USAID | DEMOCRATIC REPUBLIC OF THE CONGO
FROM THE AMERICAN PEOPLE

Issuance Date: **October 18, 2024**
Questions Due: **October 25, 2024**
Application Due: **November 15, 2024, 17:00 Kinshasa Time**

Subject: **Notice of Funding Opportunity, Number: 72066024RFA00007**

Activity Title: **USAID Maisha Bora Activity**

Dear Prospective Applicants:

The United States Agency for International Development in Democratic Republic of Congo (USAID/DRC) is seeking applications for a Fixed Amount Award (FAA) Cooperative Agreement to implement the **USAID Maisha Bora Activity.** Eligibility for this award is restricted to local entities, as defined in ADS 303.6, based in the Democratic Republic of Congo.

USAID intends to make an award to the applicant who best meets the objectives of this funding opportunity based on the merit review criteria described in this NOFO subject to a risk assessment. Eligible parties interested in submitting an application are encouraged to read this NOFO thoroughly to understand the type of program sought, application submission requirements and selection process.

To be eligible for award, the applicant must provide all information as required in this NOFO and meet eligibility standards in Section C of this NOFO. USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier and System for Award Management (SAM) requirements. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process.

Please send any questions to the points of contact identified in Section G. The deadline for questions is shown above. Responses to questions received prior to the deadline will be furnished to all potential applicants through an amendment to this notice.

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

Thank you for your interest in USAID programs.

Sincerely,

Digitally signed by Gregory S. Wang
Date: 2024.10.18 10:45:54 +01'00'

Gregory Wang
Supervisory Agreement Officer
USAID/Democratic Republic of the Congo

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ABBREVIATIONS AND ACRONYMS

ADS	USAID Operational Policy: Automated Directive System
AFRICOM	U.S. Africa Command
BHA	Bureau of Humanitarian Affairs
AMELP	Activity Monitoring, Evaluation, and Learning Plan
AO	USAID Agreement Officer
AOR	USAID Agreement Officer’s Representative
BS & MP	Branding Strategy and Marking Plan
CFR	U.S. Code of Federal Regulations
C-GBV	Counter- Gender Based Violence Activity
DEC	USAID Development Experience Clearinghouse
DRC	Democratic Republic of the Congo
EMMP	Environmental Mitigation and Monitoring Plan
GAAS	Generally Accepted Auditing Standards
GBV	Gender Based Violence
GNDR	Gender
IEE	Initial Environmental Examination
IR (or IRs)	Intermediate Result(s)
LGBTQI+	Lesbian, Gay, Bisexual, Transgender, Queer, Intersex
M&M	Mitigation and Monitoring Plan
MONUSCO	United Nations Stabilization Mission in the Democratic Republic of the Congo
NOFO	USAID Notice Of Funding Opportunity
NGO	Non-Governmental Organization
NICRA	Negotiated Indirect Cost Rate Agreement
OAA	USAID Office of Acquisition and Assistance
OMB	U.S. Government Office of Management and Budget
PDF	Adobe Portable Document Format
SAM	System for Award Management
SBCC	Social and Behavior Change Communication
TO	Transition Objective
TIP	Trafficking in Persons
UEI	Unique Entity Identifier
UN	United Nations
USAID	U.S. Agency for International Development

SECTION A: FUNDING OPPORTUNITY DESCRIPTION

USAID MAISHA BORA ACTIVITY

I. Background

Gender-based violence (GBV) in the Democratic Republic of the Congo (DRC) is widespread and deeply anchored in unequal social norms that disproportionately affect women, girls, and sexual and gender minorities. The persistent scarcity of basic resources and decades of violent conflict and instability exacerbate the issue, intensifying the atrocious violations and crimes perpetrated against women and children. The issue is more pronounced in the provinces of North Kivu, South Kivu, and Ituri where a breakdown of the rule of law, security institutions, economic life, social capital, and gender roles due to the conflict has seen an alarming surge in GBV cases.

The previous and most recent escalation of violence has resulted in a significant increase in GBV cases in these provinces. According to the UN's Office of the Coordination of Humanitarian Affairs (OCHA), from May to August 2023, at least 46,000 GBV cases were reported in the provinces of North Kivu, South Kivu, and Ituri. OCHA estimates that a staggering 685,000 people in DRC are at risk of GBV and will require specialized care in 2024. The recent withdrawal of MONUSCO from South Kivu and planned withdrawal from North Kivu and Ituri risks creating a security vacuum, and may escalate GBV risks.

Furthermore, continuous conflict in eastern DRC inhibits progress against other forms of GBV not directly caused by armed conflict, including domestic violence, childhood marriage, and sexual harassment, which are often pervasive, and, unfortunately, tolerated. These negative effects of GBV permeate every aspect of life for victims, their families, their communities, and the country. Government attention and resources are diverted by decades-long conflict leading to ongoing constraints to effectively address GBV, allowing to persist negative socio-cultural norms, attitudes and beliefs that reinforce GBV, the culture of impunity for perpetrators, and a culture of silence and social stigma for survivors. Furthermore, in the DRC there remains an absence of adequate shelters and safe spaces, a lack of counseling and rehabilitation services for GBV survivors including men and boys who are victims, inadequate and low quality medical care, limited access to justice for victims and survivors, ineffective implementation of laws prohibiting sexual and gender-based violence, lack of awareness among men, boys, and communities of the harmful nature of GBV and the risks of further perpetuation of gender norms. all of which deters survivors from seeking services and pursuing justice.

GBV is a human rights violation, a public health challenge, and a barrier to civic, social, political, and economic participation. Given the unprecedented rates of GBV experienced in the DRC, preventing, mitigating, and responding to GBV remains a top priority for USAID. Since 2002, USAID has been a major donor in the response to, and prevention of, GBV in the DRC. USAID's anti-GBV programming utilizes a cross-sectoral approach that includes health, education, peace and security, and humanitarian assistance interventions, challenging unequal gender norms, and expanding access to services in targeted provinces. USAID provides comprehensive medical services and psychosocial care to survivors of GBV in health zones across eastern DRC; trains health staff on the medical management of GBV; raises awareness and makes the case for the positive benefits of gender equality and social inclusion; and supports survivors on their path to seek justice and socioeconomic integration through the provision of livelihood opportunities.

Multiple local and international organizations support countering GBV in the DRC. Furthermore, USAID/DRC technical offices such as Health, BHA, Education, and Economic Growth, and US Embassy Kinshasa sectors such as Political Office and the Bureau of International Narcotics and Law Enforcement (INL) implement activities that work to counter GBV across the DRC. These programs have complementary or overlapping objectives and, as such, constant communication and coordination is vital and expected to prevent the waste of assistance resources. The selected applicant must also closely coordinate with local and international stakeholders on anti-GBV efforts and activities over the life of the project.

II. Objective

USAID seeks applications for a multi-sectoral effort to prevent gender-based violence and mitigate its impacts on survivors, marginalized populations, and communities in the provinces of North Kivu, South Kivu, and Ituri in eastern DRC to implement the new Maisha Bora activity (Swahili for "Well Being"). The activity will support the Mission's ongoing effort to address gender-based violence (GBV) and act as a key element in achieving the Mission's Development Objectives under the current Country Development Cooperation Strategy (CDCS) (2020 - 2027). USAID/DRC seeks to implement an integrated approach to GBV in the DRC, and this activity should be designed to 1) provide comprehensive medical, psychosocial, and legal support to GBV survivors; 2) improve access to viable sources of livelihoods for GBV survivors, including marginalized populations; 3) promote positive gender norms, power-relations and attitudes to address a core driver of GBV; 4) support and enhance local advocacy efforts to combat GBV; and 5) reduce stigma to enhance the reintegration of GBV survivors in their communities. This activity should not be limited to only addressing conflict-related GBV, but must include marginalized populations and address GBV in its many forms in communities across the targeted provinces. This activity should also seek to coordinate with other key United States Government (USG) GBV efforts in the DRC through integrated and coordinated programming, and sharing of information, data, best practices, and lessons learned.

This activity will support USAID's Inclusive Development strategy by protecting the rights, safety, well-being, and inclusion of underrepresented and marginalized groups, such as racial and ethnic minorities, sexual and gender minorities, persons with disabilities, and youth, into USAID activities, and develop activities that mitigate harm and promote inclusion and equity within the supported communities.

III. Theory of Change

If GBV survivors access comprehensive medical, psychosocial, and legal services; and **If** GBV survivors are empowered through livelihood and entrepreneurship opportunities; and **If** men and boys are engaged to make the case for gender equality and social inclusion; and **If** communities and service providers' capacity to prevent and respond to GBV are enhanced; **then** GBV survivors, marginalized populations, and vulnerable communities will improve their well-being and increase their resilience to prevent and respond to GBV in North Kivu, South Kivu, and Ituri.

IV. Program Intermediate results, Sub-Intermediate results, and Performance Indicators

A. Intermediate Results (IR) and Sub-Intermediate Results (Sub IRs) :

IR 1: Improve access to timely and quality health, psychosocial, legal and protection services for survivors of GBV and other human rights violations

Sub Intermediate Results (Sub-IRs)

- Sub-IR.1.1: Capacity of health workers and providers to provide quality and appropriate health services, including fistula prevention and surgical repair (when appropriate), mental health services to GBV survivors increased
- Sub-IR.1.2: Technical capacity of allied paralegals, lawyers and other public officials in the judicial sectors strengthened
- Sub-IR 1.3: Alternative Dispute Resolution mechanisms to maintain and pursue restorative justice for survivors and support community reconciliation strengthened

Illustrative Activities

- Provide training to medical providers on GBV case management, Obstetric surgery to prevent fistula (when appropriate), and referral system to direct survivors to the appropriate services
- Strengthen the capacity of psychosocial and mental health providers on psychosocial support techniques and mental health approaches
- Strengthen the capacity of judicial actors on the application of national and international legal instruments on GBV, train them on the DRC judicial procedures and rights of citizens, increase their awareness of GBV and human rights violations, and other related topics including investigation and prosecution of GBV perpetrators
- Educate survivors of GBV, and members of the community, on the services available and where to access these services
- Utilize mobile clinics (medical, psychosocial, and legal) to bring services to hard to reach and remote communities

Illustrative Performance indicators

- GNDR-8: Number of persons trained with USG assistance to advance outcomes consistent with gender equality or female empowerment through their roles in public or private sector institutions or organizations
- GNDR-6: Number of people reached by a USG funded intervention providing GBV services (e.g., health, legal, psycho-social counseling, shelters, hotlines, other)
- ES.4-3: Number of USG-assisted organizations and/or service delivery systems that serve vulnerable persons strengthened

- Percentage of survivors of GBV and other human right violations who benefited from US government funded intervention satisfied by the services received.

IR 2: Increase access to diverse sources of livelihoods as a prevention tool for at-risk population and GBV survivors through support for income generating activities and entrepreneurship

Sub-Intermediate Results

- Sub-IR.2.1: GBV survivors' and marginalized individuals' access to social opportunities, such as peer-to-peer mentor groups, safe and appropriate livelihood opportunities improved
- Sub-IR.2.2: Access to economic resources, including establishment of Village Savings and Loans Associations (VSLAs) among GBV survivors and marginalized individuals increased
- Sub-IR.2.3: Reintegration of GBV survivors and marginalized individuals in their communities through socio-economic activities enhanced.

Illustrative Activities

- Conduct feasibility study of Income Generating Activities (IGAs) among the targeted group/community and identify the factors that contribute/hinder their success to ensure approach is rooted in evidence
- Strengthen the capacity of GBV survivors and their networks to manage micro-projects
- Provide grants to selected candidates for IGAs in their communities

Illustrative Performance Indicators

- GNDR-2: Percentage of female participants in USG-assisted programs designed to increase access to productive economic resources (assets, credit, income or employment)
- Percentage of GBV survivors and marginalized individuals who reported improving their well-being thanks to Income Generating Activities

IR 3: Promote social norm change to address drivers of gender inequality and GBV in communities through a social and behavior change (SBC) approach

Sub-Intermediate Results

- Sub IR 3.1: Men and boys, and youths' ability to recognize and address the adverse effects of inequalities and social norms enhanced
- Sub IR 3.2: Community tolerance/acceptance and normalization of GBV reduced
- Sub IR 3.3: Capacity of GBV community actors and organizations techniques for social behavior change and advocacy techniques enhanced

Illustrative Activities

- Further engage men and boys in a culturally sensitive manner to strengthen their knowledge and capacity to promote gender equality and social inclusion
- Support community radio stations and community mobilization programs about GBV such as film screenings, radio messages, FGDs, etc, to incorporate anti-GBV communication campaigns into regular broadcast programming
- Increase involvement of the community leaders, who are the custodians of the cultural norms in society, and local community organizations in anti-GBV focus group discussions with communities to ensure the communities' buy-in and long term sustainability of program outcomes
- Engage youth and children in schools and community forums by establishing gender clubs and incorporating anti-GBV conversations in youth clubs to promote gender equality and social inclusion.

Illustrative Performance Indicators

- DR.4.2-2: Number of civil society organizations supported by the U.S. Government engaged in advocacy interventions
- GNDR-11: Percentage of women reporting increased influence over household spending decisions following participation in a USG-assisted intervention.
- GNDR-4: Percentage of participants reporting increased agreement with the concept that males and females should have equal access to social, economic, and political resources and opportunities

The above list of illustrative activities are not exhaustive of what USAID envisions for this activity. USAID strongly recommends and encourages applicants to develop their own innovative solutions and suggest activities outside of what USAID proposes.

IV. Monitoring, Evaluation, and Learning:

The Applicant must submit a summary of their Activity Monitoring, Evaluation, and Learning Plan (AMELP). The summary AMELP must include suggested benchmarks and indicators for measuring progress for all activities, including indicators specified in the PD and USAID/DRC's performance management plan (PMP). The plan must specify how data will be collected and analyzed for each of the benchmarks and indicators, and include a description of the role and responsibilities of the relevant MEL POC(s). Measurement will focus on both output and outcome data as well as on higher levels of impact, to demonstrate the effects and results of program activities. Qualitative indicators are acceptable if they provide the most useful information for measuring outcomes and learning. All data must be disaggregated by sex, gender, disability, age, and geography, whenever applicable. The compilation and synthesizing of the data will be completed by the responsible MEL specialist. The activity should use data to inform planning and management decisions, and to track the progress of the activity. All activity-level data must be stored and managed by the implementing partner.

To ensure data quality, the applicant's MEL Specialist will oversee MEL training and conduct routine data quality assessments to improve data timeliness, accuracy, and completion. Technical officers will work on the quarterly work plans, and ensure targets are met and indicators are reported. The USAID Maisha Bora Activity program management team will receive support from USAID for an outside Data Quality Assessment (DQA). In addition to DQA, the Maisha Bora MEL team will also benefit from capacity building sessions in MEL (Monitoring, Evaluation and Learning) organized by USAID. They will also be trained in the use of the development information solution (DIS) to report their performance data. USAID recognizes that shifts in the country context will require adjustments to the management and technical approach. This may include, for example, altering the staffing plan to mobilize different or additional assets, changing the location of activities, pausing or expanding interventions under individual objectives, and the ability to seize short term opportunities. The preferred applicant and its partners' recommendations will also inform learning and any adjustments to the MEL. The MEL Specialist will track the data on value-based programming to ensure USAID values and the values of the target population are being respected in the implementation process.

Conducting a conflict analysis is essential for understanding the conflict context and informing current or anticipated programming. The Recipient will be required to perform a Conflict Sensitivity Analysis - using the USAID designed Conflict Sensitivity Analysis Tool within 45 days of the start of the award. This analysis will inform USAID of potential unintended negative effects of aid and enable the partner and the USAID AOR to identify mitigation efforts and opportunities to influence conflict positively so that aid provides benefits to local communities, populations and biodiversity.

A gender and social Inclusion (GESI) analysis should be conducted prior to the implementation of the activity. The results from the GESI analysis will inform the development of an inclusive development strategy within the first annual implementation plan that details efforts to engage marginalized groups and to identify and address their development priorities. The Recipient must update the strategy annually and incorporate it with the annual implementation plan. The Recipient may reference Suggested Approaches for Integrating Inclusive Development Across the Program Cycle and in Mission Operations (Additional Help for ADS 201) for additional information. A discussion of how an inclusive development strategy will be implemented must take place in a post-award meeting(s) with the Recipient. A political economy analysis should also be conducted prior to the implementation of the activity, followed by a detailed risk analysis framework that the selected applicant will monitor to maximize the achievements of planned results.

[END OF SECTION A]

SECTION B: FEDERAL AWARD INFORMATION

1. Estimate of Funds Available and Number of Awards Contemplated

USAID intends to award a Fixed Amount Award, Cooperative Agreement. This award will have a period of performance of five years.

USAID intends to provide an estimated **$ 9,000,000 or 60%** in total USAID funding for the initial three-year period. The actual amount of the renewal award period will be an estimated figure of **$6,000,000 or 40%**, with the actual amount of the renewal award period higher or lower depending on the specific activities to be performed, adaptations of the activity in the future context, and funding availability.

USAID intends to award one (1) award pursuant to this Notice of Funding Opportunity. USAID reserves the right to fund any one or none of the applications submitted.

2. Start Date and Period of Performance for Federal Awards

The period of performance anticipated is five years separated into the initial award period of three years with the potential for renewal for an additional two years.

The estimated period of performance start date is December 2024.

3. Award Renewal

This award is subject to renewal for an additional two years of implementation. Renewal of the award will be subject to the submission of a renewal application and a programmatic review is contingent on the following:

- Availability of funds
- Satisfactory progress towards meeting the award objectives
- Submittal of required reports
- Compliance with the terms and conditions of the award, including the conditions for renewal

During the programmatic review, USAID will review and document the following:

- The Recipient has met performance and progress in a satisfactory way and still merits support
- Program activities are still relevant to the Agency’s objectives
- The renewal will support either the same work, or work that is within the programmatic activities of the current award or is closely related to the current programmatic activities

- The renewal supports the same long-term goal, with new specific targets, milestones, outputs, or indicators
- The Recipient meets the required risk-assessment requirements

4. Substantial Involvement

Per ADS 303.3.11 “Substantial Involvement and Cooperative Agreements,” a cooperative agreement implies a level of substantial involvement by USAID in certain programmatic elements during performance of the project. This substantial involvement will be through the Agreement Officer (AO), except to the extent that he/she delegates authority to the Agreement Officer’s Representative (AOR).

USAID will remain substantially involved during the implementation of this cooperative agreement in the following ways:

A. **Approval of the Recipient’s Annual Implementation Plans.** The Annual Implementation Plans (Work Plans) acts as a living document which is approved annually and adjusted in changed contexts or as new information requires a pivot in the activity. USAID will participate in regular reviews with the Recipient throughout implementation with the submission and approval of revisions.

B. **The Agreement Office may halt an activity if detailed performance specifications are not met**. These would be provisions that go beyond the suspension remedies of the Federal Government for noncompliance as stated in 2 CFR 200, including non-performance. The AO and Recipient must sign a bilateral amendment for any material changes to the specifications in the award.

C. **USAID collaboration or joint participation in program planning and implementation, to include**:
   a. Review and oversight of the Monitoring, Evaluation, and Learning Plan.
   b. Monitoring specific direction or redirection of activities because of interrelationships with other projects.

5. Title to Property

Property title under the resultant agreement is planned to vest with the recipient in accordance with the requirements of mandatory standard provision titled “title to and use of property” regarding use, accountability, and disposition of such property following a review and approval of the property disposition plan.

6. Authorized Geographic Code

The authorized Geographic Code for activity under this award is **937**, which is defined as the United States, the recipient country (DRC), and developing countries other than advanced developing countries, but excluding any country that is a prohibited source. The geographic code for the procurement of commodities and services under this program must adhere to the conditions stated in 2 CFR 200**.**

7. Nature of the Relationship Between USAID and the Recipient

The principal purpose of the relationship with the award recipient under the subject activity is to transfer funds to accomplish a public purpose of the USAID Maisha Bora Activity which is authorized by Federal statute.

The Recipient will be responsible for ensuring the achievement of the activity's objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award. The Recipient, using its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the resulting award.

8. Program Income

No program income is anticipated to be generated under the award(s) at this point. However, if program income is generated during the implementation of the program, the Agreement Officer reserves his/her rights in determining exactly how that income will be treated and considered under the award, in line with 2 CFR 200.307.

[END OF SECTION B]

SECTION C: ELIGIBILITY INFORMATION

1. Eligible Applicants

Eligibility for this NOFO is restricted to local non-governmental entities based in or operate in the Democratic Republic of Congo.

Only local organizations as defined below are eligible for the award. USAID defines a “local entity” as an individual, a corporation, a nonprofit organization, or another body of persons that:

1) Is legally organized under the laws of; and
2) Has as its principal place of business or operations in; and
3) Is
   a) majority owned by individuals who are citizens or lawful permanent residents of; and
   b) managed by a governing body the majority of who are citizens or lawful permanent residents of the country receiving assistance.

For purposes of this definition, ‘majority owned’ and ‘managed by’ include, without limitation, beneficiary interests and the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization's managers or a majority of the organization's governing body by any means.

USAID welcomes applications from organizations that have not previously received financial assistance from USAID.

Faith-based organizations are eligible to apply for federal financial assistance on the same basis as any other organization and are subject to the protections and requirements of Federal law.

2. RISK ASSESSMENT

In order for an award to be made, the USAID Agreement Officer must evaluate the risks posed by applicants as outlined in 2 CFR 200.205 and ADS 303.3.9. The AO must conduct a risk assessment using the Fixed Amount Award Entity Eligibility Checklist. This means that the Applicant must possess, or must have the ability to obtain, the necessary management and technical competence to conduct the proposed program and must agree to practice mutually agreed-upon methods of accountability for funds and other assets provided or funded by USAID.

In evaluating the risks posed by Applicants, USAID uses the Fixed Amount Award Entity Eligibility Checklist and may consider:

i) Organizational Integrity

ii) Organizational Capacity to Achieve the Proposed Fixed Amount Award Activity

iii) Past Performance in the Sector

iv) Fixed Amount Award Activity Implementation Viability

v) Fixed Amount Award Pre-Award Financial Review Checklist Applicable for Authorizing Advances of Funds, if Necessary

vi) Certifications, Assurances, Representations Included/Obtained, as Appropriate

In the absence of a positive risk assessment, an award can ordinarily not be made. Awards to potential new Recipients may be significantly delayed if USAID must undertake necessary pre-award reviews of these organizations to make an adequate assessment. These organizations should take this into account and plan their implementation dates and activities accordingly.

[END OF SECTION C]

SECTION D: APPLICATION AND SUBMISSION INFORMATION

1. Agency Point of Contact

USAID DRC Office of Acquisition and Assistance (OAA) is the POC for this NOFO.

USAID/DRC/OAA
Kinshasa, DRC
drcoaa@usaid.gov

Questions and Answers: All questions regarding this NOFO should be submitted in writing to Clement Kashala, Acquisition and Assistance Specialist, ckashala@usaid.gov, copying drcoaa@usaid.gov. Questions should be submitted no later than **the date and time indicated in the cover page of this NOFO,** to provide sufficient time to address the questions and incorporate the questions and answers as an amendment to this NOFO.

Any information given to a prospective Applicant concerning this NOFO will be furnished promptly to all other prospective Applicants as an amendment to this NOFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective Applicant.

2. Content and Form of Application Submission

The Applicant is expected to review, understand, and comply with all aspects of the NOFO.
Preparation of Applications:

Each applicant must furnish the information required by this NOFO. This subsection addresses general content requirements applying to the full application. Please see below for information on the content specific to the applications.

Any erasures or other changes to the application must be initiated by the person signing the application. Applications signed by an agent on behalf of the applicant must be accompanied by evidence of that agent's authority unless that evidence has been previously furnished to the issuing office.

Applicants may choose to submit a cover letter in addition to the cover pages, but it will serve only as a transmittal letter to the Agreement Officer. The cover letter will not be reviewed as part of the merit review criteria.

Applications must comply with the following:

- USAID will not review any pages in excess of the page limits noted in the subsequent sections. Please ensure that applications comply with the page limitations.

- Written in English or French.
- Legible font
- Submitted via Microsoft Word or PDF accessible formats, except budget files which must be submitted in Microsoft Excel.
- The estimated start date identified in Section B of this NOFO must be used in the cost application.
- The technical application must be a searchable and editable Word or PDF format as appropriate.

Applicants must review, understand, and comply with all aspects of this NOFO. Failure to do so may be considered as being non-responsive and may be evaluated accordingly. Applicants should retain a copy of the application and all enclosures for their records.

3. Application Submission Procedures

It is the Applicant's responsibility to ensure that all necessary documentation is complete and received on time. USAID/DRC will only consider applications that are submitted on time, complete, and consistent with the submission requirements described in this NOFO.

Applications must be submitted by email to drcoaa@usaid.gov and ckashala@usaid.gov by the closing date listed on the cover page of this funding opportunity. Email submissions must include the NOFO number and applicant's name in the subject line heading. Late applications may be removed from consideration.

After submitting an application electronically, applicants should immediately check their own email to confirm that the attachments were indeed sent. USAID will respond with confirmation of receipt, so if an applicant does not receive such a confirmation, please reach out to the email again to confirm.

If an applicant discovers an error in transmission, please send the material again and note in the subject line of the email or indicate in the file name if submitted via grants.gov that it is a "corrected" submission. Do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.

4. Application Process and Content

USAID/DRC will follow the following application selection process:

- Phase I - Concept paper
- Phase II - Co-creation
- Phase III - Full final technical and cost application submission

a. Phase I - Concept and History of Performance: Content and Form of Submission

The Applicant must submit an application that does not exceed the limitations per section listed below. The Application should be written from a comprehensive viewpoint that demonstrates the approaches proposed by the Applicant and lays out how the Applicant is uniquely capable of achieving the Activity outcomes and results set forth in the Funding Opportunity Description. The Applicants may provide technical applications in French or English.

A complete Application package for Phase 1 should consist of the following and submitted in two separate parts:

Order	Part	Required Item	Page Limit
1	Part 1 (Technical)	Cover Page	1
2		Executive Summary	1
3		Technical Approach	7
4		Annex 1: Summary MEL Plan	5
5		Management and Staffing Plan	4
6		Annex 2: Resumes for Key Personnel	4
8		Organizational Capacity	3
9	Part 2 (Business)	Summary Budget Information	1
10		History of Performance	3

1) *Cover Page (1 page)*

The cover page must include:

- The Activity Title
- Funding Opportunity Number
- Name of the Applicant
- Point of contact for the Applicant (contact name, title or position with the organization/institution, signature, address, telephone number, and email address)
- Applicant's UEI number, if applicable

2) ***Executive Summary*** (1 page), containing a succinct summary of the key elements of the applicant's vision, strategy, and approaches for achieving the results of the proposed activity with relevant highlights from all sections below.

3) ***Technical Approach*** *(up to 7 pages) (merit review criterion 1)*

The applicants must submit a narrative that describes the technical approach to achieving all of the objectives and intermediate results in the program description and the applicant's expected inputs, planned activities, and expected outputs, outcomes, and results. At a minimum, applicants should describe the extent to which the applicant's proposed technical approach

1. demonstrates deep understanding of the country, provincial, and health zone context, including the need and challenges and localized solutions that leverage the strengths of the communities and context;
2. is clear, ambitious yet feasible, innovative, evidence-based, appropriately tailored, and promotes system strengthening and sustainability;
3. fully integrates and embodies the guiding principles and objectives outlined in the Program Description.
4. demonstrates capacity to support USAID's Inclusive Development strategy by protecting the rights, safety, well-being, and inclusion of underrepresented and marginalized groups, not only as beneficiaries but also as actors and involved in the implementation of USAID Maisha bora proposed interventions.

The applicants will submit the following as annexes to the technical approach which are not part of the technical application:

5. **Annex 1:** Summary Activity Monitoring Evaluation and Learning Plan (AMELP) (up to 5 pages):

The Applicant must submit a short summary of their Activity Monitoring Evaluation and Learning Plan (AMELP) plan and include a description of the role and responsibilities of the relevant MEL POC(s). The summary AMELP plan must include suggested benchmarks and indicators for measuring progress for all activities, including indicators specified in the PD and USAID/DRC's performance management plan (PMP). The plan must specify how data will be collected and analyzed for each of the benchmarks and indicators.
The Applicant should describe anticipated data collection sources and frequency, a proposed data management system, a proposed level of granularity for analysis of key indicators, and a

data quality assurance methodology. The learning section of the AMELP should illustrate how the M&E system will support learning, fill knowledge gaps, and support decision-making.

6. ***Management and Staffing*** *(up to 4 pages) (merit review criterion 2)*

Applicants must describe the approach to management and staffing as expressed through a Management and Staffing Plan and an appropriate mix of qualified individuals as key personnel to lead the successful implementation of the activity. Applicants should propose personnel based on the proposed technical approach to achieve the results as outlined in Section A of the NOFO.

The management structure should demonstrate a streamlined and effective structure to oversee activities in all areas of implementation and demonstrate sustainability of the activity in empowering and advancing leadership in the Democratic Republic of Congo. The management and staffing plan should provide information on the proposed field management structure and demonstrate adequate financial controls. The management and staffing plan should describe how the applicant has considered DEIA, gender balance, and localized expertise from the areas of activity implementation.

The applicants should clearly describe the distinctive roles and responsibilities of their organization and any sub/partner organizations and how they will contribute to achieving the expected results. The plan must include an overview of how activities and communication will be managed and coordinated. The Management and Staffing Plan should reflect a preference for a decentralized staffing plan, placing technical staff at the provincial level.

<u>Key personnel</u> are those considered to be essential to the work being performed under the activity.

The applicant must specify and include in their application the appropriate key personnel positions anticipated for this activity. Applicants must submit the key personnel position title, propose position descriptions, outline roles and responsibilities, and minimum qualifications for each. Key personnel will be assessed on the appropriateness of their experience and qualifications.

All key personnel and changes to key personnel are subject to approval of USAID.

Applicants should submit the following annexes related to management and staffing:

7. **<u>Annex 2</u>**: Resumes of proposed key personnel and references (up to 4 pages): Should demonstrate the relevant professional qualifications and experience appropriate to manage and achieve the expected results, including three professional references for each individual (name of reference, position/title, professional relationship, email address and phone number). USAID may seek references from the provided sources as well as additional references as needed.

8. ***Organizational Capacity*** *(up to 3 pages) (merit review criterion 3)*

Applicants must demonstrate technical and managerial expertise that would directly benefit the activity implementation and reflect comparative advantages in implementing proposed interventions. Applicants should articulate demonstrated technical capabilities within the team and/or partners in the following areas: gender-based violence prevention, mitigation, and response, technical capacity strengthening of local service providers, institutional and organizational capacity strengthening, advocacy, and livelihood and economic development.

Information in this section should include the following:

- Brief description of organizational history/expertise
- Relevant experience with proposed interventions
- Experience in managing successful programs

9. **Summary Budget** (1 *page*)

The summary budget information must indicate the requested USAID funding amount, inclusive of all program costs broken out by major budget category for planned activities implemented by the applicant for the entire period of the program. Basic cost and budget assumptions applied must be provided in support of the summary budget. A detailed budget will be requested from the apparently successful applicant following the guidance provided in annex 5. The Summary Budget Information must follow the format / template below:

Line Item	**Total Amount (USD)**	**Cost/Budget Assumption Applied**
Personnel	$	Example: "The total amount accounts for the salaries of X number of personnel" including fringe benefits?
Travel	$	Example: "The amount covers the cost of X number of in-country travel and X number of international travel in support of the activity"
Equipment/Supplies	$	Example: The amount covers the cost of office equipment for X number of staff in X number of field offices."

Contractual/Program activities		The cost of program activity fees include training for service providers, services cost, supervisions, SBCC including events, advocacy, monitoring and evaluation, consultants
Other Direct Costs	$	Example: "The amount covers the costs of rental of venues for facilitating X training/workshops"
Subawards	$	
Total Estimated Amount	$	

10. History of Performance

Applicants must provide information regarding its recent history of performance for up to three of its contracts, grants, or cooperative agreements involving similar or related programs, in the past 3 years, as follows. USAID may conduct reference checks from additional sources for risk assessment.

Client Organization Information

1. Client Organization:
2. Contract/Award Number:
3. Contract/Award Type (prime award or subaward - contract or grant):
4. Contract/Award Value (USD):
5. Client Contact Information (Name, Title, email):
6. Activity Title:
7. Primary location(s) of Work:
8. Period of Performance:
9. Brief Description of Product/Services Provided (Scope of Work or complexity/diversity of tasks):

c. ***Phase II - Co-creation and full technical and cost application submission***

The Apparently Successful Applicant and USAID will discuss specific plans and formats for co-creation/co-development and an associated timeline for developing the final Program Description and milestone plan. Identified Key Personnel from the Applicant's application should be available to participate and support the co-creation phase. USAID highly encourages at least the proposed Project Manager and other key personnel who are available to take part in the co-creation exercise.

Following completion of the co-creation activities, the Apparently Successful Applicant must submit a full technical and cost application accounting for conclusions of the co-creation. Details on the submission of the full technical and cost application will be provided following the co-creation.

5. Other Requirements

a) Unique Entity Identification and SAM Requirements

USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier (UEI) number and System for Award Management (SAM) requirements. Each applicant (unless the applicant is an individual or Federal awarding agency that is exempted from requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:

1. Provide and obtain a valid UEI number, before award.
2. Be registered in SAM before receiving an award. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient (www.sam.gov).
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.

The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin the process early. If an applicant has not fully complied with the requirements above by the time USAID is ready to make an award, USAID may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

"Navigating the SAM.gov Unique Entity Identifier Process." This blog provides an overview for both U.S. and non-U.S.-based entities and direct partners to a host of resources available on WorkwithUSAID.gov, such as:

- Training module on Registering to Work with USAID (French);
    - Step-by-step guide on navigating Login.gov (French);
    - Step-by-step guide on navigating SAM.gov (French); and
    - Step-by-step guide on obtaining an NCAGE code (French) ;
- Quick reference guides for non-U.S.-based organizations (French); and
- A key information log that outlines all of the information organizations need to collect for registration.

b) Funding Restrictions

There are no funding restrictions applicable to this NOFO at this time. USAID in its discretion and at the request of the winning applicant may allow pre-award costs.

Profit is not allowable for recipients or subrecipients under this award. See 2 CFR 200.331 for assistance in determining whether a sub-tier entity is a subrecipient or contractor.

Construction will not be authorized under this award.

USAID will not allow the reimbursement of pre-award costs under this award without the explicit written approval of the Agreement Officer.

Except as may be specifically approved in advance by the AO, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in **Section B.4** of this NOFO and must meet the source and nationality requirements set forth in 22 CFR 228.

c) Conflict of Interest PRE-AWARD TERM (August 2018)

a. Personal Conflict of Interest

1. An actual or appearance of a conflict of interest exists when an applicant organization or an employee of the organization has a relationship with an Agency official involved in the competitive award decision-making process that could affect that Agency official's impartiality. The term "conflict of interest" includes situations in which financial or other personal considerations may compromise, or have the appearance of compromising, the obligations and duties of a USAID employee or recipient employee.

2. The applicant must provide conflict of interest disclosures when it submits an SF-424. Should the applicant discover a previously undisclosed conflict of interest after submitting the application, the applicant must disclose the conflict of interest to the AO no later than ten (10) calendar days following discovery.

b. Organizational Conflict of Interest

The applicant must notify USAID of any actual or potential conflict of interest that they are aware of that may provide the applicant with an unfair competitive advantage in competing for this financial assistance award.

Examples of an unfair competitive advantage include but are not limited to situations in which an applicant or the applicant's employee gained access to non-public information regarding a federal assistance funding opportunity, or an applicant or applicant's employee was substantially involved in the preparation of a federal assistance funding opportunity. USAID will promptly take appropriate action upon receiving any such notification from the applicant.

d) Conflict or Do No Harm

Conflict or Do No Harm. The applicant must have policies and procedures in place for ensuring a Do No Harm approach is used, and opportunities to promote peacebuilding are identified.

e) Pre-award Entity Eligibility Checklist

The apparently successful applicant may be required to submit additional evidence to facilitate USAID's review of eligibility and risk as found at https://www.usaid.gov/sites/default/files/2022-05/303mak.pdf

[END OF SECTION D]

SECTION E: CONCEPT REVIEW INFORMATION

1. CRITERIA

The merit review criteria prescribed here are tailored to the requirements of this particular NOFO. Applicants should note that these criteria serve to: (a) identify the significant matters which the applicants should address in their applications, and (b) set the standard against which all concepts will be evaluated.

Technical and other factors will be evaluated relative to each other, as described here and prescribed by the Technical Application Format. Concepts will be evaluated by the Merit Review Committee (MRC) using the criteria described in this section.

2. REVIEW AND SELECTION PROCESS

a. Phase I: Concept and History of Performance Criteria

Concept Review

USAID will conduct a merit review of all concepts received that comply with the instructions in the NOFO. Concepts will be reviewed and evaluated in accordance with the following criteria which are shown in order of decreasing importance. There is no sub-criteria.

Criterion	Criterion Name
Criterion 1	Technical Approach
Criterion 2	Management Structure and Key Personnel
Criterion 3	Organizational Capacity and Experience

Selection Criterion 1: Technical Approach

In assessing this factor, the MRC will consider:

- The extent to which the proposed technical approach convincingly demonstrates the Applicant's understanding of the local context, technical requirements, and development issues.
- The extent the approach captures understanding of the challenges, risks, and opportunities related to achieving the objectives in this activity description. This includes contingency plans that account for various security scenarios and a detailed description of how lessons learned and analysis will feed into USAID's and other stakeholders' C-GBV advocacy efforts.

Selection Criteria #2: Management Structure and Key Personnel

In assessing this factor, the MRC will consider:

- Extent to which the application presents a complete and well justified management plan with expected level of effort (LOE) by position, lines of authority, outlined roles and responsibilities with appropriate expertise, promotes DEIA, gender balance, and ensures adequate technical, financial, and administrative capacity.
- Extent to which proposed key personnel have relevant and complementary professional qualifications and experience appropriate to oversee technical and operational implementation and achieve the expected results.

Selection Criteria 3: Organizational Capacity and Experience

In assessing this factor, the MRC will consider:

- Extent to which the experience and expertise of the applicant will ensure the achievement of the objectives and expected results as specified in the program description with a clear delineation of roles and responsibilities
- Extent to which the applicant demonstrates organizational capacity to comply with U.S. Government financial and administrative regulations

Summary Budget

The summary budget and attachments will be evaluated to assess and understand the scope of the applicant's proposed technical approach in terms of cost. This will be evaluated on a pass/fail basis.

b. Phase II: Co-creation/co-development and Full Technical and Cost Application Submission

Co-Creation/co-development

The apparently successful applicant will be requested to submit milestones following the guidance in ADS 303saj, Fixed Amount Awards to Non-Governmental Organizations and full cost application. USAID will participate in a co-creation/co-development exercise to develop the milestones with the apparently successful applicant either at USAID's location in Kinshasa or recipient's office as well as provide detailed feedback to the Applicant's technical approach. More details will be provided to the apparently successful applicant.

Full Technical and Cost Application Submission

Following co-creation, the apparently successful applicant will be required to submit a full application which incorporates feedback and discussion from the co-creation.

1. **Technical Application:**

At this stage, the USAID will evaluate the Final Technical Application of the Apparently Successful Applicant as “Acceptable” or “Unacceptable.” In the event that negotiations fail to improve the Apparently Successful Applicant’s Final Technical Application/Program Description, the Agreement Officer (AO) may determine the application as “unacceptable.”

2. **Cost Application Review:**

The Agency will evaluate the cost application of the applicant(s) under consideration for an award as a result of the merit criteria review to determine whether the costs are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

The Agency will also consider (1) the extent of the applicant’s understanding of the financial aspects of the program and the applicant’s ability to perform the activities within the amount requested; (2) whether the applicant’s plans will achieve the program objectives with reasonable economy and efficiency; and (3) whether any special conditions relating to costs should be included in the award.

The Agreement Officer (AO) will perform a risk assessment (2 CFR 200.205). The AO may determine that a pre-award survey is required to inform the risk assessment in determining whether the prospective recipient has the necessary organizational, experience, accounting and operational controls, financial resources, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award. Depending on the result of the risk assessment, the AO will decide to execute the award, not execute the award, or award with “specific conditions” (2 CFR 200.207).

3. **RISK ASSESSMENT**

The agency will initiate a final risk assessment on the “Apparently Successful Applicant” as described under D.6 - Business (Cost) Application Format in part h).

[End of Section E]

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The successful Applicant(s) will receive a notice of award signed by the Agreement Officer as the authorizing document.

Award of the agreement contemplated by this NOFO cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While USAID anticipates that these procedures will be successfully completed, potential Applicants are hereby notified of these requirements and conditions for the award. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed agreement may be incurred before receipt of either a fully executed agreement or a specific, written authorization from the Agreement Officer.

2. Administrative & National Policy Requirements

The resulting award from this NOFO will be administered in accordance with the following policies and regulations. Standard Provisions for Fixed Amount Awards to Non-Governmental Organizations: https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/303mat. See Annex number 1 for a list of the Standard Provisions that will be applicable to awards resulting from this NOFO.

3. Reporting Requirements

a. Summary of Performance and Financial Reporting Requirements

Report	**Due Date**	**Submission**
Quarterly Financial Reporting	At the direction of the AOR, QFR within 30 days of the end of the quarter (i.e. January 31, April 30, July 31, and October 31). Accruals reports are due 15 days before the end of each quarter (March 15, June 15, September 15, and December 15)	AOR, AO, Financial Analyst
Host Government Tax Reporting (Foreign Taxes)	Annually by April 16	Financial Analyst, AOR, AO

Activity Monitoring, Evaluation, and Learning Plan (AMELP)	Due no later than 90 calendar days of cooperative agreement effective date.	AOR
Annual Work/Implementation Plan	First Annual Work Plan (initial draft) is due no later thirty (30) calendar days of the effective date of the activity Annual work plans for subsequent years are due to the AOR on August 30 of that year	AOR
Quarterly Activity Performance Reports	30 calendar days after the end of the reporting period. *The fourth quarter is replaced by the “Annual Performance Report”.	AOR
Annual Performance Reports	October 30 each year	AOR and AO
Final Report	Final version due within 90 days of the end of the award	AOR and AO
Demobilization and Closeout Plan	Six months prior to the end date of the Agreement	AOR and AO

b. General Requirements

The Recipient will comply with the Standard Provisions entitled “Marking and Public Communications Under USAID-Funded Assistance (December 2014).” All reports, documentation, and correspondence may be in French or English. At a minimum, all documents must be provided in MS Word, MS Excel, MS PowerPoint or PDF (unlocked) compatible formats.

The Recipient must adhere to all reporting requirements listed below. Documents must be submitted electronically by email. All reports must be submitted by the due date for review by the USAID Agreement Officer’s Representative (AOR) with a copy to the designated Agreement Officer (AO) and Acquisition and Assistance Specialist. The Recipient must consult the AOR on the format and expected content of reports prior to submission.

c. Specific Requirements

1. **Financial Reporting:**

Payments and financial reporting requirements must be in accordance with 2 CFR 200.201.

Standard Form SF-1034 must be used to request payment of milestones agreed upon in advance. Either paper copies or electronic copies (scanned PDF document) may be submitted, but not both.

i. SF-425 must be used to report actual expenditures and must be submitted within 30 calendar days from the end of each quarter, except that the final report must be submitted within 90 calendar days from the estimated completion date of this Agreement. The Recipient must submit the SF-425 form to the Payment Office, AOR and Alternate, and the Agreement Officer.

ii. Electronic copies of the SF-425 can be found at: https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1

(1) Reporting of Foreign Taxes The Recipient must comply with the Standard Provision set forth in the resulting Agreement entitled "Reporting of Host Government Taxes."

2. Programmatic Reporting:

A. Activity Monitoring, Evaluating, and Learning Plan (AMELP)

The application must contain an illustrative Monitoring, Evaluation, and Learning Plan (AMELP) that explains how the applicant proposes to monitor the program and assess program impact.

The AMELP will be developed by the implementing partner in accordance with ADS 201 and USAID Evaluation Policy and it will underpin a coherent monitoring and evaluation system that will objectively assess the overall progress and impact of the project as outlined in the program description.

The AMELP will include measurable indicators (standards and customs) pertinent to activity-level management, monitoring and reporting. Each indicator should have a performance indicator reference sheet (PIRS). The AMELP should be reviewed and updated on an annual basis to incorporate new MEL needs in accordance with the ADS 201.

B. Annual Work Plan/Implementation Plan

Annual Work Plans (AWP) or Implementation Plans are developed yearly and include proposed activities for the given year, timeframe, implementation of activities, an itemized and detailed level of effort , problems and challenges encountered in achieving specified results, proposed annual outputs, and progress towards achieving results. The AWP must also describe a plan and timeline for internal monitoring and evaluation that considers the AMELP plan. Annual Work Plans must not deviate from activity requirements. All activities planned through this process must be in accordance with the activity/program description and consistent with the approved budget for the agreement.

Recipients will submit the first annual work plan to cover the period of time from the effective date of the award to September 30, 2025. The recipient must prepare the AWP based on the illustrative AMELP and draft Work Plan submitted before the award.

The recipient will work with the AOR throughout the AWP development process prior to submission to ensure the AWP appropriately reflects activity objectives and the program description. In addition to addressing other requirements, the recipient must address the sustainability, gender, and disabilities integration process in the AWP. The AWP must detail the work to be accomplished during the upcoming year. AWPs should include all sections described in the initial implementation plan above. In addition, the subsequent annual work plans must review the activities of the year that is ending, the activities that were implemented, the results achieved, and any problems that existed and how they were resolved. These subsequent annual plans should propose program adjustments to reflect any lessons learned. As with the initial implementation plan, the AOR will review the plan and provide comments and recommendations for changes. The recipient must incorporate the AOR's comments and recommendations into the final version of the AWP and submit it for AOR written approval within 15 calendar days. In addition, all substantial changes in AWP require prior written approval of the AOR.

C. Quarterly activity performance report

The Recipient will report on activity performance quarterly, using a format agreed to with the Agreement Officer's Representative (AOR) and will be detailed in the benchmarking exercise. Depending on the project start date, the first quarterly report may include somewhat more or less than one quarter's activities.

The quarterly reports must contain the following:

- Reporting on the project indicators agreed in the Activity Monitoring, Evaluation and Learning Plan (AMELP);
- A short explanation of why results were not achieved or were exceeded, and of why activities were delayed or not carried out during the reporting period. Indicate corrective actions taken or a plan to ameliorate or change performance if

appropriate. For each corrective action, the recipient will designate responsible parties and establish a timeframe for completion.

- Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
- Events or conditions that could have negative political or public relations perceptions affecting the activity. These include statements in the press or on social media, relationships with local officials or actors, etc. The Recipient will work with Technical Officers, Mission Leadership, and the Public Affairs Office to determine a response strategy and to assist in mitigating any negative effects.

D. Annual Performance Report

The annual progress report is a review of the previous year's accomplishments relative to the AMELP, including challenges and success stories. Problems or issues encountered and how they were resolved must be presented in the report. The scope and format of the annual progress report will be finalized in consultation with the AOR.

The annual report must include a discussion, supported with quantitative and qualitative evidence, (which evidence must be auditable under the terms of the agreement and USAID program implementation procedures), of progress against indicators and/or impacts achieved to date. This must include clear identification of which impacts achieved were within the manageable interests of the recipient and which were likely catalyzed by recipient-supported initiatives, leading to substantial, sustained achievement of results.

E. Final Report

The final performance report must cover the entire award period. The final report must contain the following information.

- An executive summary of the Recipient's accomplishments in achieving results and conclusions about areas in need of future assistance
- An overall description of the Recipient's activities and attainment by results
- An assessment of the progress made towards accomplishing the objective and expected results, and the significance of these activities. A comparison of actual activities and results with the plan established for the life of the activity (presented in narrative and table format).
- Describe reasons why targets were not achieved or surpassed and why activities

were delayed or not carried out, if appropriate.

- Other pertinent information, including recommendations with in depth analysis and lessons learned related to the overall program results.
- Success stories, including examples of synergy and collaboration with partners.
- Environmental compliance report (in annex)

F. Demobilization and Close-out Plan

Within six months of the project's estimated completion date, the Recipient must submit to the AO and the AOR for review, a draft closeout plan which incorporates (a) the property disposition plan; (b) the in-country operations phase out plan; (c) the delivery schedule for all reports or other deliverables required under the award, and; (d) a timeline for completing all required closeout actions, including the submission date of the final property disposition plan, and; (e) includes draft turnover documents.

3. Development Experience Clearinghouse Requirements

Development experience is the cumulative knowledge derived from the planning, design, implementation, evaluation, and results of international development assistance programs. The repository for USAID's cumulative knowledge is the Development Experience Clearinghouse (DEC), the largest online resource of USAID-funded technical and programmatic materials.

The products of development activities include many types of materials: text, images, video, audio, maps, charts, and raw data. All of these products, except structured data or datasets (CSV, JSON, XML, etc.), must be submitted for inclusion in the DEC database. Raw data created or obtained with USAID funding must be submitted to the Development Data Library (DDL) in compliance with ADS 579, USAID Development Data. ADS Chapter 540 only covers the submission of information products to the DEC.

Materials must be submitted through the public-facing and searchable DEC Website (dec.usaid.gov) or through the U.S. Postal Service delivery to the following address:

USAID Development Experience Clearinghouse
M/CIO/ITSD/KM
Ronald Reagan Building M. 01-010
U.S. Agency for International Development
Washington, DC 20523-6100

Note: Mail sent to USAID via the US Postal Service undergoes security and irradiation processing. To send sensitive items, like CDs or DVDs, please contact the DEC team at ksc@usaid.gov to arrange delivery. For questions on DEC submissions, contact:

Knowledge Service Center
M/CIO/ITSD/KM/DEC
Telephone: +1 202-712-0579
Email: ksc@usaid.gov

4. Security Reporting

As part of the overall security requirements, the Recipient must report any security threats and/or incidents immediately to the cognizant USAID Agreement Officer, AOR, and other designated USAID points of contact.

Subsequently, a written report must be submitted which details measures to track any potential/identified threats, mitigation and management of such threats, and resolution.
Security Reporting Responsibilities

Incident Reporting

There are various types of Incident Reporting: Serious Incident Report (SIR); Incident Report (IR); Situation Report (SITREP); and any other security related report that may be required by USAID.

Serious Incident Report (SIR)

- An incident that involves the death, injury, kidnapping of IP personnel and/or damage to IP property.
- An incident that has critically damaged the funded program, such as fire, catastrophic flood, etc.
- Initial SIR must be reported verbally immediately and within 4 hours of the incident occurrence/discovered.
- A Complete SIR must be filed in writing / email within 24 hours of the incident.
- Updated written SIR will continue to be filed on a timely basis (daily, weekly) as long as the situation exists.
- Final Report SIR will summarize the incident, subsequent events, and the final resolution.

Incident Report (IR)

- An incident involving accidents, potential harm, suspicious persons or acts, threats or harassing actions against personnel or the program.
- IR should be initially reported by phone immediately, follow up with a written report filed as soon as possible (within 24 hours). After the incident is evaluated, a complete detailed written report must be submitted not later than 72 hours after the incident.

Situation Report (SITREP)

- A report that a significant, but not critical action or activity, has taken place that has impacted or may have impact on the well-being of the personnel or the success of the program.
- This report may describe trends and/or secondhand information that may have bearing on the project or impact on future operations.
- There is no predetermined reporting timeline and should be issued as needed and required by USAID.

SIR, IR, and SITREP reporting should follow formatting in any Security Plans, but at a minimum, must contain the name of the company, name of the victim(s), date, time, a description of what happened, where the incident occurred, and any other relevant details surrounding the incident. If this is an ongoing incident, progress reports should be submitted in accordance with the guidelines provided in order to keep USAID personnel apprised of the situation.

Security Conditions

The Implementing Partner must be aware of security conditions in DRC and assumes full responsibility for the safety of its employees. Prior to commencing work, the IP must ensure that it has adequate procedures in place to advise its employees of situations or changed conditions that could adversely affect their security. In order to keep abreast of security conditions in DRC, the IP should seek information from all available sources, including from USAID. The Implementing Partner has sole responsibility for travel plans for its employees. The IP is also responsible for immediately notifying USAID/DRC and the U.S. Embassy American Citizen Services section in the event a U.S. citizen employee does not return from travel as expected or does not report to work. In the event that USAID requests the Implementing Partner for accountability of staffing, the IP must ensure accountability of all personnel and may need to provide information of that accountability to USAID.

Security Protocol

The Recipient should develop a security plan to safeguard all project operations. Security plans may be reviewed by USAID upon request .

Plans should generally include:

- Procedures for reporting and addressing security threats.
- Procedures for reporting any deaths related to the project.
- Procedures for reporting and addressing any persons missing or kidnapping incidents.
- Name and contact information of the security contact person for the head office and regional office(s).
- An internal "cascade" list for communicating with staff, with updated and maintained contact information for staff.

Life Support and Security Services

The Implementing Partner is responsible for maintaining the security of its personnel, materials and equipment. All employees must meet the requirements of their work-site, which may include, but not limited to background checks, security/restricted area clearances, drug-free workplace, safety training and/or any other company safety and security requirements.

5. Customs Duties and Taxes

USAID has bilateral agreement with the Government of the Democratic Republic of Congo which allows for the exemption of the incurrence of identifiable customs duties and taxes (including value added taxes "VAT") in development programming. Implementing Partners must not incur the payment of these customs duties and taxes during the activity implementation. USAID will provide information for the process for obtaining these exemptions to the Implementing Partner.

6. Electronic Payment

1. Definitions:
a. "Cash Payment System" means a payment system that generates any transfer of funds through a transaction originated by cash, check, or similar paper instrument. This includes electronic payments to a financial institution or clearing house that subsequently issues cash, check, or similar paper instruments to the designated payee.

b. "Electronic Payment System" means a payment system that generates any transfer of funds, other than a transaction originated by cash, check, or similar paper instrument that is initiated through an electronic terminal, telephone, mobile phone, computer, or magnetic tape, for the purpose of ordering, instructing or authorizing a financial institution to debit or credit an account. The term includes debit cards, wire transfers, transfers made at automatic teller machines, and point-of-sale terminals.

2. The recipient agrees to use an electronic payment system for any payments under this award to beneficiaries, sub recipients, or contractors.

3. Exceptions. Recipients are allowed the following exceptions, provided the recipient documents its files with the appropriate justification:

a. Cash payments made while establishing electronic payment systems, provided that this exception is not used for more than six months from the effective date of this award.

b. Cash payments made to payees where the recipient does not expect to make payments to the same payee on a regular, recurring basis, and payment through an electronic payment system is not reasonably available.

c. Cash payments to vendors below $3000, when payment through an electronic payment system is not reasonably available.

d. The Recipient has received a written exception from the Agreement Officer that a specific payment or all cash payments are authorized based on the Recipient's written justification, which provides a basis and cost analysis for the requested exception.

4. More information about how to establish, implement, and manage electronic payment method is available to recipients at Http://solutionscenter.nethope.org/programs/c2e-toolkit.

7. Branding and Marking

Applicants are not required to submit a Branding and Marking plan with their applications. However, Applicants are requested to note that in accordance with 2 CFR 700.16 USAID will require the submission of a Branding Strategy and a Marking Plan within 30 days of an award. The Marking Plan may include a request for approval of one or more exceptions to the marking requirements in 2 CFR 700.16 The AO evaluates the Branding Strategy and Marking Plan (including any requests for exceptions) for approval consistent with the regulations contained in AAPD 05-11, 2 CFR 700.16, and ADS 320.

It is a Federal statutory and regulatory requirement (see Section 641, Foreign Assistance Act of 1961 as amended and 2 CFR 700.16) that all overseas programs, projects, activities, public communications, and commodities that USAID partially or fully funds under an assistance award or sub-award must be appropriately marked with the USAID identity. Under 2 CFR 700.16, USAID requires the submission of a Branding Strategy and a Marking Plan by the "apparently successful Applicant." The apparently successful Applicant's proposed Marking Plan may include a request for approval of one or more exceptions to the marking requirements in 2 CFR 700.16.

The apparently successful Applicant must develop a Branding Strategy and Marking Plan (BS&MP) to ensure the program and publicity materials clearly communicate that assistance from the U.S. Government is made possible by the generous support of the American people. Successful recipients will agree to follow the branding strategy and marking policies established for assistance awards under ADS Chapter 320. The details of these policies and the official USAID Graphic Standards Manual, which includes guidelines on proper logo use and positioning, verbal branding and attribution, and cobranding with implementing partner logos can be found on the USAID website at www.usaid.gov/branding. Adhering to these guidelines in the ADS and the Graphic Standards Manual are compulsory for all USAID funded program and communications materials.

If the Administrator has provided a written determination for use of an additional or substitute logo or seal and tagline representing a presidential initiative or other high level interagency federal initiative, identify the alternate branding and marking standards to be used in the award see 2 CFR 700.16 or, for non-U.S. organizations, see the provision entitled "Marking and Public Communications Under USAID-Funded Assistance."

The AO reviews and approves the apparently successful Applicant's Branding Strategy and Marking Plan (including any requests for exceptions), consistent with the provisions "Branding Strategy," "Marking Plan," contained in the Certifications, Assurances, Other Statement of the Recipient and Solicitation Standard Provisions, and "Marking and Public Communications Under USAID-funded Assistance" contained in ADS 303maa, Standard Provisions for U.S. Nongovernmental Recipients and ADS 303mab, Standard Provisions for Non-U.S. Nongovernmental Organizations, 2 CFR 700.16, and ADS 320, Branding and Marking.

In contrast to "exceptions" to marking requirements, waivers to these requirements based on circumstances in the host country must be approved by the cognizant Mission Director or other USAID principal officer [see 2 CFR 700.16(5)].

Any questions about the applicability of either the Standard Provisions or 2 CFR 700.16 may be directed to General Counsel/Acquisition & Assistance (GC/A&A) or USAID's Senior Advisor on Brand Management.

8. Environmental Compliance

The following details how the USAID will ensure environmental soundness and compliance in design and implementation in accordance with the 22 CFR 216's determination (https://www.usaid.gov/our_work/environment/compliance/22cfr216).

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 (https://www.usaid.gov/sites/default/files/documents/1870/200.pdf), 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.

The recipient(s)'s environmental compliance obligations under these regulations and procedures are specified in the following paragraphs:

- No activity funded under an agreement 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."

- In addition, the recipient(s) 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.
- The Initial Environmental Evaluation (IEE) recommended a categorical exclusion for all activities except for medical service provision. These activities received a negative determination contingent on waste disposal training for providers. Under the IEE, the *Negative Determination with Conditions* indicates that if these are implemented subject to the specified conditions, they are expected to have no significant adverse effect on the environment. The recipient(s) shall be responsible for implementing all IEE conditions pertaining to activities to be funded under this Agreement.

- As part of its initial Work Plan, and all Annual Work Plans thereafter, the implementing partner in collaboration with the USAID Agreement Officer's Representative (AOR) and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities to determine if they are within the scope of the approved Regulation 216 environmental documentation.

- If the recipient(s) 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.

Unless the approved Regulation 216 documentation contains a complete environmental **mitigation and monitoring plan** (EMMP) or a project **mitigation and monitoring** (M&M) plan, the recipient(s) shall prepare an EMMP or M&M Plan describing how the Recipient(s) will, in specific terms, implement all IEE and/or EA conditions that apply to proposed project activities within the scope of the award. The EMMP or M&M Plan shall include monitoring the implementation of the conditions and their effectiveness.

- Integrate a completed EMMP or M&M Plan into subsequent Annual Work Plans into the initial work plan.

- Integrate an EMMP or M&M Plan into subsequent Annual Work Plans, making any necessary adjustments to activity implementation in order to minimize adverse impacts to the environment.

[END OF SECTION F]

SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

The contact information, names and addresses of point of contacts, for this NOFO is as follows:

1. **Agreement Officer for the Award(s) resulting from this NOFO:**

Gregory Wang
Supervisory Agreement Officer
Office of Acquisition and Assistance
USAID/DRC
E-mail Address: gwang@usaid.gov

2. **Point of Contact for Questions while the NOFO is open:**

Clement Kashala
Acquisition and Assistance Specialist Office
of Acquisition and Assistance
USAID/DRC
Email: ckashala@usaid.gov copying drcoaa@usaid.gov

[END OF SECTION G]

SECTION H: OTHER INFORMATION

USAID reserves the right to fund any or none of the applications submitted. The Agreement Officer 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 SECTION H]

ANNEX 1 - STANDARD PROVISIONS

(Note: the full text of these provisions may be found at: https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/303mat). The award will include the latest Mandatory Standard Provisions and following “required as applicable” Standard Provisions:

Required	Not Required	Standard Provision
TBD		RAA1. FIXED AMOUNT AWARD ADVANCE PAYMENT AND REFUNDS (NOVEMBER 2020)
x		RAA2. UNIVERSAL ENTITY IDENTIFIER (UEI) AND SYSTEM FOR AWARD MANAGEMENT (SAM) (DECEMBER 2022)
x		RAA3. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2022)
x		RAA4. USAID ELIGIBILITY RULES FOR PROCUREMENT OF COMMODITIES AND SERVICES (MAY 2020)
TBD		RAA5. FLY AMERICA ACT RESTRICTIONS (AUGUST 2013)
TBD		RAA6. OCEAN SHIPMENT OF GOODS (JUNE 2012)
TBD		RAA7. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2022)
TBD		RAA8. PATENT RIGHTS (DECEMBER 2022)
N/A		RAA9. RESERVED
	x	RAA10. INVESTMENT PROMOTION (DECEMBER 2022)
	x	RAA11. PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012)
TBD		RAA12. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
	x	RAA13. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)

	x	RAA14. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
x		RAA15. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
x		RAA16. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
x		RAA17. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
x		RAA18. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
	x	RAA 19. METRIC SYSTEM OF MEASUREMENT (AUGUST 1992)
	x	RAA20. ACCESS TO USAID FACILITIES AND USAID’s INFORMATION SYSTEMS (AUGUST 2013)
x		RAA21. LIMITATION ON SUBAWARDS TO NON-LOCAL ENTITIES (JULY 2014)
x		RAA22. AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (DECEMBER 2022)
N/A		RAA23. RESERVED
x		RAA24. PROHIBITION ON CERTAIN TELECOMMUNICATION AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (DECEMBER 2022)
x		RAA25. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)

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[END OF ANNEX 1]

ANNEX 2: LOCALIZATION PARTNER LANDSCAPE AND MARKET COMPENSATION SURVEY

USAID/DRC has completed a Localization Partner Landscape and Market Compensation Survey. The assessment aimed to understand 1) the readiness and potential of local entities and other organizations working in the DRC to partner directly with USAID and 2) what is fair and reasonable compensation for local (DRC) staff employed in development and humanitarian work.

The USAID/DRC Mission is disseminating this assessment to help inform organizations interested in or currently working on development or humanitarian assistance programs in the Democratic Republic of Congo for use in designing activities, developing proposals/applications, or general program administration. Please find the Market Compensation Landscape Survey posted on sam. gov for your reference.

[END OF ANNEX 2]

ANNEX 3: REQUIRED INFORMATION FOR DETAILED COST APPLICATION FROM THE APPARENTLY SUCCESSFUL APPLICANT

a) Budget and Budget Narrative

The Budget must be submitted as one unprotected Excel file (MS Office 2000 or later versions) with visible formulas and references and must be broken out by project year, including itemization of the federal and non-federal (cost share) amount. Files must not contain any hidden or otherwise inaccessible cells. Budgets with hidden cells lengthen the cost analysis time required to make an award, and may result in a rejection of the cost application. The Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs. The applicant must ensure the budgeted costs address any additional requirements identified in Section F, such as Branding and Marking. The Budget Narrative must be thorough, including sources for costs to support USAID's determination that the proposed costs are fair and reasonable.

The Budget must include the following worksheets or tabs, and contents, at a minimum:

- Summary Budget, inclusive of all program costs (federal and non-federal), broken out by major budget category and by year for activities implemented by the applicant and any potential sub-applicants for the entire period of the program.
- Detailed Budget, including a breakdown by year, sufficient to allow the Agency to determine that the costs represent a realistic and efficient use of funding to implement the applicant's program and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

The Detailed Budget must contain the following budget categories and information, at a minimum:

1) Salaries and Allowances – Must be proposed consistent with 2 CFR 200.430 Compensation

- Personal Services. The applicant's budget must include position title, salary rate, level of effort, and salary escalation factors for each position. Allowances, when proposed, must be broken down by specific type and by position. Applicants must explain all assumptions in the Budget Narrative. The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what is paid for similar work in other activities of the applicant. Applicants must provide their established written policies on personnel compensation. If the applicant's written policies do not address a specific element of compensation that is being proposed, the Budget Narrative must describe the rationale used and support market research.

2) Fringe Benefits – (if applicable) If the applicant has a fringe benefit rate approved by an agency of the USG, the applicant must use such rate and provide evidence of its approval. If an applicant does not have a fringe benefit rate approved, the applicant must propose a rate and explain how the applicant determined the rate. In this case, the Budget Narrative must include a detailed breakdown of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.

3) Travel and Transportation – Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Per diem and associated travel costs must be based on the applicant's normal travel policies. When appropriate please provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.

4) Procurement or Rental of Goods (Equipment & Supplies), Services, and Real Property – Must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.

5) Subawards – subawards are allowed under this award.

6) Construction – No construction activity is allowed under this award.

7) Other Direct Costs – This may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams and inoculations, as well as any other miscellaneous costs which directly benefit the program proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the activity, along with estimates of costs. Otherwise, the narrative should be minimal.

8) Indirect Costs – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In order to better understand indirect costs please see Subpart E of 2 CFR
200. The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most commonly used Indirect Cost Rate methods:

Method 1 - Direct Charge Only Eligibility: Any applicant
Initial Application Requirements: See above on direct costs

Method 2 - Negotiated Indirect Cost Rate Agreement (NICRA)
Eligibility: Any applicant with a NICRA issued by a USG Agency must use that NICRA
Initial Application Requirements: If the applicant has a current NICRA, submit your approved NICRA and the associated disclosed practices. If your NICRA was issued by an Agency other than USAID, provide the contact information for the approving Agency. Additionally, at the Agency's discretion, a provisional rate may be set forth in the award subject to audit and finalization. See USAID's Indirect Cost Rate Guide for Non Profit Organizations for further guidance.

Method 3 - De minimis rate of 15% of modified total direct costs (MTDC)
Eligibility: Any applicant that does not have a current NICRA
Initial Application Requirements: Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate an indirect rate, which the non-Federal entity may apply to do at any time. The applicant must describe which cost elements it charges indirectly vs. directly. See 2 CFR 200 for further information.

Method 4 - Indirect Costs Charged As A Fixed Amount
Eligibility: Non-U.S. non-profit organizations without a NICRA may request, but approval is at the discretion of the AO

Initial Application Requirements: Provide the proposed fixed amount and a worksheet that includes the following:

- Total costs incurred by the organization for the previous fiscal year and estimates for the current year.

- Indirect costs (common costs that benefit the day-to-day operations of the organization, including categories such as salaries and expenses of executive officers, personnel administration, and accounting, or that benefit and are identifiable to more than one program or activity, such as depreciation, rental costs, operations and maintenance of facilities, and telephone expenses) for the previous fiscal year and estimates for the current year
- Proposed method for prorating the indirect costs equitably and consistently across all programs and activities of using a base that measures the benefits of that particular cost to each program or activity to which the cost applies.

If the applicant does not have an approved NICRA and does not elect to utilize the 15% de minimis rate, the Agreement Officer will provide further instructions and may request additional supporting information, including financial statements and audits, should the application still be under consideration after the merit review. USAID is under no obligation to approve the applicant's requested method.

9) Cost Sharing – No cost sharing is required under the award

The applicant shall budget for implementing the environmental compliance activities. For the purposes of this solicitation, applicants should reflect illustrative costs for environmental compliance implementation and monitoring in their cost application and to describe these costs in detail to the degree possible in the budget narrative. In addition, the applicant shall allocate sufficient budget for branding and marking requirements.

b) Prior Approvals in accordance with 2 CFR 200.407

Inclusion of an item of cost in the detailed application budget does not satisfy any requirements for prior approval by the Agency. If the applicant would like the award to reflect approval of any cost elements for which prior written approval is specifically required for allowability, the applicant must specify and justify that cost. See 2 CFR 200.407 for information regarding which cost elements require prior written approval.