USAID | UGANDA
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Issue Date: **March 29, 2018**
Deadline for Questions: **April 12, 2018 at 5:00 PM (Kampala local time)**
Closing Date: **May 21, 2018**
Closing Time: **5:00 PM (Kampala local time)**

Subject: Notice of Funding Opportunity (NOFO):
Request for Applications (RFA) Number 72061718RFA00002

Program Title: Strengthening Citizens' Engagement in Elections

Ladies/Gentlemen:

The United States Agency for International Development Mission to Uganda (USAID/Uganda) is seeking applications to fund a qualified local organization(s) or consortium of local organizations through a three-year $1,104,752 Cooperative Agreement under a program entitled Strengthening Citizens' Engagements in Elections (SCENE) as described in Section A of this NOFO. This activity aims to strengthen systems for political participation and democratic governance rather than focusing solely on the electoral event itself. Eligibility for this award is restricted to Local Organization(s) or a Consortium of Local Organizations for the purposes of organizational capacity building, civic engagement and supporting electoral reform. USAID's definition of a local organization has been provided under Section C of this NOFO.

Subject to the availability of funds, an award will be made to the responsible applicant(s) whose application(s) best meets the objectives of this funding opportunity and the selection criteria contained herein. While one award is anticipated as a result of this NOFO, USAID reserves the right to fund any or none of the applications submitted.

For the purposes of this NOFO the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer." Eligible organizations interested in submitting an application are encouraged to read this funding opportunity thoroughly to understand the type of program sought, application submission requirements, and evaluation 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. The successful Applicant will be responsible for ensuring the achievement of the program objectives. Please read each section of the NOFO.

This NOFO and any future amendment can be downloaded from https://www.grants.gov. Select "Find Grant Opportunities," then click on "Browse Agencies," and select the "Agency for International Development" and search for the NOFO. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this NOFO. Applicants will need to have available or download a PDF program such as Adobe in order to view and save the forms properly. It is the responsibility of the applicant to ensure that the entire NOFO has been downloaded in its entirety.

USAID bears no responsibility for data errors resulting from transmission or the conversion process. If you have difficulty registering or accessing the NOFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

Questions and applications regarding this NOFO will only be accepted via email to kampalausaidsolicita@usaid.gov to the attention of Mr. Admir Serifovic, Agreement Officer and Ms. Janepher Nabitosi, Assistance Specialist. The email transmitting the questions must reference the NOFO number and title in the subject line. Responses to questions received prior to the deadline of April 12, 2018 will be furnished to all potential applicants on http://www.grants.gov through an amendment to this notice. Late submissions of applications will NOT be considered for award. Hard copy, telegraphic or fax applications are not authorized for this NOFO and will NOT be accepted.

Please note that on April 13, 2018, USAID/Uganda will host a Pre-Application Conference for all interested local applicants to review the NOFO requirements. The event will take place in Kampala, Uganda. In order to receive additional information on the event and confirm participation, interested local applicants must email Ms. Janepher Nabitosi at kampalausaidsolicita@usaid.gov with the names and titles of a maximum of TWO people from each organization. The email transmitting this information must reference the NOFO number and title in the subject line. The deadline for confirming participation is April 11, 2018, 3:00 pm, Kampala local time.

An applicant under consideration for an award that has never received funding from USAID may be subject to a pre-award survey to determine fiscal responsibility and ensure adequacy of financial controls. Applicants are encouraged to register with the Data Universal Numbering systems (DUNS) and System for Award Management at https://www.sam.gov as these are mandatory requirements before any award can be made. In the event that the submission deadline is due before registration is complete, applicants should proceed with the submission of their applications.

Issuance of this NOFO 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 the preparation and submission of comments/suggestions or an application. Further, the U.S. Government reserves the right to reject any or all applications received. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID programs.

Sincerely,

Admir Serifovic
Agreement Officer

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SECTION A – PROGRAM DESCRIPTION

A.1 INTRODUCTION AND BACKGROUND

Following Uganda's general elections in February 2016, the USAID Mission in Uganda is planning its support for the current electoral cycle, in preparation for the next general elections. Since 1995, USAID has been working to strengthen electoral processes and democratic governance in Uganda. USAID/Uganda activities have aimed to build the capacity of the Electoral Commission (EC), civil society and political parties in support of peaceful, transparent and inclusive electoral processes. Programming has generally engaged these stakeholders through discrete activities in the narrow window before elections.

Moving forward, USAID plans to modify its approach and focus on empowering local stakeholders to define and pursue their own plans and strategies for increasing civic engagement and developing platforms for dialogue around elections. USAID has gathered lessons learned from working with sub-grants to both local non-government organizations (NGOs) and civil society organizations (CSOs), and aims to move towards a user-defined, strategic, collective approach for assistance.

If unaddressed via civic engagement and electoral reform, the political tension that emerged and has continued following the 2016 elections could feed voter apathy and unrest of a young electorate. In spite of the many positive contributions of civil society to the electoral process, and some demonstrated collaboration between government and civil society within the sphere of elections, it is clear that there is a growing level of mistrust between the Government of Uganda (GOU) and civil society.

Ugandan civil society also faces many challenges that limit its ability to engage citizens effectively and continuously on civic and electoral issues. Key challenges facing CSOs include both internal and external factors. Examples of external factors include the lack of political will on behalf of the GOU to sincerely and constructively engage with CSOs, and increasingly closing political and civic space. Internal factors include the inability of some CSO Boards of Directors to provide fiduciary and executive oversight, which makes it difficult for CSOs to ensure accountability and transparency. Other internal factors include inability to attract and retain strong human resources and poor opportunities for professional and organizational development, all of which hinder civil society's ability to effectively engage with the GOU on behalf of citizens.

Additionally, CSOs are often competing for limited donor funding, rather than work collaboratively, which has worsened management challenges and undermined their ability to generate revenue. This has, in part, led to a lack of consistently operational organizations focused on elections work. Instead, outreach, observation and reform efforts are tied to consortia or networks that only exist around electoral periods and then disband.

The run-up to the 2016 general elections included several positive developments for electoral engagement in Uganda. USAID and the multi-donor Democratic Governance Facility (DGF) funded a consortium of 18 Ugandan civil society organizations (CSOs) - the Citizen's Elections Observations Network-Uganda (CEON-U) - to conduct a comprehensive domestic election observation mission. CEON-U activities promoted transparency, accountability and integrity, increased citizen participation, and exposed irregularities. The electoral cycle also saw the development of the Citizens Compact on

Free and Fair Elections, two presidential debates co-sponsored by the Inter-Religious Council and Elders Forum, and improved voter registration.

However, there is still substantial room for improved electoral processes and citizen engagement in future elections. Both CEON-U and the European Union Elections Observation Mission's after-action reports concluded that the conduct of the 2016 elections fell short of international standards. CEON itself dissolved shortly after the election, struggled to reach upcountry CSOs, and faced data analysis and reporting capacity issues.

In 2016, USAID/Uganda introduced its new Country Development Cooperation Strategy (CDCS 2.0). This program largely addresses intermediate result 3.2 of the CDCS, "Citizens Actively Participate in Development"[1] under the Development Objective 3: Key Systems are more accountable and responsive to Uganda's development needs.

A.1.1 PROBLEM STATEMENT

While Ugandan civil society has played a vital role in citizen engagement and advocacy for credible and inclusive electoral and political processes, several factors have limited their impact, and more work remains to be done. Significant factors contributing to this trend are:

a) Voter apathy remains high in spite of increased voter turnout in 2016. There is a need to increase the voice of citizens, especially women, youth, and marginalized groups, in electoral and political processes. Engagement of civil society outside Kampala is limited, and civil society engagement occurs too close to elections, not beginning early enough in the electoral cycle or continuing long enough after an election.[2]

b) Elections and political processes in Uganda lack adequate public trust and credibility. Civil society organizations have been largely unable to productively engage state actors to strengthen electoral institutions and their relationships with the public.

c) Civil society's capacity and efforts are overly defined by donor priorities and resources. CSOs are largely responding to, rather than proactively shaping, Ugandan public discourse and the state of civic engagement.

A.1.2 THEORY OF CHANGE

It is critical for civil society to combat perceptions of politicization and a centralized focus on Kampala-based decision making. Civil society should undertake both horizontal and vertical network-building efforts, encouraging sub-national citizen and CSO interests to filter upwards effectively to their national

[1] For a diagram of the relevant Development Objective and Intermediate Results, see Annex C, "USAID/Uganda 2016 CDCS, Development Objective 3: Key Systems More Accountable and Responsive To Uganda's Development Needs." The full CDCS can be accessed at https://www.usaid.gov/uganda/cdcs .

[2] At the recent co-creation workshop convened by USAID, CSO participants identified a range of stakeholders they need to engage: youth role models (artists, musicians, athletes); cultural and traditional leaders/elders; religious leaders; youth (both out-of-school & school going); student associations and school clubs; sports groups; women leaders; media; rural and grassroots CSOs and community-based organizations; teachers and teachers' unions; parents and parent-teacher associations; local council/government leaders; allies in ministries, departments and agencies (e.g. EC, Equal Opportunity Commission, Uganda Human Rights Commission); political parties; professional and trade bodies (from lawyers to boda boda drivers); private sector; academia; farmers and farmers cooperatives; diaspora, organizations representing people with disabilities and other marginalized communities.

counterparts. This network-building should occur among democracy-oriented CSOs, and between these CSOs and other service delivery-oriented CSOs, as well as nontraditional development partners such as community-based organizations, informal citizen groups and movements, cooperative movements, trade associations, and religious and traditional leaders. Civil society should engage in multi-institutional and multi-stakeholder efforts that engage youth and proactively include women and marginalized groups in civic education and electoral reform efforts.

CSOs should facilitate effective citizen-state engagement that creates space for civil society to survive and thrive within closing political and civic space, especially over the long term and not just around elections. Efforts should be made to improve the relationship between CSOs and state institutions such as the executive branch and the Parliament to achieve more effective advocacy efforts, combat perceptions of politicization (biases) of CSOs, and position them as a viable force outside of being perceived donor mouthpieces. Civil society engagement on electoral issues should transition away from a project-based model towards a strategy-based one that encourages coalition building and networking among CSOs and is oriented around sustainable interventions outside of the narrow window surrounding electoral events.

Drawing on USAID and other donors electoral programming experience, lessons from the 2016 elections, stakeholder consultations, and a recent 'co-creation' workshop with over 30 Ugandan civil society leaders working on human rights and democratic processes, SCENE's working theory of change (TOC) is:

a) If inclusive and sustainable Ugandan civil society networks work collaboratively to promote continuous civic and voter engagement and consensus-building around electoral reform, then citizens will have greater capacity to effectively engage in electoral and political processes and create demand for electoral reform through the electoral cycle and in advance of elections.

   And

b) If stronger, grass-roots connections and alliances are forged between CSOs and a broad range of stakeholders at the local, regional and national levels, and if CSOs enhance their institutional and organizational capacities and can constructively engage with political actors, then they will have greater agency for collective action in support of more transparent, accountable and credible political processes.

USAID/Uganda and the selected recipient will re-examine this TOC over the life of the activity and revise it as appropriate, based on emerging learning about the most effective pathways to achieving SCENE's objectives.

A.2 ACTIVITY OBJECTIVES

While the objectives detailed below will guide the activity's initial goals, SCENE is intended to be a collaborative platform for problem-driven, iterative adaptation in achieving these outcomes. The activity will involve substantial Collaboration, Learning, and Adapting (CLA), with rapid cycles of strategy testing, frequent feedback, and adjustments to focus on whichever approaches prove most effective. Alongside the intended program outcomes, USAID is seeking creative thinking about:

- Strategic and tactical approaches that are rooted in thinking and working politically;
- Politically feasible[3] short and medium-term outcomes, and how to measure progress towards achieving them;
- How to ensure that all programming is broad-based, grass-roots oriented, reaches beyond the 'usual suspects,' and is inclusive of the perspectives and needs of youth, women and other marginalized groups;
- How to engage citizens and different interest groups *where they live[4];*
- How to mobilize and leverage resources - organizational, financial, in-kind and other.

What kinds of formal and informal alliances and coalitions are likely to be most effective in advancing SCENE's goals?

Below are the three broad objectives for the SCENE activity:

A.2.1 OBJECTIVE ONE: Mobilize greater citizen engagement in civic and electoral process through sustained civic and voter education efforts.

Local organizations should use their capacity, strategic vision, and technical expertise to plan, organize and execute sustainable civic engagement and voter education efforts. This component should be tailored to diverse constituencies, and be context-sensitive and specific to each partner community. These civic engagement and education efforts should to generate more informed, bottom-up partnerships and broader civic engagement on governance and electoral processes. Respondents should consider how to generate genuine agency and community buy-in to outreach efforts that go beyond simply telling communities what is best for them, instead helping communities ask that question themselves. This objective targets apathy, not simply a lack of knowledge. Rather than viewing civic engagement as knowledge to be transferred, this should explore how to co-create the space for civic and electoral engagement *in partnership with* citizens, and inquire collectively about the possibilities and value of their political participation in Uganda. [5]

USAID envisions that this could be achieved through linked subnational and national outreach, including cooperation with other sectoral development CSOs and non-state actors, as well as nontraditional development partners such as community-based organizations, informal citizen groups and movements, cooperative movements, and religious and traditional leaders. Respondents are encouraged to think creatively about innovative ways to engage citizens more effectively, outside of the existing paradigm of civic and voter outreach.

As such, respondents may consider how sustainable engagement in civic and voter outreach relates to other electoral-related activities such as electoral observation, which is often disconnected from other outreach and advocacy efforts. Successful programs should examine how work proposed under this

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[3] USAID's applied political economy analysis framework refers to how foundational factors, rules of the game, and 'here and now' events shape dynamics and the space for change).

[4] Creative ideas from stakeholder consultations and the co-creation workshop included informal discussions with women at water pumps, with rural youth assembled to watch football matches, and using the video monitors on long-haul buses to deliver tailored messages.

[5] Participatory Action Research programs, which specifically aim to deepen democratic engagement by building citizen capacity to leverage their existing knowledge, agency, and voice, provide relevant examples of this strategy.

program description relates to their existing donor-funded initiatives and those of the other CSOs and leaders they plan to cooperate with. How can civil society execute smart, coordinated programming that is responsive to their own agendas rather than that of donors? What role will social media platforms play? How can Kampala-based CSOs effectively and genuinely incorporate sub-national partners?

USAID is seeking programs that will broaden the geographical reach of civic engagement, as well as widen the time window of interest. Civic and voter engagement efforts should reach each region of Uganda, leveraging different partnerships and context-appropriate and location-specific strategies. Likewise, the component of the activity must work to widen the time horizon of citizen interest in political engagement, which currently peaks close to elections, and is much lower at other times.

All civic and voter education efforts should creatively engage youth, women, and other marginalized groups. Concerted efforts should be made to ensure that the respondent's activities are appropriately linked to any GoU-led civic and voter education efforts, and that the products are accessible in local language and to people with disabilities. Respondents should propose a multi-stakeholder approach to civic and voter education that productively leverages and utilizes relationships between state and non-state stakeholders.

A.2.2 OBJECTIVE TWO: Identify, support, and create platforms and coalitions for dialogue and constructive engagement on electoral reform to increase public trust in the Electoral Commission and other state institutions and processes to conduct credible, free and fair elections in 2021 (or 2023, pending current events) and beyond.

This objective aims to enhance the constructive engagement between civil society and state institutions around credible, free, and fair elections and political processes. While Objective One will build citizens' capacity to engage in political processes, Objective Two will help citizens and CSOs use that capacity to engage constructively with state institutions and processes.

USAID is seeking methodologies for effective citizen-state engagement to create space for civil society to survive and thrive within the current context of closing political and civic space. Efforts should improve the relationship between CSOs and state institutions such as the executive branch and the Parliament, to achieve more effective advocacy efforts, combat perceptions of politicization of CSOs, and position them as a viable force outside of perceived donor mouthpieces. Effective platforms and coalitions for dialogue around electoral reforms should work to expand the definition of civil society to include others sectors of development, informal actors, movements, and local leaders. Respondents should consider what approaches can strengthen the link between local and household interests and the imperatives of national electoral reform.

Dialogue efforts should create demand for democracy by involving citizens in ongoing civic processes (e.g. constitutional amendments, electoral reform, national dialogue, by-elections, boundary delimitation). Respondents should pose methodologies for structuring these interventions, such as organizing efforts around specific campaigns or movements. Ultimately, based upon internal coalition building and external stakeholder engagement, respondents should be able to identify and implement an electoral reform strategy that is reflective of key stakeholder priorities, including the electorate, the Electoral Commission, civil society, Parliament, youth, and women. Respondents should indicate how progress will be monitored and adjusted to measure the impact of these groups' participation in dialogue and reform process, and to improve GOU institutions' trust and acceptance of citizen input and constructive dialogue.

Respondents should consider which entry points might be the most viable to advance this objective, possibly drawing on lessons from engagement during the 2016 election. What new strategies can CSOs test to partner with government institutions and find common cause? How can CSOs build and strengthen connections with political actors (including MPs, local leaders, regional EC representatives, police, and security forces). How can CSOs act as 'development entrepreneurs,'[6] brokering new connections and identifying where (some) political and economic elites may have aligned incentives and interests in electoral reform?

A.2.3 OBJECTIVE THREE: Civil society organizations and community-based organizations strengthen their strategic and organizational capacity, inclusive community reach, and networks and coalitions.

Too often, CSOs' agendas, partners, and organizational capacity are subject to fluctuations in response to changing political circumstances, or shifting donor resources and priorities. Under this objective, respondents should consider how they will strengthen their capacity in several areas:

- Strategic planning, agenda setting, and proactive public engagement
- Networks and coalitions that broaden geographic reach and bring in diverse grassroots interests
- Other organizational priorities, as identified by the respondent

Capacity development programming should consider how the organization operates within a broader system, encourages diverse citizen voices in decision making, and increases the ability learn and quickly adjust to unexpected changes in context. Capacity development may take different forms, including efforts to improve coalition building, financial management, leadership development, resource mobilization, networking, relationship-building, and strengthening the organizational commitment and internal ownership for lasting change.

The respondent should define what types of capacity building, specific to their organization or coalition, is most needed and contributes most effectively to long-term, strategy-based viability. The respondent should also propose possible methodologies or sources for this capacity building (sub-contracts, consultants, coordination with educational institutions, leadership development, organizational capacity assessments, etc.). Applicants should plan for capacity building for their organization and partners to comprise approximately 30% of this cooperative agreement's total cost.

A successful program should be able to demonstrate how capacity building efforts will promote both horizontal and vertical (sub-national) network-building, preferably through a "bottom up" approach that encourages grassroots interests to filter upwards. Capacity building efforts should also include methods for the applicant to move away from a project-based model and instead design organizational plans that lay out a long term and sustained vision for civic and electoral engagement. What investments does the organization need most to carry out its Mission and mandate, and what does it need to grow so that organizational effectiveness improves over the short, medium, and long term?

[6] See also: https://www.odi.org/sites/odi.org.uk/files/odi-assets/publications-opinion-files/8978.pdf

A.3 CROSS-CUTTING THEMES

USAID/Uganda supported activities incorporate the principles of gender equality, female empowerment, inclusion of people with disabilities (PWD) and lesbian, gay, bisexual, transgender and intersex (LGBTI) populations, and addressing inequity of other marginalized, vulnerable, underrepresented or at-risk groups. Respondents should consider how they will incorporate this commitment into their approach. Specifically, they should explore:

a) To what extent are men and women, boys and girls, youth, PWDs, LGBTI and other marginalized people able to access and benefit from the activity?
b) How do men and women, boys and girls, youth, LGBTI, PWDs and other marginalized populations participate differently in the activity or sector? (This includes how men and women may differently participate in training, attend meetings, or avail themselves of services.)
c) How do men and women, boys and girls, youth and other marginalized populations use time and space differently within the sector? (How do men and women spend their time differently in the day, month, or season? How has the activity or project considered the differential use of space or time?)
d) How do men and women, youth, etc. differently exert power or take part in decision making in this activity or sector?
e) Do the existing customary or formal legal codes relevant to the activity or sector differ in the way that men and women, youth, boys and girls, LGBTI are able to redress grievances?

A.3.1 INCLUSION: Gender

Women and men have differing needs and varied views about governance, civic engagement, politics and elections as well as distinct interests in electoral processes. Women and men are also subject to different cultural assumptions about the basic rights to which they are entitled and responsible for as civic actors and voters. In Uganda, since 1986, women have had the opportunity to participate in politics and governance through the policy of affirmative action and the principle of gender balance. Both of these principles are enshrined in the National Constitution of 1995. However, some of the barriers to true, influential participation by women include customary and cultural practices, lack of education, discriminatory and inadequate application and enforcement of laws, lack of economic independence and institutional corruption. Respondents are expected to consider gender issues within the program and are encouraged to consider gender-specific targeting in their design.

A.3.2 INCLUSION: Youth

Youth represent the largest demographic cohort in Uganda that is, over 78% of Ugandans under the age of 30.[7] Despite reported feelings of disempowerment and discouragement, Ugandan youth are interested in their role as citizens and are politically aware. The respondent should include youth not only as project beneficiaries but also as active participants and organizers in the program. By incorporating youth perspectives in activity assessment, design, and implementation efforts, the implementer will ensure that youth are active participants in the activity and ensure project success.

[7] NPHC, 2014.

SCENE activities must address this reality, including where it intersects with gender, disability status, and other identities that young Ugandans live each day. USAID/Uganda's 2016 Country Development Cooperation Strategy places particular emphasis on adolescent girls, using a fourteen-year-old girl as an illustrative example. In 2021, today's fourteen-year-old Ugandan girl will be eligible to vote for the first time - but what would motivate her to do so, given her fragile situation and structural biases that, if not addressed, will continue to allow her to fall behind? SCENE programming and messages must be as relevant to the needs, daily experience and hopes for the future of this fourteen-year old-girl - as they are to the urban university student.

A.3.3 Collaborating, Learning and Adapting (CLA)

This program is expected to contribute to USAID/Uganda's commitment to a multi-faceted CLA approach to development. The CLA approach is based on the understanding that development efforts yield more effective results if they are 1) coordinated and collaborative, 2) test promising, new approaches in a continuous yet also rapid, targeted search for generating improvements and efficiencies; 3) and build on what works and eliminate what does not. Respondents should view this program as an opportunity to foster their own success through robust and productive engagement with USAID where constant learning, feedback, reflection, and adaptation of activities is expected and encouraged. Performance plans will reflect this adaptive management approach to allow programming to evolve and maximize effectiveness.

A.3.3.1 CLA Guiding Principles

- Work with the grain: Build on what's working - avoid creating parallel or new structures that are unlikely to be sustained, and focus on issues and reforms that have real traction.
- Be politically smart, locally-led: Invest in ongoing political economy analysis and in understanding institutions, rules of the game, power dynamics, incentives and norms - not just on organizations. This lens will be critical to achieving sustainable, locally-owned results.
- Maximize USAID's convening power to build networks and coalitions that go beyond the usual suspects, and that bring together diverse partners around issues and reforms that have strong locally-driven support.
- Leverage and collaborate with other USAID and donor programs wherever possible.
- Be creative about how to foster and empower emerging leaders - especially women, youth, and other marginalized groups.
- Place small bets, and test viable pathways and incentives for change. Build in rapid cycles of strategy testing and feedback loops to evaluate and adapt approaches and tactics to changes in the context.
- Build in adaptability. Seize on unexpected windows of opportunity and critical junctures, and be prepared to change quickly if needed.

A.3.3.2 Cross-Sectoral Collaboration and Coordination with Other USAID Programs

USAID/Uganda's CDCS elevates the importance of bringing an integrated lens to its humanitarian and development assistance. SCENE offers a unique opportunity to identify and pursue synergies with other USAID/Uganda and USG programs. The selected recipient will be expected to collaborate closely with

USAID and other USAID implementing partners to identify and capitalize on the opportunity to leverage resources (e.g., disseminating civic and voter education information).

A.3.3.3 Coordination with Other Organizational Programs

Respondents should describe how they will coordinate SCENE activities with their organizations' other programs (including those funded by other development partners such as the Democratic Governance Facility) to leverage SCENE's reach and avoid duplication of effort.

A.3.3.4 Monitoring, Evaluating and Learning (MEL)

Regular activity monitoring should be considered a key component of the Elections Activity. In addition to regular quarterly reports tracking indicators outlined in the activity's Monitoring, Evaluation, and Learning Plan (AMELP), the recipient will be requested to meet with USAID frequently to discuss progress, obstacles and opportunities. SCENE will operate in a dynamic context characterized by closing political and civic space. Real-time monitoring and rapid feedback loops will be important to facilitate a better understanding of which approaches are working, under which conditions, and which activities need to be refined, dropped or strengthened within each programmatic objective.

Applicant should propose specific monitoring indicators that can provide useful relevant and timely information, while remaining true to the mission objective. These indicators will be outlined and defined in the Activity's PMP, which, upon approval by USAID, will be implemented and reported on every quarter. USAID's learning contract may serve as a resource to the activity's monitoring efforts. USAID will define the scope of support to be provided by the learning contract and will introduce the recipient to the relevant learning contract partners if applicable.

Indicators should demonstrate the success of the program in advancing each objective. Some examples might include:

- % of citizens expressing changes in attitudes towards electoral and political engagement
- Number of women, youth, and other populations participating in electoral and political processes for the first time as a result of the intervention
- Number of joint CSO/Electoral Commission outreaches conducted
- Number of electoral improvements undertaken by the Electoral Commission as a result of the intervention
- New voters registered as a result of USG assistance
- Evidence of partnerships, sub-national coalition-building, and CSO capacity strengthening

These are meant to serve only as illustrative examples; actual indicators should be derived from the applicant's proposed interventions.

Respondents are also encouraged to propose non-traditional metrics to track and reflect the effectiveness and impact of SCENE and how it is contributing to broader systemic changes. In proposing initial indicators, some questions to consider include:

- What would be meaningful intermediate success in terms of a shared agenda and collaboration among groups engaged in the electoral process?
- How will you track and measure the strength of horizontal and vertical stakeholder relationships and networks?

A.4 KEY PERSONNEL

Three key personnel listed below are recommended as essential for the implementation of this activity. Applicants are free to propose alternative key personnel combinations to promote maximum cost effectiveness and program efficiencies. Recommended Key Personnel are as follows:

1. Chief of Party (COP): 80% Level of Effort

The minimum requirements for this position are as follows:

- A Master's Degree in a related field of study and a minimum of 10 years of experience with progressively increasing responsibility, working for multi-faceted Ugandan civil society organizations. Experience working in a senior management position for donor funded governance project related to Uganda's Electoral Process preferred.
  OR
- A Bachelor's degree in a related field of study plus 15 years of experience (10 years of progressively increasing responsibility working for multi-faceted Ugandan civil society organizations and 5 years of professional experience working in a senior management position for donor funded governance project related to Uganda's Electoral Process, and civil society)

  AND

- Experience interacting with host country agencies, including central and local government, development partners, civil society, and community-based organizations; and
- A proven track record of successful performance of duties necessary to execute and lead this program as well as achieve results contained within this PD.
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2. Director, Financial Management and Operations (D.FMO): 100% Level of Effort

This individual will be responsible for overall financial management and administration of the activity. The minimum requirements for this position are as follows:

- A Bachelor's Degree or above in Business Administration, Finance, Accounting, or other relevant field plus a minimum of 5 years of experience in administrative and financial management of large-scale, complex, international development assistance programs;
- Demonstrated supervisory experience;
- Familiarity with USG financial reporting and compliance requirements; and
- Experience in managing donor funded procurements or subcontracts/grants.

3. Monitoring, Evaluation and Learning Advisor (MELA): 100% Level of Effort

The Monitoring, Evaluation, and Learning Advisor will be responsible for development of monitoring, evaluation, and operational research plans to inform program management and strategic direction. The minimum requirements for this position are as follows:

- A Master's Degree in monitoring and evaluation, organizational development, political science, or a related field plus a minimum of 4 years of relevant experience in M&E in donor funded projects; **OR**
- A Bachelor's Degree in monitoring and evaluation, organizational development, political science, or a related field plus a minimum of 6 years of relevant experience in M&E in donor funded projects; **AND**
- Demonstrated research experience and skills, complemented by experience in collaborating with various types of partners and must have excellent writing, presentation, and communication skills.

Prior to replacing any of the key personnel, the Recipient will immediately notify both the USAID/Uganda Agreement Officer and AOR with reasonable advance notice and will submit written justification (including proposed substitutions 'resume) in sufficient detail to permit evaluation of the impact on the activity. No replacement of personnel will be made by the Recipient without the written approval of the Agreement Officer.

A.5 AUTHORIZING LEGISLATION

This activity is authorized in accordance with the Foreign Assistance Act of 1961. Resulting awards to U.S. Non-government Organizations will be administered in accordance with Chapter 303 of USAID's Automated Directives System (ADS 303), 2 CFR 200, 2 CFR 700, applicable OMB Circulars and Standard Provisions for Non-Governmental Organizations.

2 CFR 200 / 2 CFR 700 is applicable to an award to a U.S. organization made under this RFA.

(a) All provisions of 2 CFR 200 / 2 CFR 700 and all Standard Provisions attached to this agreement are applicable to the recipient and to sub recipients which meet the definition of "Recipient" in Part 200, unless a section specifically excludes a sub recipient from coverage. The Recipient shall assure that sub recipients have copies of all the attached standard provisions.

(b) For any sub awards made with Non-US sub recipients the Recipient shall include the applicable "Standard Provisions for Non-US Nongovernmental Grantees."

(c) For U.S. organizations, 2 CFR 700, 2 CFR 200, and ADS 303maa, Standard Provisions for U.S. Non-governmental Organizations are applicable.; For non-U.S. organizations, ADS 303mab, Standard Provisions for Non-U.S. Non-governmental Organizations will apply.; The applicable Standard Provisions that will apply in any resulting award document can be viewed or downloaded from USAID's Web Site: http://www.usaid.gov/policy/ads/300/303.pdfz

[END OF SECTION A]

SECTION B – FEDERAL AWARD INFORMATION

B.1 ESTIMATE OF FUNDS AVAILABLE AND NUMBER OF AWARDS CONTEMPLATED

Subject to funding availability, USAID intends to provide $1,104,752 in total USAID funding over a three year period. The ceiling for this program is $1,104,752. Actual funding amounts are subject to availability of funds.

USAID intends to award one Cooperative Agreement pursuant to this notice of funding opportunity.

USAID reserves the right to fund any one or none of the applications submitted.

B.2 START DATE AND PERIOD OF PERFORMANCE FOR FEDERAL AWARDS

The estimated start date is the date of the Agreement Officer's signature of the award. The period of performance anticipated herein is three years.

B.3 SUBSTANTIAL INVOLVEMENT

As a result of this NOFO, USAID anticipates awarding a Cooperative Agreement and pursuant to ADS 303.3.11 "Substantial Involvement and Cooperative Agreements" USAID will be substantially involved in the below outlined areas:

1) Approval of the recipient's annual Implementation Plans.
2) Approval of specified Key Personnel (limited to three (3) positions or five percent (5%) of the recipient employees working under the award, whichever is greater).
3) Approval of USAID and recipient collaboration or joint participation, this will specifically cover the below areas:

   - Collaborative involvement in selection of advisory committee members. USAID may also choose to become a member of the advisory committee if it is necessary for the successful accomplishment of the activity objectives.
   - Concurrence on the substantive provisions of sub-awards pursuant to 2 CFR 200.308.
   - Approval of the recipient's monitoring and evaluation (M&E) plans.
   - Monitor to authorize specified kinds of direction or redirection because of interrelationships with other projects.

4) USAID has the authority to immediately halt a construction activity. "The Agreement Officer (AO) may immediately halt a construction activity if identified specifications are not met."

B.4 TITLE TO PROPERTY

Property title under the resultant Cooperative Agreement shall vest with the Recipient in accordance with the Requirements of ADS chapter 303 "Standard Provisions for Non-U.S. Nongovernmental Organizations" standard provision: M7 "Title to and use of property", (December 2014).

B.5 AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for procurement of goods and services under this contract is 935. In accordance with ADS 310.3.1.1 3 revised February 6, 2012, code 935 is any area or country including the recipient country, but excluding any country that is a prohibited source.

B.6 PURPOSE OF THE AWARD

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of supporting the Strengthening Citizens' Engagement in Elections (SCENE) which is authorized by Federal statute.

The successful Recipient will be responsible for ensuring the achievement of the program 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.

B.7 SUB-GRANTS AND PROGRAMMATIC CONTRACTS

Applicants shall propose how they employ sub-grants and programmatic contracts to best meet the program's objectives and expected results; and propose draft eligibility and selection criteria.

[END OF SECTION B]

SECTION C – ELIGIBILITY INFORMATION

C.1 ELIGIBLE APPLICANTS

USAID policy encourages competition in the award of Grants and Cooperative Agreements. In regards to this NOFO, eligibility is restricted to local organizations.

Only local organizations as defined below are eligible for award. USAID defines a local organization as one that:

- Is organized under the laws of the recipient country;
- Has its principal place of business in Uganda;
- Is majority-owned by individuals who are citizens or lawful permanent residents of the recipient country or is managed by the governing body, the majority of whose members are citizens or lawful permanent residents Uganda; and
- Is not controlled by a foreign entity or by an individual or individuals who are not citizens or permanent residents of Uganda.

The term "control" or controlled by" in the above definition means having a majority ownership or beneficially interest, or 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, e.g., ownership, contract, or operation of law. The term "Foreign Entity" means an organization that fail to meet any part of the "local organization" definition.

USAID encourages applications from organizations which have not previously received financial assistance from USAID.

Applicants must have established financial management, monitoring and evaluation processes, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations. The successful applicant(s) will be subject to a responsibility determination assessment (Pre-award Survey) by the Agreement Officer (AO).

The Applicant must be a responsible entity. The AO may determine a pre-award survey is required to conduct an examination that will determine whether the prospective recipient has the necessary organization, experience, accounting and operational controls, 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.

C.2 COST SHARING OR MATCHING

No cost sharing is required for this activity.

[END OF SECTION C]

SECTION D – APPLICATION AND SUBMISSION INFORMATION

D.1 AGENCY POINT OF CONTACT

Name: Admir Serifovic /Janepher Nabitosi
Title: Agreement Officer / Assistance Specialist -USAID/Uganda
Email: KampalaUSAIDSolicita@usaid.gov

Questions and Answers:

All questions regarding this NOFO should be submitted in writing to the individuals and email address provided above.

Questions regarding this NOFO should be submitted to KampalaUSAIDSolicita@usaid.gov no later than April 12, 2018 to provide sufficient time to address the questions and incorporate the questions and answers as an amendment to this solicitation. 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.

D.2 CONTENT AND FORM OF APPLICATION SUBMISSION

NOTE: Electronic Submission of Applications via email is required to be compatible with MS Word, MS Excel or in PDF (Portable Document File) format in Microsoft Windows. Applicants must provide applications in compatible MS Word (or PDF with Optical Character Recognition) and budgets as text accessible, Excel spreadsheets.

There has been a problem with the receipt of *.zip files due to the anti-virus software. APPLICANTS MUST NOT SUBMIT ZIPPED FILES.

Applicants are expected to review, understand, and comply with all aspects of the NOFO.

Please submit your applications to the email address below by **5:00 p.m. Kampala Time on May 21, 2018.** **Paper copies of the applications will not be accepted.** The address for the receipt of applications is: KampalaUSAIDSolicita@USAID.gov, to the attention of Admir Serifovic, Agreement Officer and Janepher Nabitosi, Assistance Specialist. Applications which are submitted late or do not follow the instructions contained herein run the risk of not being considered in the review process.

D.3 PREPARATION OF APPLICATIONS:

Each Applicant shall furnish the information required by this NOFO. Applications shall be submitted in two separate parts: (a) Technical Application and (b) Cost/Business Application.

Please note that Technical and Cost Applications must be kept separate.

For an application sent by multiple emails, please indicate in the subject line of the email whether the email relates to the Technical or Cost Application, and the desired sequence of multiple emails (if more than one is sent) and of attachments (e.g. "No. 1 of 4", etc.). For example, if your cost application is being sent in two emails, the first email should have a subject line which says: "[organization name], Cost Application, Part 1 of 2". All emails must also contain the NOFO number in the subject line.

USAID's preference is that the Technical Application and the Cost Application be submitted as single email attachments, e.g. that you consolidate the various parts of a Technical Application into a single document and also consolidate the various parts of the cost application into a single document before sending them. If this is not possible, applications must then be submitted via email with up to 3 attachments (4MB limit) per email.

Applicants are encouraged to provide clear instructions on how to collate the attachments. USAID will not be responsible for errors in compiling electronic applications if no instructions are provided or are unclear. All applications received by the submission deadline will be reviewed for responsiveness to the NOFO and the application format. No addition or modifications will be accepted after the submission date.

After you have sent your applications electronically, immediately check your own email to confirm that the attachments you intended to send were indeed sent. If you discover an error in your 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.

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 shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

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 title page with the following legend:

*"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, a grant is awarded to this Applicant as a result of – or in connection with – the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. 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, mark each sheet of data it wished to restrict with the following legend:

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

Applicants should retain for their records one (1) copy of the application and all enclosures which accompany it.

D.4 TECHNICAL APPLICATION FORMAT

The Technical Application will be the most important factor for consideration in selection for award of the proposed Cooperative Agreement. The technical application should be specific, complete and presented concisely. The application should demonstrate the Applicant's capabilities and expertise with respect to achieving the goals of this program. The application should take into account the requirements of the program and evaluation criteria found in this NOFO.

The Technical Application should be in English Times New Roman, 11 pt., Single Spacing, MS Word and PDF (Adobe Acrobat) versions on standard 8 1/2" x 11" paper (210 mm by 297 mm paper), each page numbered consecutively and no less than 1" margins on all sides. Footnotes, charts and tables will be included in the page limit requirement. Non narrative items such as graphics and tables may have smaller font, but not less than 9 point. In case of any conflicts between the MS Word and pdf versions of the application, the pdf version will govern as it will be the version presented to the Technical Evaluation Panel.

Applicants are advised that any pages exceeding any of the prescribed limits below will not be considered for evaluation.

The Technical Application (**maximum 32 pages includes Technical Approach, Management Approach, and Staffing and Personnel – excluding annexes**) should clearly and concisely outline how the Applicant proposes to meet the critical needs identified in the objective(s) and how the Applicant will achieve its expected results.

The Technical Application shall include the following sections:

i. **Cover Sheet (not to exceed one page and is not part of the 32 page limitation for the Technical Application).** The Cover sheet should include the following:
   - Program title;
   - Request for Applications reference number;
   - Name, address and contact information of the primary applicant;
   - Name of all organizations that are members of the partnerships; and
   - DUNS and Unique Entity Identifier number for primary applicant
   - System for Award Management (SAM) registration status;
   - Approval signatures by appropriate officials of the primary applicant.
   - Contact person, telephone number, fax number, address, and types name(s) and title(s) of person(s) who prepared the application, and corresponding signatures.

ii. **Table of contents (not to exceed one page and is not part of the 32 page limitation for the Technical Application).**

iii. **Executive Summary (not to exceed two pages and is not part of the 32 page limitation for the technical application).**

iv. Technical Approach (not to exceed 25 pages)

v. Management and Staffing (not to exceed 5 pages)

vi. Past Performance (not to exceed 2 pages)

D.5 ANNEXES

The following five annexes must be submitted within the page limits indicated; any pages exceeding the limits for each annex will not be considered.

Annex 1. Resumes of Key Personnel & Letters of Commitment (not to exceed 3 pages per resume & 1 page per letter of commitment) and a summary matrix of skills for all personnel proposed not to exceed 3 pages.

This section will include a summary matrix of skills for all personnel proposed and resume for all key personnel candidates. Resumes will not exceed three pages in length and will be in chronological order starting with the most rest experience. Each resume must be accompanied with a signed commitment letter (not exceeding one page) from each candidate indicating his or her: (a) availability to serve in the stated position, in terms of days after the award; (b) intention to serve for the stated term of service; and (c) agreement to the compensation levels which correspond to the levels set forth in the cost application.

Resumes for all key personnel must include three performance references for each proposed key position, **up-to-date** telephone numbers and email contact information. References can be submitted on an additional page that will not be considered as part of the 3 page limit for CVs.

Please note that documentation that reflects an "exclusive" relationship between an individual and an Applicant is not requested and should not be submitted.

The use of local expertise is encouraged. Equal consideration will be given to equally-qualified women and men when recruiting for the project.

Annex 2. Draft Activity Monitoring, Evaluation and Learning Plan (AMELP) (not to exceed 5 pages)

A draft Activity Monitoring, Evaluation and Learning Plan should be submitted with the application and will include:

- A mobilization plan, which will at a minimum include, a timeline for mobilization of key personnel and technical leads, plan for hiring, startup of office (s), and major equipment procurement;
- Performance indicators, planned data sources, data collection and calculation methods, and annual targets directly linked to proposed activities;
- Specific steps to achieve the proposed results in year 1, including outputs, outcomes, deliverables and milestones;
- Clear milestones and indicators for measuring sustainability of supported interventions; and

- A description of how the Recipient will use lessons generated during the course of activity implementation or operations research results to further inform planning and implementation of activities.

Annex 3. Past Performance References and Information (not to exceed 1 page per award)

Please provide a list of US Government and/or privately funded contracts, grants, cooperative agreements, etc., for similar or related programs during the past three years.

The applicant must provide past performance; information for itself and each major sub awardee (whose proposed cost equals 20% or more of the applicant's total proposed cost or any sub awardee, which will have principle responsibility for implementing one or more of the program components/deliverables or results area regardless of dollar value) in accordance with the following:

- List in an annex (Annex 3) to the technical application not more than five (5) of the most recent and relevant contracts, grants, cooperative agreements, etc., for similar or related programs during the past three years.
- Applicants must provide for each of the contracts/grants listed the following information regarding its past or current performance: (1) a brief description of the work performed and key project accomplishments/results achieved to date; (2) primary performance location of work; (3) contract amount; (4) name of the technical contact person and (5) current telephone number and email address of responsible representative from the organization for which the work was performed and (6) beginning and end dates (with specification of whether the work was being done as a prime or a sub). Applicants/sub awardees must either provide this information or affirmatively state that it possesses no information directly relevant to similar past performance.
- The Government reserves the right to verify the experience and past performance record of cited projects or other recent projects by reviewing Contractor Performance Assessment Reports (CPAR's), other performance reports, or to interview cited references or other persons knowledgeable of the Applicant's performance on a particular project. The Government may check any or all cited references to verify supplied information and/or to assess reference satisfaction with performance. References may be asked to comment on items such as: Quality of Product or Service, Cost Control, Timeliness of Performance, Customer Satisfaction, and Key Personnel, non-discrimination in the delivery of services. The Agreement Officer may also consult other resources and references not provided by the applicant related to the applicant's past performance.

Annex 4. Organizational Chart and staffing plan (not to exceed 3 pages)

Applicants must illustrate staff reporting lines and relationships between the different positions taking into consideration the program's technical complexity and stakeholders.

Annex 5. Sustainability Plan (not to exceed 1 page)

The applicant will submit to USAID a sustainability plan as part of this application that demonstrates how activity results will be sustained after completion of the Activity. The applicant must describe the anticipated sustainable elements of the program and any specific approaches proposed to achieve sustainable outcomes.

NOTE: No additional annexes will be accepted.

D.6 COST APPLICATION FORMAT

The Cost application is to be submitted under a separate cover from the Technical application.

Certain documents are required to be submitted by an Applicant in order for the Agreement Officer to make a determination of responsibility. However, it is USAID policy not to burden Applicants with undue reporting requirements if that information is readily available through other sources. There is no page limit on the Cost Application. However, unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this NOFO is not desired. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

The Applicant must sign and submit the cost application standard form number SF-424 and SF-424A.

Standard Forms can be accessed electronically at www.grants.gov

If the Applicant has established a consortium or another legal relationship among its partners, the Cost/Business application must include a copy of the legal relationship between the parties. The agreement should include a full discussion of the relationship between the Applicant and Sub-Applicant(s) including identification of the Applicant with whom USAID will work with for purposes of Agreement administration, identity of the Applicant which will have accounting responsibility, how Agreement effort will be allocated and the express agreement of the principals thereto to be held jointly and severely liable for the acts or omissions of the other.

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

1. The budget must have an accompanying detailed budget narrative and justification that provides in detail the total program amount for implementation of the program your organization is proposing. The budget narrative should provide information regarding the basis of estimate for each line item, including reference to sources used to substantiate the cost estimate (e.g. organization's policy, payroll document, and vendor quotes, etc.).

2. A budget for each program year with an accompanying detailed budget narrative which provides in detail the total costs for implementation of the program. The budget must be submitted using Standard Form 424 which can be downloaded from the following web site at: https://apply07.grants.gov/apply/FormLinks?family=15

3. A breakdown of all costs associated with the program according to the costs of, if applicable, headquarters, regional and/or country offices.

4. Applicants who intend to utilize contractors or sub-awardees should indicate the extent intended and a complete cost breakdown. Extensive contracts/agreement financial plans should follow the same cost format as submitted by the primary Applicant. A breakdown of all costs according to each partner organization, contract or sub-awardee involved in the program should be provided.

Pursuant to 2 CFR 200 Contract means a legal instrument by which the Applicant purchases property or services needed to carry out the project or program under a resulting award. The term does not include a legal instrument when the substance of the transaction meets the definition of a Federal award or sub-award (see § 200.92 Sub-award), even if the Applicant considers it a contract. The Applicant must describe the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting proposed by the contractor, and the quality of its record of past performance for similar work. For-profit contract organizations that work under the award and do not meet the above definition of a sub-awardee are eligible for profit/fee.

The required budget format is found in Attachment A of this NOFO.

The Applicant must submit a Negotiated Indirect Cost Rate Agreement NICRA if the organization has such an agreement with an agency or department of the U.S. Government. If no NICRA the Applicant should submit the following:

- Reviewed Financial Statements Report: a report issued by a Certified Public Account (CPA) documenting the review of the financial statements was performed in accordance with Statements on Standards for Accounting and Review Services; that management is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework and for designing, implementing and maintaining internal control relevant to the preparation. The account must also state the he or she is not aware of any material modifications that should be made to the financial statements; or

- Audited Financial Statements Report: An auditor issues a report documenting the audit was conducted in accordance with Generally Accepted Auditing Standards (GAAS), the financial statements are the responsibility of management, provides an opinion that the financial statements present fairly in all material respects the financial position of the company and the results of operations are in conformity with the applicable financial reporting framework (or issues a qualified opinion if the financial statements are not in conformity with the applicable financial reporting framework.

Cost Sharing is not required for the applicant to be eligible.

The business section of the cost/business application should include:

1. Required assurances, certifications and representations provided at the link below: https://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf. In the event that Representations and Certifications are not submitted with the Application; they must be completed before final award is made.

2. Evidence of responsibility the Agreement Officer can use to determine that the Applicant:

- Has adequate financial resources or the ability to obtain such resources as require during the performance of the award;
- Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the Applicant;
- Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;
- Has a satisfactory record of integrity and business ethics; and
- Is otherwise qualified and eligible to receive a Cooperative Agreement under applicable laws and regulations (e.g., EEO).

3. Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).

4. Statutory and Regulation Certifications

The Applicant shall complete the certifications in Section IV, B. Required Certifications and sign and date in the signature space provided. The signed and dated printout must then be submitted with the application as an annex to the cost application. Original signed hardcopy of the certifications will be requested from the successful applicant prior to the agreement award.

Potential Request for Additional Documentation

Upon consideration of award or during the negotiations leading to an award, Applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to make an affirmative determination of responsibility. **Applicants should not submit the information below with their applications! The information in this section is provided so that Applicants may become familiar with additional documentation that may be requested by the Agreement Officer:**

The information submitted should substantiate:

1. Bylaws, constitution, and articles of incorporation, if applicable.

2. Whether the organizational travel, procurement, financial management, accounting manual and personnel policies and procedures, especially regarding salary, promotion, leave, differentials, etc., submitted under this section have been reviewed and approved by any agency of the Federal Government, and if so, provide the name, address, and phone number of the cognizant reviewing official. The Applicant should provide copies of the same.

D.7 DUN AND BRADSTREET AND SAM.GOV REQUIREMENTS

USAID may not award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements. Each applicant is required to:

(i) Be registered in SAM before submitting its application. 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.;

(ii) Provide a valid unique entity identifier in its application; and

(iii) 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 Federal awarding agency will not make a Federal award to the winning applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

D.8 SUBMISSION DATE AND TIME

All applications in response to this RFA are due no later than the date and time indicated on the cover page of this RFA.

The Applicant's MUST ensure that all necessary documentation is complete and received on time.

D.9 FUNDING RESTRICTIONS

USAID policy is not to award profit under assistance instruments. However, all reasonable, allocable and allowable expenses, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost principle under 2 CFR 200 Subpart E. of the Uniform Administrative Requirements may be paid under the anticipated award.

D.10 BRANDING AND MARKING

Pursuant to ADS 303.3.6.3.f and ADS 320.3.1.2, the apparently successful Applicant will be requested to submit a Branding Strategy and Marking Plan that will have to be successfully negotiated before the cooperative agreement is awarded. These plans will be prepared in accordance with the guidance in ADS 320.3.3, 2 CFR 700.16 and the references therein.

Note: The Branding Strategy and Marking Plan will not be included with the original application but will be provided only after a written request from the Agreement Officer.

[END OF SECTION D]

SECTION E – APPLICATION REVIEW INFORMATION

E.1 OVERVIEW

The Technical Evaluation Criteria are tailored to the requirements of this particular RFA and are set forth below. Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, applicants must organize the narrative sections of their applications with the same headings and in the same order as the selection criteria.

USAID Uganda intends to evaluate the applications and award an agreement without discussions with the applicants. However, USAID reserves the right to conduct discussions if the latter is determined by the Agreement Officer to be necessary. Therefore, the initial application will contain the applicant's best terms from a Technical and Cost/Price stand point.

E.2 EVALUATION CRITERIA

USAID will conduct a merit review all applications received that complies with the instructions in this NOFO. Applications will be reviewed and evaluated in accordance with the following criteria shown in descending order of importance.

Technical Criteria:

- Technical Approach
- Management Approach
- Staffing and Personnel

A. Technical Approach

The extent to which the proposed technical approach and Project Management Plan (PMP) demonstrate clear understanding of the objectives of the program and a convincing approach to achieve them.

B. Management Approach

The extent to which the management approach convincingly demonstrates achievement of the objectives and results described in the activity description.

C. Staffing and Personnel

Extent to which proposed staffing approach and Key Personnel convincingly demonstrate the ability to successfully and effectively implement the proposed program.

E.3 APPARENTLY SUCCESSFUL APPLICANT

Past performance reviews will be initiated on the "apparently successful applicant" as part of the applicant's risk assessment/responsibility determination and will review: extent to which the applicant and its teaming partners, if any, demonstrate successful Past Performance in achieving results of on similar programs including but not limited to: quality of product or service, consistency in meeting goals and targets, schedule (timeliness of performance), cost control, business relations, and management of key personnel and non-discrimination in the delivery of services.

Note: In cases where (i) an Applicant lacks relevant past performance history, (ii) information on past performance is not available; the Applicant will not be evaluated either as favorable or unfavorable on past performance.

USAID reserves the right to obtain past performance information from other sources including those not named in the applicant's application.

E.4 COST EVALUATION

While cost is less important than technical and is not weighted, however, the cost applications of the apparently successful technical applications will be evaluated for cost effectiveness. Other considerations are the completeness of the application, adequacy of budget detail and consistency with elements of the technical application. In addition, the organization must demonstrate adequate financial management capability, to be measured for a responsibility determination.

The application with the lowest estimated cost may not be selected if an award to a higher priced technical application offers a greater overall benefit for the program. All evaluation factors other than cost or price, when combined, are significantly more important than cost. However, estimated cost is an important factor and the estimated cost to the Government increases in importance as competing applications approach equivalence and may become the deciding factor when technical applications are approximately equivalent in merit.

Cost estimates will be analyzed as part of the application evaluation process. Proposed costs may be adjusted, for purposes of evaluation, based on results of the cost analysis and its assessment of reasonableness, completeness, and credibility.

USAID reserves the right to determine the resulting level of funding selected for award. Cost evaluation will ONLY be conducted for the apparently successful applicant(s).

[END OF SECTION E]

SECTION F – FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 FEDERAL AWARD NOTICES

Following selection for award, a Recipient will receive an electronic copy of the notice of award signed by the Agreement Officer which serves as the authorizing document. USAID will issue the award to the contacts specified by the Applicant in its application documents and/or the Authorized Individuals submitted by the Applicant.

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 U.S. 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.

F.2 ADMINISTRATIVE & NATIONAL POLICY REQUIREMENTS

Resulting awards to non-U.S. non-governmental organizations will be administered in accordance with Chapter 303 of USAID's Automated Directives System (ADS-303), 2 CFR 200, and Standard Provisions for non-U.S. Nongovernmental Organizations. Standard Provisions for Non-U.S. Nongovernmental organizations are available at: http://www.usaid.gov/policy/ads/300/303mab.pdf

2 CFR 200 is available at:
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

2 CFR 700 is available at: https://www.ecfr.gov/cgi-bin/text-idx?mc=true&node=pt2.1.700&rgn=div5

Applicable OMB Circulars are available at: http://www.whitehouse.gov/omb/circulars

Mandatory Standard Provisions for Non-U.S. Nongovernmental Recipients can be accessed through USAID's website: https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf

Potential for-profit applicants should note that USAID policy prohibits the payment of fee/profit to the prime recipient under grants and cooperative agreements. However, if a prime recipient has a subcontract with a for-profit organization for the acquisition of goods or services (i.e., if a buyer-seller relationship is created), fee/profit for the subcontractor is authorized.

The USAID Inspector-General's "Guidelines for Financial Audits Contracted by Foreign Recipients" is available at: http://www.usaid.gov/sites/default/files/documents/1868/591maa.pdf

F.3 SPECIAL PROVISIONS

The following special provisions may be made part of the resulting award.

F.3.1 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

There are three types of geographic data that the Mission would like to collect in a standardized manner:

1. **Project and Activity Location Data:** In consultation with the AOR, project and activity location data when utilized should be submitted according to the geographic precision defined by the Mission's data requirements. Capturing a discrete location for project and activity locations is an essential step towards establishing an effective method of managing and communicating project and activity information.
2. **Thematic Data:** This includes information such as demographic indicators, built infrastructure, environmental features, and any other thematic data. When created or acquired using USAID funds, these datasets are considered the property of USAID and when utilized should be submitted to the AOR.
3. **Project Specific Data:** This includes data that is created during a project and may be useful to the Mission's own strategic planning and design purposes. When created or acquired using USAID funds, these datasets are considered USAID's property and when utilized should be submitted to USAID.

Recording a discrete location for project and activity locations is essential in establishing an effective method of managing, analyzing, and communicating project and activity information.
The Recipient will work closely with the AOR to determine necessary information to collect, which may include:

- Type of activity
- Estimated cost of activity
- Photograph of activity
- Location of activity
    - Point features (latitude, longitude) such as public institutions with hand washing facilities, etc.
    - Area features (polygon) such as boundaries
- Location, including name of the village
- District name for activity location
- Facility type (home, school, health facilities, etc.)

Geographic Data should be projected to the Geographic Coordinate System World Geodetic System 1984 (GCS WGS 1984). All data should use the World Geodetic System 1984 (WGS 1984) datum.

The location and activity specific data would be recorded and managed by the Grantee. It would be submitted to the AOR and GIS Specialist in any of the following formats: .CSV file, MS Excel spreadsheet, MS Access database, or GIS-ready shapefile (.shp)/geodatabase.

As defined in the USAID Policy Framework (2011-2015), USAID is committed to geographically targeting aid investments, monitoring & evaluating overall aid effectiveness, and upholding the Agency's open data and transparency goals. Utilizing GIS technology, geographic data and analysis is integral to effectively achieving all of these objectives. Geospatial analysis is a top priority of the

USAID/Uganda to be incorporated into the learning agenda and M&E work to build resilience. In alignment with the US Government commitment to transparency and open data, as well as with USAID Data Policy (ADS 579), geographical data collected and the resulting maps produced as part of this program will be shared with the affected communities, district local governments, and the general public. All efforts will be made to protect Personally Identifiable Information (PII).

F.3.2 PROGRAM INCOME

Program income is currently not anticipated under this activity. However, if program income is generated during the implementation of the program, the AO reserves the right to determine exactly how that income will be treated and considered under the award, in accordance with 2CFR 200.307 and the standard provision on Program Income for non-U.S. organizations.

F.3.3 VALUE ADDED TAX AND CUSTOMS DUTIES

Pursuant to bilateral agreements with the Government of Uganda (GOU), all imports and expenditures under this agreement by the recipient and by non-local subcontractors/sub recipients (as defined below) are exempt from Value-Added Tax (VAT) and Customs Duties imposed by the GOU. The GOU does not permit tax exemption at the point of sale.

Therefore, the recipient must budget and bill USAID for expenses inclusive of 18% VAT.

The recipient must submit original VAT tax invoices/receipts, original certified summary (using a format provided by USAID) and 1 copy of all documents to USAID by the 25th of the month after the calendar year quarter end. For example, taxes and receipts for the period January to March are due April 25.

USAID will seek a VAT refund from the Government of Uganda. The refund will not be returned to the recipient.

The recipient is responsible for ensuring that subcontractors, sub awardees, and grantees comply with this requirement. All VAT claims, for the recipient, subcontractors, sub awardees and grantees, must be submitted to USAID through the prime Contractor.

The USAID point of contact for submission of quarterly VAT information is kampalavatusaid@usaid.gov Office of Financial Management, USAID/Uganda.

[End of Provision]

F.3.4 UTILIZATION OF SCIENCE, INNOVATION, TECHNOLOGY, AND PARTNERSHIP (SITP) FOR COLLABORATION

The recipient is strongly encouraged to utilize science, innovation, technology, and partnership (SITP) to:

- Do business differently to enhance the lives of Ugandan beneficiaries and share best practices;
- Integrate change management practices to allow for program adaptation and realignment;
- Utilize project management tools/software for enhanced partnership and synergy with USAID and other programs and allow for reporting on multiple funding streams.

F.3.5 PROCUREMENT EXECUTIVE'S BULLETIN NO. 2014-06: ELECTRONIC PAYMENTS SYSTEM

Definitions: "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 instrument to the designated payee.

"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 methods is available to recipients at http://solutionscenter.nethope.org/programs/c2etoolkit."

[End of Provision]

F.3.7 NON-DISCRIMINATION IN IMPLEMENTATION OF USAID-FUNDED PROGRAMS

In the implementation of USAID-funded programs, the Recipient or Sub Recipient shall not discriminate against any beneficiary or potential beneficiary, such as but not limited to, by capriciously or selectively withholding or denying assistance or benefits under the project, on the basis of any non-merit factor, including one or more of the following bases: race, color, religion, sex (including gender identity or perceived gender non-conformity, and pregnancy) national origin, disability, age, sexual orientation, genetic information, marital status, parental status, political affiliation, veteran's status, or other factors that adversely impact the beneficiaries' access to, or participation in, services provided under the award. Nothing in this provision is intended to limit the ability of a Recipient to target assistance to certain populations as defined in the approved work plan of a USAID-funded program.

[End of Provision]

F.3.12 ACQUISITION & ASSISTANCE POLICY DIRECTIVE NO: 14-03: REPRESENTATION BY ORGANIZATION REGARDING A DELINQUENT TAX LIABILITY OR A FELONY CRIMINAL CONVICTION (AUGUST 2014)

(a) In accordance with section 7073 of the Consolidated Appropriations Act, 2014 (Pub. L. 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

(1)Was "convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government"; or

(2)Has any "unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures that this further action is not necessary to protect the interests of the Government".

For the purposes of section 7073, it is USAID's policy that no award may be made to any organization covered by (1) or (2) above, unless the M/OAA Compliance Division has made a determination that suspension or debarment is not necessary to protect the interests of the Government.

[End of Provision]

F.4 REPORTING REQUIREMENTS

The following reporting requirements will be made part of any award issued under this NOFO:

F.4.1 Annual Work Plan

Based on this program description, the Recipient shall prepare and submit a detailed annual work plan to guide the implementation process with a breakdown of activities and timelines and anticipated progress in the achievement of the activity results (consistent with the Activity M&E and Learning Plan), as well as the associated costs. The Recipient shall ensure a collaborative process in work plan development, consulting beneficiaries, partners, USAID and other relevant stakeholders in preparing the annual work plan to ensure complementarity and shared ownership. In addition, the AOR may work with the Recipient to define particularly relevant sections of the work plan that would enhance implementation, such as key assumptions and risks (as well as plans to mitigate and update these), lessons learned and work plan adjustments going forward.

CLA section must address:

- Any proposed actions to strategically collaborate internally and with other implementing partners to conduct joint targeting, collaborative research, etc.
- How knowledge gaps in the theory of change, the technical implementation approach, operating environments, assumptions and risks, will be filled using activities such as, but not limited to, monitoring, research, evaluation and analytical studies
- How knowledge generated by learning will be used to increase efficiency
- How/which approaches and activities will change based on CLA

F.4.2 Quarterly Performance Reports

The Recipient shall submit quarterly reports that include narratives of quarterly achievements, and progress against the work plan, and agreed upon performance indicators. A format for the quarterly report will be approved by the AOR. The quarterly report shall describe and assess the overall progress to date based upon agreed performance indicators. The reports will also describe the accomplishments of the Recipient and the progress made during the past quarter; include information on key activities, both ongoing and completed during the quarter (e.g. meetings, trainings, workshops, significant events, subcontracts, and grants).

The quarterly report provides the opportunity to discuss impacts of learning on the program, updates in key assumptions and the underlying development hypotheses. Also, notification shall be given in the case of problems, delays, or adverse conditions which materially impair the ability to meet the objectives of the award or which may have an impact on the development hypothesis or theory of change for the activity, and/or other activities (USG-funded or not) which might be informed by such learning. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation. The Recipient shall also prepare quarterly financial reports showing the amount of funding and level of effort spent and accrued during the quarter, cumulative spending, and estimates for the next quarter. The quarterly activity and financial reports are to be submitted within 30 days after the end of each fiscal quarter to the AOR at USAID/Uganda.

With regards to CLA, the Contractor must address:

- The products and results of collaboration that improve implementation approaches and development practice broadly;
- Increased ability of USAID's implementing partners to respond to the needs of target groups through learning;
- Instances of learning applied to influence decision making, resource allocation, and contextual shifts; and
- Increased efficiency in activity implementation.

F.4.3 Annual Report:

Annual performance reports on the project activities and progress against indicators are the responsibility of the Recipient and are needed by USAID/Uganda to provide timely input to the USG's Operational Plan. To the extent possible, the annual performance report should cover activities and results through the end of the fiscal year, and should review the cumulative experience, learning, adaptations and the implications of these for the year. However, the draft annual performance reports must be received by USAID 30 days after the end of the fiscal year and in final no later than 90 days after the end of the fiscal year.

With regards to CLA, the Contractor must address:

- The products and results of collaboration that improve implementation approaches and development practice broadly
- Increased ability of USAID implementing partner to respond to the needs of target groups by using learning
- Instances of learning applied to influence decision making, resource allocation, and contextual shifts
- Increased efficiency in activity implementation.

F.4.4 Final Report:

A draft final report should be submitted to the AOR no later than 30 calendar days after the completion of the activity. The final report is due 90 calendar days after the end date of the award. Three copies should be submitted to the AOR. The report shall summarize the accomplishments of the agreement, methods of work used, and recommendations regarding unfinished work and/or program continuation, as well as key learnings from the total implementation experience. It shall cover the entire period of the award and include the cumulative results achieved, an assessment of the impact of the program, lessons learned and recommendations, any particularly notable impact stories (or challenges), and detailed financial information. It should be grounded in evidence and data. The final/completion report shall also contain an index of all reports and information products produced under the award.

F.4.5 Financial Reporting:

Financial reporting requirements will be in accordance with 2 CFR 200.327. The Recipient must submit the Federal Financial Form (SF-425) on a quarterly basis via electronic format completed by the Recipient and emailed to the Agreement Officer Representative (AOR) and KampalaUSAIDVouchers@usaid.gov.

Quarterly Financial Reports will be submitted 30 days after the end of each calendar quarter along with the progress report and shall include a report on expenditures incurred during the report period and activity projected expenditures for the next quarter, against award line items. Reports should breakout funds by funding stream and budget-line.

The Final Financial Report will be submitted within 90 days from the end date of the program.

Reports are due as noted below:

Reporting Quarter	**SF-425 Due Date**
January 1- March 31	April 30- July 30
April 1- June 30	October 30- January 30
July 1 -September 30	
October 1- December 31	

F.4.6 Activity Monitoring Evaluation and Learning Plan (AMELP) and CLA Plan:

The AMELP is a management tool that enables the Recipient and USAID to track whether the desired results are being achieved and project implementation is being adapted to changing conditions. This will also facilitate the flow of information within the Recipient's organizational structure, enabling all parties to more effectively monitor and manage activities required. The system will be designed to collect, store, analyze and report administrative, financial and programmatic data on project major inputs and outputs as well as actual progress toward achieving program objectives.

The AMELP report will:

- Include all performance indicators, with targets and baseline figures needed to measure achievement of stated goals and results the Recipient believes to be necessary to adequately track progress and impact of activities;
- Data analysis methodologies, including suggestions for data segregation by district, segregated, gender and others;
- How the activity will collaborate with data collection and M&E activities of other USG implementing partners;
- Propose clear milestones and indicators for measuring sustainability of supported interventions;
- Dedicate a section of the M&E plan to describing how the Recipient will use lessons generated during the course of activity implementation or operations research results to further inform planning and implementation of activities;
- A clear learning agenda and platform for integrating CLA in assessment, planning, implementation and monitoring;
- A schedule of weekly meetings with AOR and how agreed actions (if any) from the weekly check-in meetings will be integrated into activity implementations.

F.4.7 Baseline Assessment:

Recipient must submit an initial baseline assessment no later than 45 calendar days after the effective date of the award. This assessment will assist in identifying approaches required to achieve the activity's targets and will provide a benchmark for tracking achievements.

F.4.8 Close-Out and Disposition Plan:

Close-out and disposition plan in accordance with 2 CFR 200.343 and 2 CFR 200.313 will be submitted six months before the activity end date for USAID approval.

F.4.9 Quarterly VAT Reports:

Pursuant to bilateral agreements with the Government of Uganda (GOU), all imports and expenditures under this agreement by the Recipient and by non-local subcontractors/sub-recipients (as defined below) are exempt from Value-Added Tax (VAT) and Customs Duties imposed by the GOU. The GOU does not permit tax exemption at the point of sale. Therefore, the Recipient must budget and bill USAID for expenses inclusive of 18% VAT.

The Recipient must submit original VAT tax invoices/receipts, original certified summary (using a format provided by USAID) and 1 copy of all documents to USAID by the 25th of the month after the calendar year quarter end. For example, taxes and receipts for the period January to March are due April 25.

USAID will seek a VAT refund from the Government of Uganda. The refund will not be returned to the Recipient.

The Recipient is responsible for ensuring that subcontractors, sub awardees, and grantees comply with this requirement. All VAT claims, for the Recipient, subcontractors, sub awardees and grantees, must be submitted to USAID through the prime Contractor.

The USAID point of contact for submission of quarterly VAT information is kampalavatusaid@usaid.gov Office of Financial Management, USAID/Uganda.

F.4.10 Other Reports:

The Recipient will prepare and disseminate, as directed in the Annual Work Plan and by the AOR, other reports and deliverables needed to accomplish the purpose of this award, such as assessments, including but not limited to, gender and youth assessments, studies, and other analytical products. These reports will include activity reports; technical reports; data quality assessment reports, portfolio review and performance plan and report analytical products, evaluation, review and other operational research reports. The reports required and the number of copies will be determined at the time of the Annual Work plan.

F.4.11 Synopsis of Reports / Plans

Type of Document/ Report	Due Date	Distribution
First Year Implementation Plan	First draft due no later than 45 calendar days after effective date of the award.	AOR
Baseline Survey Report	Final draft due no later than 45 calendar days after effective date of the award	AOR, PPD
Activity Monitoring Evaluation and Learning Plan	Final draft due no later than 90 calendar days after effective date of the award.	AOR, PPD
Quarterly Reports	No later than 30 days after the end of each fiscal quarter	AOR
Annual Implementation Plans	First draft due no later than 30 calendar days before beginning of each fiscal year	AOR
Annual Performance Report	30 calendar days following the end of the fiscal year	AOR
Annual Certification for Human Trafficking	30 calendar days following the end of the fiscal year	AO, AOR
Final Performance Report	Draft – 30 calendar days after the end of award. Final due 90 calendar days after the award end date.	AOR
Financial Reporting	Accrual reports - 3 weeks before end of each quarter or as requested on an ad hoc basis, Quarterly Financial Reports - 45 days after the end of each calendar quarter	AOR
Close out & Disposition plan	Six months before end of award	AOR & AO
Quarterly VAT Reports	25th of the month after the calendar year quarter end. For example, taxes and receipts for the period January to March are due April 25.	AOR & Controller
Annual VAT Reports	30 calendar days following the end of the fiscal year	AOR & Controller

[END OF SECTION F]

SECTION G – FEDERAL AWARDING AGENCY CONTACT(S)

Point of Contact Information:

Only the Agreement Officer is authorized to make commitments on behalf of USAID. The Agreement Officer is listed below:

Admir Serifovic
Agreement Officer
USAID/Uganda
US Embassy Compound
Plot 1577, Ggaba Road
Kampala, Uganda

Janepher Nabitosi
Assistance Specialist
USAID/Uganda
US Embassy Compound
Plot 1577 Ggaba Road
Kampala, Uganda

Generic Email: KampalaUSAIDSolicita@usaid.gov

[END OF SECTION G]

SECTION H – OTHER INFORMATION

USAID reserves the right to fund any or none of the applications submitted.

[END OF SECTION H]

SECTION I –ATTACHMENTS AND RESOURCES LINKS

Attachment A	Budget Template
Attachment B	Past Performance Information (PPI) form.
Resource Link 1	USAID Uganda Country Development Cooperation Strategy (CDCS) 2.0 Guiding Principles https://www.usaid.gov/uganda/cdcs
Resource Link 2	USAID Gender Policy https://www.usaid.gov/sites/default/files/documents/1865/GenderEqualityPolicy_0.pdf
Resource Link 3	USAID Youth Development Policy http://blog.usaid.gov/2012/11/new-usaid-policy-on-youth-in-development
Resource Link 4	Standard Provisions for Non-U.S. NGOs https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf
Resource Link 5	Allowable USG Funding Support for GOU Entities and Staff https://www.usaid.gov/sites/default/files/documents/1860/J.14%20Allowable%20USG%20Funding%20Support%20for%20GOU%20Entities%20and%20Staff_0.pdf
Resource Link 6	Uganda citizens' compact on free and fair elections - Uganda ... http://ngoforum.or.ug/wp-content/uploads/downloads/2015/01/Citizens-Compact-on-free-and-fair-elections-2-1.pdf
Resource Link 7	Analysis of the Ugandan Legal Electoral Framework http://pdf.usaid.gov/pdf_docs/pa00mpq2.pdf
Resource Link 8	European Union Election Observation Mission Final Report: 2016 Presidential and General-Elections https://eeas.europa.eu/sites/eeas/files/uganda-fr-forprint-14-04-2016_en_0.pdf
Resource Link 9	Electoral Institute for Sustainable Democracy in Africa, 2016 Uganda Presidential and Parliamentary Elections: Final Report: https://eisa.org.za/pdf/uga2016eomr.pdf
Resource Link 10	Civil Society Advocacy in Uganda: Lessons Learned - The Aspen Institute https://assets.aspeninstitute.org/content/uploads/files/content/docs/pubs/Civil_Society_Advocacy_in_Uganda.pdf
Resource Link 11	Citizens' Election Observer Network-Uganda Final Report http://ugandajournalistsresourcecentre.com/1970-2/

[END SECTION I]

[END OF RFA]