



USAID | NEPAL
FROM THE AMERICAN PEOPLE

**U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
NEPAL LOCALIZATION**

ANNUAL PROGRAM STATEMENT

APS No: 72036725APS00001

Original Issuance Date: November 19, 2024

Closing Date: November 18, 2025

CFDA #: 98.001

Dear Prospective Applicants:

The U.S. Agency for International Development (USAID) is issuing this Nepal Localization Annual Program Statement (APS) pursuant to the Foreign Assistance Act (FAA) of 1961, as amended. The Agency will administer any resulting awards based upon an APS Addendum in accordance with Parts 200 and 700 of Title 2 of the Code of Federal Regulations (CFR), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Standard Provisions for Non-US Non-governmental Organizations.

USAID is committed to working with local organizations to put local actors at the forefront of their own development. The awards created through this APS should advance:

- Shifting power to local actors by integrating local voices and leadership;
- Channeling a larger portion of assistance directly to credible local partners;
- Strengthening local capacity efforts and elements of local systems; and
- Advocating to advance locally-led development.

In addition, the awards created through this APS should advance at least one of [USAID/Nepal's Country Development Cooperation Strategy \(CDCS\)](#) objectives:

1. More Effective, Participatory, and Equitable Democratic Ecosystem
2. Broad-Based and Inclusive Economic Growth Fostered
3. Inclusive Health and Education Systems Strengthened
4. More Equitable and Improved Natural Resources and Disaster Risk.

USAID/Nepal may identify opportunities to strengthen or fund a concept by connecting it with other USAID activities, other potential funders, and/or external partners. In that case USAID/Nepal may make that concept available either internally or externally.

INTERESTED APPLICANTS - PLEASE READ: The USAID Nepal Localization APS is not a Request for Applications or a Request for Proposals, and this APS does not serve as a general request for concepts. Do not submit concepts via grants.gov, as they will not be accepted. Interested Applicants must respond to specific documents called "addenda" that share USAID/Nepal priorities and may be issued throughout the year on grants.gov. These addenda, when added, can be found on [grants.gov](#) under "Related Documents" on the USAID Nepal Localization APS page. Please visit this page periodically for opportunities that may be relevant to your focus areas.

Applicants can submit questions about this APS via email to the points of contact (POCs) identified in Section B below.

Issuance of this APS does not constitute an award commitment on the part of the U.S. Government, nor does it commit the Government to pay for any costs incurred in preparation or submission of comments/suggestions to this APS. All preparation and submission costs are at the Applicant's expense.

Thank you for your interest in USAID programs.

Sincerely,

Maria Televantos Digitally signed by Maria Televantos
Date: 2024.11.19 11:18:03 +05'45'

Maria Televantos
Agreement Officer
USAID/Nepal

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SECTION A: PROGRAM DESCRIPTION

1. Background

USAID/Nepal is committed to advancing localization by supporting local actors to be at the forefront of their own development. USAID/Nepal's localization vision aligns with the Agency's localization efforts to make development and humanitarian assistance more effective and sustainable by equitably empowering local actors, strengthening local systems, and facilitating local leadership. To advance localization, USAID's four pillar approaches include:

- Shifting power to local actors by integrating local voices and leadership into all aspects of our programs;
- Channeling a larger portion of assistance directly to credible local partners;
- Applying local capacity strengthening efforts and elements of local systems practice in pursuit of locally led development; and
- Serving as an advocate and thought leader in Nepal, in coordination with other donors, private sector, the (Government of Nepal) GON, and like minded institutions to advance locally-led development.

USAID/Nepal set an ambitious target to obligate 40 percent of its annual resources to localization by 2030, which includes direct awards to local organizations and government-to-government (G2G) support¹. In addition, by 2030, USAID/Nepal plans to ensure that 100 percent of all new activities are co-designed with local communities, and that communities are in the lead in defining the development challenges, setting priorities, driving implementation, and/or measuring and evaluating the impact of our programs.

The principles of USAID/Nepal's localization vision are fully aligned with [USAID/Nepal's Country Development Cooperation Strategy \(CDCS\)](#) for the period of 2021-2025. The goal of USAID/Nepal's CDCS is as follows: "A more self-reliant, prosperous, and inclusive Nepal that delivers improved democratic governance and health and education outcomes." To achieve the CDCS goal, particularly that of self-reliance, USAID/Nepal is following localization principles by expanding its direct partnerships. Specifically, USAID/Nepal is seeking new partners and local actors to advance Nepal's development goals and to implement programs in democracy and governance, health, economic growth, education, natural resources management and disaster risk reduction.

2. Theory of Change

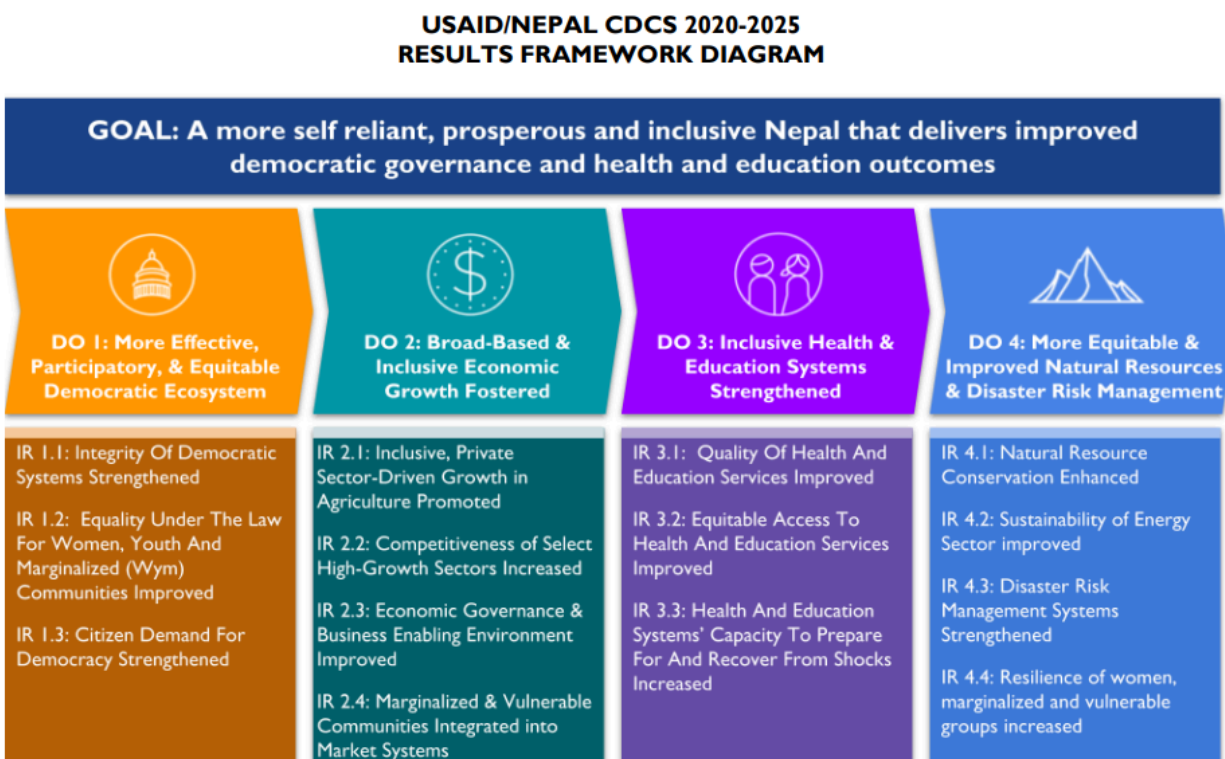
If local actors are empowered and take the initiative to lead responses to the development challenges they face, and have the necessary resources, decision-making power, autonomy, and support, then local actors will develop and implement solutions that are appropriate to their needs, so that positive systemic changes and development outcomes are sustainable.

This approach will help advance USAID/Nepal's intent of building on and expanding its emphasis on co-creation and institutionalize consultative processes in the design process to tackle development challenges and result in sustainable development outcomes.

¹ G2G is funding by USAID directly to a partner government entity.

3. Objectives

The primary purpose of this USAID Nepal Localization APS is to empower local actors to lead, develop, and implement solutions that are appropriate to their needs, while creating positive systemic changes and sustainably addressing the development objectives stated in USAID/Nepal's CDCS 2020-2025. The activities under this APS will contribute to one or more of USAID/Nepal's [CDCS](#) development objectives and results as listed below:



- **DO 1. More Effective, Participatory, and Equitable Democratic Ecosystem**

USAID/Nepal seeks to strengthen both structural governance institutions to be more responsive to citizen demands and functional (civil society, media, and private citizens) governance components to create a more effective, participatory, and equitable democratic system. Under this APS, USAID/Nepal will prioritize activities that offer promising and creative approaches to achieve the following results:

- 1.1. Integrity of Democratic systems strengthened
- 1.2. Equality under the law for women, youth and marginalized communities improved
- 1.3. Citizen demand for democracy strengthened.

- **DO 2: Broad-Based and Inclusive Economic Growth Fostered**

USAID/Nepal fosters broad-based and inclusive economic growth by supporting high-growth sectors that demonstrate potential to meet domestic market demand, expand trade, generate

income and employment, and reduce poverty. Under this APS, USAID/Nepal will prioritize activities that offer promising and creative approaches to achieve the following results:

- 2.1. Inclusive, private sector-driven growth in agriculture promoted
- 2.2. Competitiveness of selected high-growth sectors increased
- 2.3. Economic governance and business enabling environment improved
- 2.4. Marginalized and vulnerable communities integrated into the market system.

- **DO 3: Inclusive Health and Education Systems Strengthened**

USAID/Nepal contributes to strengthening Nepal's health and education systems by improving their quality, equity, and resilience. Under this APS, USAID/Nepal will prioritize activities that offer promising and creative approaches to achieve the following results:

- 3.1. Quality of health and education services improved
- 3.2. Equitable access to health and education services improved
- 3.3. Health and education system's capacity to prepare for and recover from shocks increased.

- **DO 4: More Equitable and Improved Natural Resources and Disaster Risk Management**

USAID/Nepal combines policy and planning efforts and site-based activities to enhance natural resource management and disaster risk reduction. Under this APS, USAID/Nepal will prioritize activities that offer promising and creative approaches to achieve the following results:

- 4.1. Natural resources conservation enhanced
- 4.2. Sustainability of the energy sector improved
- 4.1. Disaster risk management system strengthened
- 4.4. Resilience of women, marginalized and vulnerable groups increased.

This APS will enable interested local actors to propose development activities that address or complement USAID/Nepal's efforts to achieve the CDCS overarching development goals.

USAID/Nepal will issue one or more addenda under this umbrella APS to solicit, co-create, and fund innovative approaches to locally led development related to their specific objectives and programs. Any forthcoming addenda will provide the specific development objectives and results that USAID/Nepal seeks to address at the country level.

4. Local Resources

This APS supports activities that incorporate a mix of USAID, non-donor, and local resources to ensure that there is strong local support for proposed approaches both during and after an award. Addenda to this APS may require one or a combination of approaches to promote local and non-donor ownership of activities that are appropriate for the country context. This may include cost share, leverage,² and/or an activity component that strengthens the capacity of

² Cost Share refers to the portion of activity costs that is not funded by USAID but is instead covered by the recipient organization or other non-federal entities. Leverage is additional resources mobilized from external partners, to enhance the scale and impact of a project. Unlike cost share, leveraged resources are not formally committed to the activity through the agreement between USAID and the recipient, but they complement the activity's objectives.

local awardees to generate or leverage resources beyond those provided by international donors.

In addition, USAID/Nepal encourages coordination, partnerships, collaboration, and integration with other programs to leverage resources, avoid duplication, and build synergy.

5. Locally Led Development Approaches

This APS is designed to catalyze a process through which local actors can work with USAID to achieve development impact through locally led development approaches. USAID will not propose a technical approach for Applicants to fully develop and then implement; instead, USAID will limit itself to describing results that it wants to achieve under an activity and request that Applicants detail an effective technical approach.

All activities under this APS will include **one or more** of the following:

A. Local Ownership, Leadership, and Relevance to Local Priorities

The Applicant demonstrates a strong understanding of the local context and is transparent, accountable, and responsive to the people they serve. The proposed strategy substantively responds to local priorities or demonstrates a way to determine local priorities before beginning implementation. The proposed strategy and any teaming arrangements effectively shift the locus of development priority setting and response to local actors. The Applicant demonstrates a strong commitment to learning that advances the practice of locally led development for themselves, their constituents, and the wider development community.

B. Locally Led Development Approach and Impact

The proposed strategy lays out a logical path for utilizing a locally led development approach(es) to achieve anticipated results. The Applicant demonstrates a commitment to adaptive management in response to shifting local realities as they carry out the proposed strategy.

C. Strengthen Local Systems and Local Capacity

The Applicant presents a clear explanation for how their strategy will lead to sustainability of results. USAID's investment in this work is expected to strengthen local systems, capacity of local organizations, networks, and/or communities to deliver results beyond the end of the funded activities.

1. Cross-Cutting Components

In addition to the approaches listed above, all activities under this APS will contribute to the maximum extent possible, to the following Mission initiatives and priorities:

A. Gender and Inclusive Development

The USAID Gender and Inclusive Development (GID) strategy requires that GID issues are integrated into activity design, implementation, program management and staffing in accordance with priority/key issues stated in each addendum. The Applicant will ensure inclusion of all

populations, particularly under-represented groups such as women, youth, persons living with disabilities, indigenous peoples (Adivasi/Janajati), and LGBTQI+ persons, in the creation, implementation and continuous improvement of the activity. GID should also be extended to the Applicant's staffing and management plan; proposed personnel should represent the diversity in the local context of the beneficiaries that it intends to support. Further information on these components can be found in the [Nepal Gender Equality and Social Inclusion Analysis 2020](https://pdf.usaid.gov/pdf_docs/PA00Z96G.pdf) (link: https://pdf.usaid.gov/pdf_docs/PA00Z96G.pdf).

B. Federalism and Resilience: USAID/Nepal's CDCS recognizes federalism, and resilience as underlying development challenges. USAID activities funded under this APS must integrate, to the greatest extent possible, these themes to ensure that proposed approaches adequately account for these factors that are crucial to successfully addressing Nepal's development challenges. Further information on these components can be found in the [USAID/Nepal CDCS](https://www.usaid.gov/nepal/cdcs) (link: <https://www.usaid.gov/nepal/cdcs>).

[END OF SECTION A]

SECTION B: FEDERAL AWARD INFORMATION

1. Award Amount Considerations

USAID/Nepal and the Applicant will work together to determine the details of the activities and award amounts. As equal partners in this effort, the Applicant must propose a budget when responding to an addendum that reasonably reflects their existing resources and capacity to grow, including capacity building costs. USAID/Nepal will also collaborate with the applicant to ensure the proposed activity in response to an addendum does not contribute directly or unintentionally to inequity, discrimination, criminalization, exclusion, or stigma towards any population or group.

2. Federal Award Information

This APS is not supported by specific funds. Any funding for activities proposed under this APS will be requested by USAID/Nepal through issuance of an addendum under this APS.

USAID reserves the right to fund any or none of the concepts submitted based on an addendum under this APS. Please note that the determination of potential substantive, including resource, support DOES NOT constitute a commitment to make an award.

This APS supports the award of standard and simplified grants, fixed amount awards, renewal awards, and cooperative agreements.

In order to be eligible to receive U.S. Government funding, organizations must meet certain requirements. While **these requirements do not have to be met in order to submit a concept under the APS**, they will need to be met if the applicant is requested to co-create an activity and receive an award from USAID. The requirements are:

- Registration:
 1. All first-time applicants for USAID funding are subject to a pre-award survey to verify that the applicant has proper procedures in place to receive USAID funding (ADS 303.3.8).
 2. Entities submitting a **concept paper** are not required to have a UEI or be registered in SAM at the time of submission. If the concept paper is selected for a potential award, the applicant **must** obtain a UEI and fully register in SAM prior to submission of a more detailed application, to proceed with the award process.
 3. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.
- If a concept is selected, the apparently successful applicant must submit the following USAID forms before USAID can make the award:
Applications for Federal Assistance

SF-424, Application for Federal Assistance
SF-424A, Cost application Information – Non-Construction Programs
SF-424B, Assurances – Non-Construction Programs
SF-425, Federal Financial Form
Certifications, Assurances, Other Statements of the Recipient

In addition, the requirements for reporting on USAID/Nepal-funded activities under this APS will be determined in a collaborative manner among selected awardees. These will be outlined in award documents.

For general questions about this APS, please contact the Agreement Officer Lesley DeRosa at lderosa@usaid.gov and the cognizant Acquisition and Assistance Specialist Pramila Dongol at pdongol@usaid.gov.

[END OF SECTION B]

SECTION C: ELIGIBILITY INFORMATION

In response to addenda published under this APS, USAID/Nepal will welcome concepts from a wide variety of Nepali actors who bring an understanding of the development challenges facing their communities or who demonstrate a way to determine local priorities in their approach.

Eligible applicants:

- 1) **Must be local entities.** When determining if an entity is eligible for the purposes of this APS, USAID will consider:
 - a) Whether the entity is legally organized under the laws of the host country;
 - b) Whether the entity has its principal place of business or operations in the host country;
 - c) Whether the entity is majority owned by individuals who are citizens or lawful permanent residents of the host country; and
 - d) Whether the entity is managed by a governing body, the majority of whom are citizens or lawful permanent residents of the host country.
- 2) USAID does not envision direct support to GON entities or GON parastatal entities³ under this APS.
- 3) While not an exhaustive list and provided for illustrative purposes only, the following types of local organizations are encouraged to participate:
 - Civic groups
 - Colleges and universities⁴
 - Cooperatives
 - Faith-based organizations Foundations
 - Non-Governmental Organizations (NGOs)
 - Private businesses
 - Trade associations
- 4) **Subrecipients:** While the prime recipients must be local entities as defined above, local entities are not restricted from partnering with non-local entities as subrecipients. In other words, U.S.-based or other international organizations are not eligible as prime awardees under this APS, but they may be eligible as subrecipients.
- 5) **Unique Entity Identifier (UEI) and System for Award Management (SAM):** Entities submitting a **concept paper** are not required to have a UEI or be registered in SAM at the time of submission. If the concept paper is selected for a potential award, the applicant **must** obtain a UEI and fully register in SAM prior to submission of a Full Application, to proceed with the award process. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process using the [Registering to Work with USAID: Main Step-by-Step Guide](#) available on

³ Any entity owned, or partially, owned by the government.

⁴ Entities, including colleges and universities, shall not be government-owned, or parastatal entities.

<https://www.usaid.gov/work-usaid/get-grant-or-contract/trainings-how-work-usaid/how-work-usaid-registering-to-work-usaid>.

[END OF SECTION C]

SECTION D: APPLICATION AND SUBMISSION INFORMATION

1. Agency Points of Contact

The points of contact for submission of concepts will be listed in each addendum published under this APS.

2. Concept Instructions for Applicants

In an effort to foster a locally led development approach that promotes progressive engagement of local partners from partnerships to local leadership, USAID/Nepal will collaborate with local partners from the design stage to the implementation stage of the award.

USAID/Nepal will issue specific opportunities, known as addenda, to submit concepts. Each addendum will contain specific approaches, development sector challenges, and results.

In an addendum, USAID/Nepal will provide specific instructions tailored to the needs of the award opportunity and consistent with the general guidance contained in this APS. For example, an addendum will specify in which format concepts must be submitted. (e.g., oral presentations, online forms, slide decks, videos). Interested applicants will have no less than four weeks to respond to opportunities.

The addenda will include information related to USAID/Nepal's CDCS and other relevant development strategies in a particular sector and will include overall results it wants to achieve through the proposed award(s). USAID/Nepal is committed to learning about the needs and proposed approaches identified by Applicants.

The concept and supporting information must be submitted to the addendum POC. Applicants must consult the relevant addendum for specific submission guidance. Addendums will have direction for how concepts may be submitted; various formats could include, but are not limited to:

- A short concept paper in MS Word or Adobe PDF
- A USAID-generated application form
- A PowerPoint slide deck
- A short video
- An in-person oral presentation
- Any combination of written and oral formats

3. Concept Submission Instructions and Next Steps for Applicants

This USAID Nepal Localization APS is not a Request for Applications or a Request for Proposals, and this APS does not serve as a general request for concepts. Do not submit concepts via grants.gov, as they will not be accepted. Interested Applicants must respond to specific documents that share USAID priorities called "addenda" that will be issued throughout the year on grants.gov. These addenda, when added, can be found on grants.gov under "Related

Documents” on the USAID Nepal Localization APS page. Please visit this page periodically for opportunities that may be relevant to your focus area.

Interested applicants responding to a specific addendum must follow the steps below:

Step 1: Interested Applicants reflect on their own experience working in the local context and conduct any additional research to understand the objectives set forth in the addendum to the USAID Nepal Localization APS. Applicants research and understand the whole community approach, local capacity strengthening, and inclusive development. Local actors are not required to propose a fully designed activity under an addendum -- an idea that summarizes a process to identify and then act on solutions from the whole community is the intent of this APS and resulting addenda. Applicants are encouraged to identify and collaborate with other stakeholders to identify the development challenge(s) in their community; cross-sector partnerships/consortia are especially encouraged.

Step 2: Applicants submit a concept to the USAID/Nepal Addendum POC, following the instructions in the specific Addendum. Each Addendum will specify the required concept format to meet the needs of the Addendum. Concepts may be submitted in English or Nepali. USAID/Nepal will respond with a confirmation receipt within one week of submission.

Step 3: USAID/Nepal convenes a selection committee to review concepts and select applicants for further consideration. All concepts are reviewed based upon the review criteria outlined in Section E, and any additional criteria identified in an addendum.

Step 4: If selected to move forward, the USAID Agreement Officer (AO) informs the Applicant(s) and provides instructions on next steps. Applicants not selected to advance will also be notified.

Next steps for selected applicants may include:

- USAID/Nepal may invite selected Applicants to enter a period of co-creation, in which they will collaborate on and refine approach(es) with relevant stakeholders and USAID for award consideration.
- USAID/Nepal may issue a Request for Full Application (RFA) to the selected Applicant(s). The RFA will address all pre-award requirements.

Step 5: Based on concept submissions, USAID/Nepal will determine how best to co-create an activity or set of activities with an Applicant. USAID/Nepal will provide instructions for the co-creation period and requirements for award. This may include requesting a full application. Another type of co-creation involves USAID/Nepal inviting a number stakeholders to a co-creation session, otherwise known as a multi-stakeholder co-creation. With USAID/Nepal or a third party USAID Contractor in the facilitator role, the stakeholders would collaborate on and refine approach(es) with one another and USAID/Nepal for award consideration. Prior to award, USAID/Nepal and the selected Applicant(s) will collaborate to understand one another and co-create an activity that meets USAID’s identified results and the needs of the local community.

The submission of a concept under an addendum helps USAID determine whether there is potential substantive, including resource, support for the concept before USAID and the prospective Applicant(s) invests significant time and resources in the next steps of the application process. The co-creation process enables activity design that focuses on local priorities and draws on the knowledge of the people who will lead the activities.

The Applicant collaborates with USAID/Nepal and prepares the necessary documentation for award consideration. Before award, USAID/Nepal and the Applicant may have significant interaction in-person, via phone, and/or electronically to co-create the activity. Applicants should ensure that any proposed technical assistance and capacity development support is sourced from other local entities.

Step 6: USAID/Nepal reviews the final documents and evaluates the Applicant's Full Application in response to the Notice of Funding Opportunity (NOFO). Additional negotiations regarding any technical and cost details may be necessary.

All first-time Applicants for USAID funding that are deemed apparently successful are subject to a pre-award survey to verify that the Applicants have proper procedures in place to receive USAID funding.

Step 7: The assistance award is sent to the Applicant for review and signature and then the AO will fully execute it. Subsequently, a post-award conference will be planned to start the partnership between USAID/Nepal and the Recipient.

[END OF SECTION D]

SECTION E: APPLICATION REVIEW INFORMATION

1. MERIT REVIEW

Review Criteria Minimum Requirements

Concepts that do not meet these requirements will not be considered:

1. The Applicant meets the eligibility criteria in Section C, Eligibility Information, and any additional eligibility criteria required in an Addendum.

Merit Review Criteria

In each addendum, USAID/Nepal will include Merit Review Criteria that reflect activity-specific priorities. The merit review criteria will be used by USAID/Nepal to review and evaluate concepts that meet the minimum requirements.

While properly addressing merit criteria listed in the NOFO is important, cost considerations may also be a factor for award. The U.S. Government is not obligated to make an award based on lowest proposed cost or to the Applicant with the highest rated merit review criteria.

[END OF SECTION E]

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

1. Administrative and National Policy Requirements

Any resulting awards from this APS will be administered in accordance with the following policies and regulations.

- For Cost-type Awards: 2 CFR 200 Subpart E and Standard Provisions for Non-U.S. Non-governmental Organizations.
- For Fixed Amount Awards: Standard Provisions for Fixed Amount Awards

2. Environmental Compliance

Section 117 of the Foreign Assistance Act of 1961, as amended, 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 ADS 204, which require that any potential environmental impacts of USAID-financed activities be identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. In case of a conflict between host country and USAID regulations, the latter shall govern.

3. Geospatial Reporting Requirements:

i. Activity Location Data

The Recipient shall submit Activity Location Data as part of the quarterly and annual progress reports to indicate the geographic location or locations where the activity is implemented according to the following requirements:

ii. Level of Geographic Detail

The activity location(s) must be recorded at the National (levels to be finalized in conjunction with the design team pre award or post award with AOR): whole Nepal; Sub-national: District; Province; Local:Municipality; and Facility/ site level. When collected, latitude and longitude coordinates must be submitted in Decimal Degrees (hddd.ddddd) with at least five decimal places using the Geographic Coordinate System World Geodetic System 1984 (GCS WGS 1984) spatial reference.

iii. Data Submission Frequency

Activity Location Data must be submitted twice annually as part of the 2nd Quarterly Performance Report and the Annual Report. If the Activity Location Data has not changed since the previous data submission, it must be indicated when the data is submitted.

iv. Data Submission Method

Activity Location Data shall be submitted to an Agency approved reporting tool or in a digital format according to the standards and procedures provided by USAID. If Activity Location Data exists in a Geographic Information Systems (GIS) format: 1) it must also be submitted in a Shapefile (.shp) or GeoJSON (.geojson) file format. Geographic Data Files that are stored in other file formats that may be useful to end users can be voluntarily submitted in those file formats. For example, Geographic Data Files stored in a File Geodatabase (.gdb) or as a Web Map Service (WMS) can also be submitted; 2) use the Geographic Coordinate System World Geodetic System 1984 (GCS WGS 1984) spatial reference; 3) include metadata ISO 19115 using the ISO 19139 XML implementation schema; 4) Geographic Data Visualization Files created using desktop GIS software will be submitted in Esri Map Document (.mxd) or QGIS Project (.qgs) file formats; 5) Geographic data visualization products that are finalized in separate desktop software or stored in a different file format can also be submitted if they may be of use to an end user. For example, when a data visualization product is stored as a Map Package or is finalized in Adobe Illustrator, the Map Package (.mpk), or Adobe Illustrator (.ai) file can be additionally submitted; 6) Geographic Data Visualization Files written in a programming language and used to generate web-based data visualization products will include an indication of the programming language (for example, a Python file would be .py, a Javascript file would be .js, etc.); and 7) Geographic Data Visualization Files will reference relative pathnames to the source of all Geographic Data Files that are displayed in the data visualization product.

[END OF SECTION F]

SECTION G: FEDERAL AWARDING AGENCY CONTACTS

1. Agency Points of Contact

Name: Lesley DeRosa
Title: Agreement Officer
Email: lderosa@usaid.gov

Name: Pramila Dongol
Title: Acquisition and Assistance Specialist
Email: pdongol@usaid.gov

Any questions or comments concerning this APS must be submitted in writing by email to the above email addresses.

2. Acquisition and Assistance Ombudsman

The A&A Ombudsman helps ensure equitable treatment of all parties who participate in USAID's acquisition and assistance process. The A&A Ombudsman serves as a resource for all organizations who are doing or wish to do business with USAID. Please visit this page for additional information:

<https://www.usaid.gov/work-usaid/acquisition-assistance-ombudsman>

The A&A Ombudsman may be contacted via: Ombudsman@usaid.gov

[END OF SECTION G]

SECTION H: OTHER INFORMATION

USAID reserves the right to fund any or none of the applications submitted as a result of this APS. The AO is the only individual who may legally commit the Government to the expenditure of public funds. Any award and subsequent incremental funding will be subject to the availability of funds and continued relevance to Agency programming.

Applications with Proprietary Data

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purpose, should mark the cover page with the following:

“This application includes data that must not be disclosed, duplicated or used – in whole or in part – for any purpose other than to evaluate this application. If, however, an award is made as a result of – or in connection with – the submission of this data, the U.S. Government will have the right to duplicate, use, or disclose the data to the extent provided in the resulting award. This restriction does not limit the U.S. Government’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets {insert sheet numbers}.”

Additionally, the applicant must mark each sheet of data it wishes to restrict with the following:

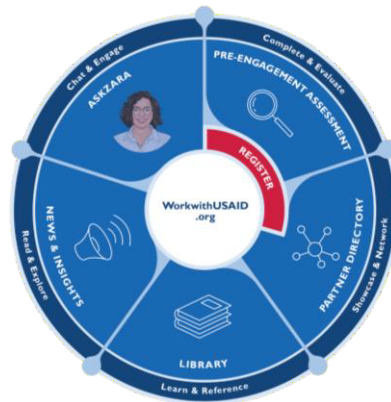
“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application.”

[END OF SECTION H]

ANNEXES

ANNEX A: USAID PARTNER RESOURCE

[WorkwithUSAID.gov](https://workwithusaid.gov) is a globally accessible website that offers a variety of innovative services and curated tools designed to improve organizational readiness, connect partners to peers and experts, and prepare them to pursue USAID funding. The website is set up to support new partners, existing partners, and USAID staff around the world.



A key component of the website is a [Partner Directory](#), which allows organizations to create a profile and connect with others in the development community to more easily forge prime and/or sub-partnerships in acquisition and assistance.

Potential applicants are encouraged to take the Pre-Engagement Assessment to self-evaluate their readiness to compete for USAID funding. Other website features include a library, blog, and an FAQ page that features the most common questions organizations ask about engaging with USAID.

Whether an organization is new to USAID or has been working with the Agency for years, it will find valuable resources on [WorkwithUSAID.gov](https://workwithusaid.gov).

ANNEX B: REGISTERING TO WORK WITH USAID



QUICK REFERENCE REGISTERING TO WORK WITH USAID Non-U.S.-Based Partners

Complete the free U.S. Government registrations your organization needs to compete for USAID grants, agreements, and contracts. The registration process differs slightly depending on where your organization is based.

NON-U.S. PARTNERS should use this Quick Reference Guide as a general overview.

For a more detailed version of the process, please reference the training module titled “[Registering to Work with USAID: A Step-by-Step Guide](#)” to see the full series of guides.

U.S.-BASED PARTNERS should use the Quick Reference Guide for U.S.-based partners.

1 GATHER YOUR INFORMATION

Collect relevant details on your organization using the Entity Registration Checklist provided on the “[Getting Started with Entity Registration](#)” page. You will need to use identical spelling, spacing, and punctuation for each system in the process. You can make this easy by putting all of your information in a “[Key Information Log](#),” and you can then copy and paste the relevant details into each form on various websites.

2 OBTAIN YOUR UEI

The U.S. Government uses a Unique Entity Identifier (UEI) to identify organizations for credit-check purposes. You will request this 12-digit alphanumeric ID at [SAM.gov](#) before you request an NCAGE code. You will be required to provide your organization's legal business name, physical address, and date and state of incorporation as part of the validation process.

3 GET YOUR NCAGE CODE

Once you have your UEI, you may apply for your NATO Commercial and Government Entity (NCAGE) code from the NATO Support and Procurement Agency (NSPA). Note that U.S.-based organizations that operate in other countries may also need to apply for an NCAGE code. To register:

- Follow the steps at the NATO Codification Tool [website](#) to request an NCAGE code;
- Validate the NCAGE code once it is assigned by logging into the NSPA web portal; and
- Validate the information in the CAGE Search & Inquiry system.

4 GET TO KNOW SAM

Study the guides available at [SAM.gov](https://sam.gov) to become familiar with the System for Award Management (SAM). Here you may click through the overview of the steps to register your entity with the U.S. Government.

5 CREATE A LOGIN.GOV ACCOUNT

You will use this account to register your organization in SAM. Create a [Login.gov](https://login.gov) account at [SAM.gov](https://sam.gov) by clicking the “Get started” button and following the steps. The account will also provide a workspace where you can build a profile and manage a variety of requests, notifications, and documentation.

6 COMPLETE REGISTRATION IN SAM

Use your UEI, NCAGE code, and Login.gov account information to sign into [SAM.gov](https://sam.gov) and finalize your registration. You can expect to provide information in four categories—core data, assertions, representations and certifications, and points of contact—during the process.

PROCESS FOR NON-U.S. PARTNERS



STEP-BY-STEP GUIDES:

[Registering to Work with USAID Guide](#) ← start here
[System for Award Management \(SAM\) Guide](#)
[Login.gov Guide](#)
[NATO Commercial and Government Entity \(NCAGE\) Guide](#)

RESOURCES:

- “Getting Started with Entity Registration”
- “Quick Start Guide for creating a Login.gov account”
- “Registration and Updating Procedures for NSPA NCAGE”
- [NATO Commercial and Government Entity \(NCAGE\)](#)
 - » [NATO Codification Tool](#)
 - » [NATO Support and Procurement Agency \(NSPA\) web portal](#)
 - » [Commercial and Government Entity \(CAGE\) Search & Inquiry system](#)
- [System for Award Management \(SAM\)](#)

For questions related to this resource, contact USAID's Industry Liaison at IndustryLiaison@usaid.gov.