (after award) may be required before the sub-agreement may be executed.

- A copy of the organization's U.S. Government Negotiated Indirect Cost Rate Agreement (NICRA), if applicable.
- Because the **cost share requirement** is both a technical and cost application matter, applicants should repeat or further elaborate upon the cost share requirement described in Section I above.

NOTE: The award will not provide for the reimbursement of pre-award costs.

2) REQUIRED REPRESENTATIONS AND CERTIFICATIONS (ADS 303.3.8)

The following sections describe the documentation that applicants for an Assistance award must submit to USAID prior to award. While there is no page limit for this portion, applicants are encouraged to be as concise as possible, but still provide the necessary detail to address the following:

CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF THE RECIPIENT (MAY 2006)

NOTE: When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term "Grant" means "Cooperative Agreement".

PART I - CERTIFICATIONS AND ASSURANCES

1. ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNING NON-DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.

(a) The recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the Cooperative Agreement for which application is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

(b) If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

(c) This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

2. CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. PROHIBITION ON ASSISTANCE TO DRUG TRAFFICKERS FOR COVERED COUNTRIES AND INDIVIDUALS (ADS 2006)

USAID reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140. The undersigned shall review USAID ADS 206 to determine if any certifications are required for Key Individuals or Covered Participants.

If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to or take other appropriate measures with respect to, any participant approved by USAID who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

4. CERTIFICATION REGARDING TERRORIST FINANCING IMPLEMENTING EXECUTIVE ORDER 13224

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website :

<http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf> , or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm> .

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification-

a. "Material support and resources" means currency or monetary instruments or

financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.”

b. “Terrorist act” means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. “Entity” means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient’s obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

5. CERTIFICATION OF RECIPIENT

By signing below the recipient provides certifications and assurances for (1) the Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying, and (3) the Certification Regarding Terrorist Financing Implementing Executive Order 13224 above.

RFA/APS No. _____

Application No. _____

Date of Application _____

Name of Recipient _____

Typed Name and Title _____

Signature _____

Date _____

PART II - KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

2. I am not and have not been an illicit trafficker in any such drug or controlled substance.

3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

PART III - PARTICIPANT CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

1. I hereby certify that within the last ten years:

a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled

substances.

b. I am not and have not been an illicit trafficker in any such drug or controlled substance.

c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: _____

Name: _____

Date: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

PART IV- SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

Applicability: All RFA's must include the attached Survey on Ensuring Equal Opportunity for Applicants as an attachment to the RFA package. Applicants under unsolicited applications are also to be provided the survey. (While inclusion of the survey by Agreement Officers in RFA packages is required, the applicant's completion of the survey is voluntary, and must not be a requirement of the RFA. The absence of a completed survey in an application may not be a basis upon which the application is determined incomplete or non-responsive. Applicants who volunteer to complete and submit the survey under a competitive or non-competitive action are instructed within the text of the survey to submit it as part of the application process.)

[Survey on Ensuring Equal Opportunity for Applicants](#)

PART V - OTHER STATEMENTS OF RECIPIENT

1. AUTHORIZED INDIVIDUALS

The recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the recipient in connection with this application or grant:

Name	Title	Telephone No.	Facsimile No.

2. TAXPAYER IDENTIFICATION NUMBER (TIN)

If the recipient is a U.S. organization, or a foreign organization which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., please indicate the recipient's TIN:

TIN: _____

3. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER

(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.
- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.
- (7) Number of people employed by the recipient.
- (8) Company affiliation.

(c) Recipients located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm> . If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dbisma.com .

The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: _____

4. LETTER OF CREDIT (LOC) NUMBER

If the recipient has an existing Letter of Credit (LOC) with USAID, please indicate the LOC number:

LOC: _____

5. PROCUREMENT INFORMATION

(a) **Applicability.** This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the grant, and not to assistance provided by the recipient (i.e., a subgrant or subagreement) to a subgrantee or subrecipient in support of the subgrantee's or subrecipient's program. Provision by the recipient of the requested information does not, in and of itself, constitute USAID approval.

(b) **Amount of Procurement.** Please indicate the total estimated dollar amount of goods and services which the recipient plans to purchase under the grant:

\$ _____

(c) **Nonexpendable Property.** If the recipient plans to purchase nonexpendable equipment which would require the approval of the Agreement Officer, please indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. Nonexpendable equipment for which the Agreement Officer's approval to purchase is required is any article of nonexpendable tangible personal property charged directly to the grant, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

TYPE/DESCRIPTION (Generic)	QUANTITY	ESTIMATED UNIT COST
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(d) **Source, Origin, and Componentry of Goods.** If the recipient plans to purchase any goods/commodities which are not of U.S. source and/or U.S. origin, and/or does not contain at least 50% componentry, which are not at least 50% U.S. source and origin, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source and/or origin, to include the probable source and/or origin of the components if less than 50% U.S. components will be contained in the commodity. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Any commodity whose source is a non-Free World country is ineligible for USAID financing. The "origin" of a commodity is the country or area in which a commodity is mined, grown, or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity results, which is substantially different in basic characteristics or in purpose or utility from its components. Merely packaging various items together for a particular procurement or relabeling items do not constitute production of a commodity. Any commodity whose origin is a non-Free World country is ineligible for USAID financing. "Components" are the goods, which go directly into the production of a produced commodity. Any component from a non-Free World country makes the commodity ineligible for USAID financing.

TYPE/DESCRIPTION PROBABLE (Generic)	QUANTITY	ESTIMATED UNIT COST	GOODS COMPONENTS SOURCE	PROBABLE GOODS COMPONENTS ORIGIN
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(e) **Restricted Goods.** If the recipient plans to purchase any restricted goods, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source and/or origin. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals, Pesticides, Rubber Compounding Chemicals and Plasticizers, Used

Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

TYPE/DESCRIPTION (Generic)	QUANTITY	ESTIMATED UNIT COST	PROBABLE SOURCE	INTENDED USE ORIGIN
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(f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in the U.S., please indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier. Any supplier whose nationality is a non-Free World country is ineligible for USAID financing.

TYPE/DESCRIPTION (Generic)	QUANTITY	ESTIMATED UNIT COST	PROBABLE (Non-US Only)	SLUPPIER for NON-US	NATIONALITY RATIONALE
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(g) Proposed Disposition. If the recipient plans to purchase any nonexpendable equipment with a unit acquisition cost of \$5,000 or more, please indicate below (using a continuation page, as necessary) the proposed disposition of each such item. Generally, the recipient may either retain the property for other uses and make compensation to USAID (computed by applying the percentage of federal participation in the cost of the original program to the current fair market value of the property), or sell the property and reimburse USAID an amount computed by applying to the sales proceeds the percentage of federal participation in the cost of the original program (except that the recipient may deduct from the federal share \$500 or 10% of the proceeds, whichever is greater, for selling and handling expenses), or donate the property to a host country institution, or otherwise dispose of the property as instructed by USAID.

TYPE/DESCRIPTION(Generic)	QUANTITY	ESTIMATED UNIT COST	PROPOSED DISPOSITION
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6. PAST PERFORMANCE REFERENCES

On a continuation page, please provide past performance information requested in the RFA.

7. TYPE OF ORGANIZATION

The recipient, by checking the applicable box, represents that -

(a) If the recipient is a U.S. entity, it operates as ☐ a corporation incorporated under the laws of the State of, ☐ an individual, ☐ a partnership, ☐ a nongovernmental nonprofit organization, ☐ a state or local governmental organization, ☐ a private college or university, ☐ a public college or university, ☐ an international organization, or ☐ a joint venture; or

(b) If the recipient is a non-U.S. entity, it operates as ☐ a corporation organized under the laws of _____ (country), ☐ an individual, ☐ a partnership, ☐ a nongovernmental nonprofit organization, ☐ a nongovernmental educational institution, ☐ a governmental organization, ☐ an international organization, or ☐ a joint venture.

8. ESTIMATED COSTS OF COMMUNICATIONS PRODUCTS

The following are the estimate(s) of the cost of each separate communications product (i.e., any printed material [other than non- color photocopy material], photographic services, or video production services) which is anticipated under the grant. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.

[END OF SECTION IV]

SECTION V – APPLICATION REVIEW INFORMATION

The technical applications will be reviewed by a Technical Evaluation Committee (TEC) and costs will be reviewed by the Office of Acquisition and Assistance (OAA) at USAID/Haiti. Following the review of the applications, a correspondence will be sent to all applicants describing the outcome of the review. USAID reserves the right to determine the final funding level of the resultant award(s).

1) TECHNICAL EVALUATION

Technical Evaluation Criteria

The Technical Evaluation Criteria are tailored to the requirements of this particular RFA and are listed below in **descending order of importance** except Organizational Capability and Past Performance which are weighted equally. Applicants should note that these criteria serve to: (a) outline specific items which applicants should address in their applications and (b) set the standard against which all applications will be evaluated. The Application and Submission Information in Section IV outlines the organization of the Technical Application narrative section in the same order as the selected criteria to facilitate review.

A. Technical Approach

Overall Approach: The technical approach is feasible, sustainable, creative and innovative, and addresses cross-cutting issues of gender, decentralization, sustainability, child protection and cost share in all aspects of the application.

The project will collect, analyze sex-disaggregate data, and undertake actions that will address gender-related issues identified.

Technical Interventions: Proposed activities are appropriate and comprehensive and incorporate state-of-the-art technical knowledge and best practices the will build local capacity to address disabilities in Haiti.

B. Planning Monitoring and Reporting

Planning, monitoring and reporting processes are completely and clearly presented. The draft Performance M&E Plan is complete and feasible and will monitor project progress, output and impact, indicators and targets are ambitious and achievable and data quality is assured. Data collection is well-planned and included on-going improvement processes.

C. Project Management and Staffing Plan

Proposed management and administrative arrangements for program implementation are well-thought out, cost effective, maximize the use of local organizations and minimize administrative burdens. Organizational structures, decision-making authorities, and knowledge-sharing are thoughtfully presented and relevant to achieving the desired results. Proposed processes are appropriate for interaction with USAID, the Haiti Mission, the Government of Haiti and other in-country partners. Proposed approaches to financial management will contain costs, ensure timely and accurate financial reporting, and support sub-partners, if any.

The proposed staffing pattern and numbers and types of positions proposed are responsive to RFA technical requirements and represent an optimal configuration for efficiency and cost containment. The application prioritizes the leveraging of talent and recruitment of persons living with disabilities.

D. Key Personnel

Proposed Key Personnel have requisite experience and expertise and meet or exceed requirements specified in **Section I**. Individually and collectively, proposed key personnel show evidence of strong leadership skills and ability to build collaborative relationships. Expertise and attributes may be verified through interviews, at the discretion of the Technical Evaluation Committee.

- 1) Program Director
- 2) Administrative and Financial Officer

E. Organizational Capability

The applicant possesses the institutional capability to plan, implement, and support complex programming and the range of activities outlined in the RFA, including the ability to managing institutional relationships, identify appropriate subcontractors and sub-grantees as needed, and minimize non-productive costs. The Applicant possesses in-depth knowledge and expertise in the social, economic and political context of Haiti and demonstrates the ability to enhance and build the capacity of local organizations.

F. Past Performance

The application demonstrates past experience in undertaking a similar or related project, in both complexity and diversity, as covered in the RFA; a track record of working effectively with and building the capacity of local organizations; and experience implementing programs in the Haitian context.

Technical Evaluation Ratings

The Technical Evaluation Criteria shall be evaluated based on the **adjectival ratings** described below. The focus of the technical evaluation will be to identify the strengths, weaknesses and deficiencies of each application. The adjectival ratings will be the basis for ranking applications against one another and will serve as the basis for the TEC's selection recommendation.

Outstanding: The application exceeds all of the government's requirements with extensive detail to indicate a highly innovating approach and shows an expert understanding of the requirements of the RFA. The application presents significant strengths and virtually no weaknesses with an overall negligible degree of risk in meeting USAID's development objectives.

Excellent: The application exceeds some but satisfies all of the government's requirements with extensive detail to indicate a highly feasible approach and shows a thorough and complete understanding of the requirements of the RFA. The application presents significant strengths and only minor weaknesses with an overall low degree of risk in meeting USAID's development objectives.

Good: The application satisfies all of the government's requirements with detail to indicate a feasible approach and shows a strong understanding of the requirements of the RFA. The application presents numerous strengths and that outweigh any weaknesses with an overall low to moderate degree of risk in meeting USAID's development objectives.

Adequate: The application satisfies all of the government's requirements with sufficient detail to indicate a feasible approach and shows a basic understanding of the requirements of the RFA. The application

presents many strengths and few weaknesses with an overall moderate degree of risk in meeting USAID's development objectives.

Fair: The application satisfies most, but not all of the government's requirements with information to indicate a weak approach and shows an incomplete understanding of the requirements of the RFA. The application presents few strengths and as many or more weaknesses with an overall high degree of risk in meeting USAID's development objectives.

Poor: The application few if of the government's requirements with insufficient detail to present an understandable approach and show a lack of understanding of the requirements of the RFA. The application presents few strengths outweighed by weaknesses with an overall very high degree of risk in meeting USAID's development objectives.

Unacceptable: The application fails to address the development issue and the government's requirements and contains majors errors in its approach that does not indicate a viable approach and demonstrates a lack of understanding of the requirements of the RFA. The application presents numerous weaknesses and an inability to meet USAID's development objectives.

2) COST EVALUATION

Overall costs are less important than the Technical Evaluation Criteria; however the TEC shall evaluate the cost effectiveness and cost realism of the applications considered potentially eligible for award.

Applications selected by the TEC for additional consideration will undergo cost analysis in accordance with ADS 303.3.12 by the Office of Acquisition and Assistance. Cost analysis will involve ensuring costs, including **cost sharing**, are in compliance with Office of Management and Budget and USAID policies. Applicants must justify in advance the proposed costs for each element of the program.

If the recipient expects to earn program income during the award period, the schedule of the award must specifically state how the income will be applied. (The definition of program income is located in 22 CFR 226.2 and income application suggestions can be found in 22 CFR 226.24 see

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=df1c454a12de425f42b5824d5200ffeb&rgn=div8&view=text&node=22:1.0.2.22.25.3.54.5&idno=22>)

Based on the cost breakdowns provided by applicants as part of the Cost application, the Agreement Officer verifies cost data, evaluates specific elements of costs, and, analyzes data to determine the necessity, reasonableness, and allowability of the costs reflected in the budget, and the allowability of the costs under the applicable cost principles.

The Agreement Officer shall perform cost analysis to determine:

1. The extent of the prospective recipient's understanding of the financial aspects of the program and the recipient's ability to perform the grant activities within the amount requested;
2. Whether the applicant's plans will achieve the program objectives with reasonable economy and efficiency; and
3. Any special conditions relating to costs that are in the award.

As part of the analysis of the applicant's proposed budget, the AO must review the applicant's **proposed cost sharing** contributions for cost realism. The AO must verify that the proposed contributions meet the standards set in 22 CFR 226.23 for U.S. organizations or the Standard Provision "Cost Sharing" for non-U.S. organizations.

The AO may ask M/OAA/Contract Audit and Support Division (CAS) to help determine whether a prospective recipient's proposal is fair and reasonable for the program proposed, and provide an evaluation of whether the proposal is consistent with the Agency's cost accounting policies, procedures, and practices. This includes ensuring that the recipient's indirect cost rates are consistent with any Negotiated Indirect Cost Rate Agreements.

[END OF SECTION V]

SECTION VI – AWARD ADMINISTRATION INFORMATION

- 1) Following selection for award, a successful applicant will receive an electronic copy of the notice of award signed by the Agreement Officer which serves as the authorizing document. USAID will issue the award to the contacts specified by the applicant in its application documents and/or the Authorized Individuals submitted by the applicant in accordance with **Section IV, Sub-Section 2, Required Representations and Certifications, Part VI, Other Statements of Recipient.**
- 2) The applicable Standard Provisions that will apply in any resulting award document can be viewed or downloaded from USAID's Web Site <http://www.usaid.gov/policy/ads/300/303.pdf>.
- 3) The following programmatic reporting requirements indicated in **Section I** above shall be made part of any award issued under this RFA

[END SECTION VI]

SECTION VII – AGENCY CONTACTS

Any questions concerning this RFA should be submitted in writing via e-mail oaahaiti@usaid.gov, and Ms. Myriam Geffrard, Acquisition Specialist, at mgeffrard@usaid.gov; exavier@usaid.gov.

[END SECTION VII]