



Issue Date: **December 13, 2024**

Deadline for Questions: **December 28, 2024**

Closing Date: **February 14, 2025**

Closing Time: **15:00 GMT +1**

**Subject:** Notice of Funding Opportunity (NOFO) Number: 72060525RFA00001

**Program Title:** USAID/CARPE Promoting Alternative Technologies and Fuels to Reduce the Use of Charcoal for Cooking in the Democratic Republic of the Congo (DRC) Activity

Dear Applicant:

The United States Agency for International Development (USAID) Central Africa Regional Program for the Environment (CARPE) is seeking applications for a cooperative agreement from qualified entities to implement the USAID/CARPE Promoting Alternative Technologies and Fuels to Reduce the Use of Charcoal for Cooking in the Democratic Republic of the Congo Activity. Eligibility for this award is not restricted.

USAID intends to make a 5-Year, approximately \$20,000,000.00 award to the applicant who best meets the objectives of this funding opportunity based on the merit review criteria described in this NOFO subject to a risk assessment. Eligible parties interested in submitting an application are encouraged to read this NOFO thoroughly to understand the type of activity sought, application submission requirements, and selection process. The geographic code for the procurement of commodities and services under this program is **937**.

To be eligible for award, the applicant must provide all information as required in this NOFO and meet the eligibility standards in Section B of this NOFO. This funding opportunity is posted on [www.grants.gov](http://www.grants.gov), and may be amended. It is the responsibility of the applicant to regularly check the website to ensure they have the latest information pertaining to this NOFO and to ensure that it is downloaded from the internet in its entirety. USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on [www.grants.gov](http://www.grants.gov) or accessing the NOFO, please contact the Grants.gov Support Center at +1-800-518-4726 or via email at [support@grants.gov](mailto:support@grants.gov) for technical assistance or if you need assistive technology and are unable to access any material on this site.

Unless an exception in 2 CFR 25.110 applies, applicants must comply with 2 CFR 25 requirements to obtain a Unique Entity Identifier (UEI) and register in the System for Award Management (SAM.gov), as applicable. See Section E, Submission Requirements and Deadlines, for more information. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early.

Please send any questions to the point(s) of contact identified in Section A.4. The deadline for questions is shown above. Responses to questions received prior to the deadline will be furnished to all potential applicants through an amendment to this notice posted to [www.grants.gov](http://www.grants.gov).

English is the official language of all award documents. In the event of inconsistency between any terms of this NOFO and any translation into another language, the English language version will govern.

Issuance of this NOFO does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for any costs incurred in preparation or submission of comments/suggestions or an application. 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,

Jamie Lewis  
Agreement Officer  
Office of Acquisitions and Assistance  
USAID/Democratic Republic of the Congo

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## **SECTION A: BASIC INFORMATION**

### **1. Executive Summary**

The objective of the USAID Promoting Alternative Technologies and Fuels to Reduce the Use of Charcoal for Cooking in the Democratic Republic of the Congo activity is to reduce deforestation and forest degradation by reducing the amount of charcoal that is used for cooking.

In the metropolitan area of Kinshasa there are around 17 million inhabitants (2021). Approximately 97% of the population uses charcoal for cooking (to different levels and frequency), while only 12% of households use improved cookstoves. On average, a household uses 0.346 kg of charcoal and 0.016 kg of fuelwood daily in Kinshasa, which equates to 9.8 to 13.4 million tons of wood used annually. According to Centre de Coopération Internationale en Recherche Agronomique pour le Développement, Kinshasa alone consumes around 18 million tons of charcoal annually. In the North Kivu city of Goma, there are around 2 million inhabitants (2022) and only 4.1% have access to electricity. Around 80% of Goma households use charcoal and firewood as the primary fuels for cooking. Because of the high-level use of charcoal for cooking in urban areas such as Kinshasa and Goma, it is important to address charcoal use as a key way to reduce deforestation and forest degradation.

### **2. Estimate of Funds Available and Number of Award Contemplated**

USAID intends to award one (1) Cooperative Agreement pursuant to this Notice of Funding Opportunity (NOFO).

Subject to funding availability and at the discretion of the Agency, USAID/DRC intends to provide approximately \$20,000,000.00 in total USAID funding over a five (5) year period.

### **3. Start Date and Period of Performance for Federal Award**

The anticipated period of performance is five (5) years. The estimated start date will be on or about May 2025. Specific dates will be provided at award.

### **4. Agency Point of Contacts**

- 1) Jamie Lewis,  
Agreement Officer  
[jamilewis@usaid.gov](mailto:jamilewis@usaid.gov)
2. Malu Boyenge  
Acquisition and Assistance Specialist  
[mboyenge@usaid.gov](mailto:mboyenge@usaid.gov)

## **5. Acquisition and Assistance Ombudsman**

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

The A&A Ombudsman may be contacted via [Ombudsman@usaid.gov](mailto:Ombudsman@usaid.gov).

## **6. Authorized Geographic Code**

The geographic code for the procurement of commodities and services under this program is **937** defined as the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source. Except as may be specifically approved in advance by the Agreement Officer, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in this NOFO and must meet the source and nationality requirements set forth in 22 CFR 228.

Procurement of vehicles and pharmaceuticals and other restricted commodities are subject to the limitations in 22 CFR 228, ADS 312, and ADS 310 and may require a waiver or AO's approval. For accurate identification of prohibited sources, please refer to 22 CFR 228 and Automated Directive System (ADS) 310 entitled "Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID.

Code 937 (the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source) is the authorized USAID Principal Geographic Code for the procurement of commodities and services:

**[END OF SECTION A]**

## **SECTION B: ELIGIBILITY**

### **1. Eligible Applicants**

Eligibility for this NOFO is not restricted. USAID/CARPE welcomes applications from all organizations, including organizations that have not previously received financial assistance from USAID.

### **2. Cost Sharing or Matching**

Cost Sharing is not anticipated under this activity.

### **3. Other Information**

#### **a. Potential New Implementing Partners**

In support of the Agency's interest in fostering a larger assistance base and expanding the number and sustainability of development partners, USAID/CARPE encourages applications from potential new implementing partners. However, resultant awards to these organizations may be significantly delayed if USAID must undertake necessary pre-award reviews of these organizations to determine their "risk assessment" (see below). Non-U.S. Organization Pre-award Survey Guidelines and Support is available in the following link: [https://www.usaid.gov/sites/default/files/2023-09/303sam\\_092823.pdf](https://www.usaid.gov/sites/default/files/2023-09/303sam_092823.pdf)

#### **b. Pre-Award Risk Assessment**

In order for an award to be made, the AO must evaluate risk in accordance with the principles in 2 CFR 200.206 as discussed in ADS 303.3.9. This means that the applicant must possess, or have the ability to obtain, the necessary capacity and resources to carry out the activity in accordance with award requirements. The applicant must agree to practice mutually agreed-upon methods of accountability and other assets provided or funded by USAID/CARPE.

In the absence of a positive risk assessment, an award can ordinarily not be made. However, in rare cases, an award can be made with "Specific Conditions" (e.g., additional non-standard award requirements designed to minimize the risk presented to USAID of making an award to an organization for which a positive risk assessment cannot be made), but only where it appears likely that the applicant can correct the deficiency in a reasonable period.

#### **c. Construction**

Construction is not authorized under this NOFO. No construction will be funded and any construction funded under this award will be deemed an unallowable cost. Construction is defined as construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, new structures, improvements, renovation, alteration and refurbishment. The term includes, without limitation,

roads, power plants, buildings, bridges, water and treatment facilities, pipe systems, and vertical structures.” As used in this definition, the phrase “improvements, renovation, alteration and refurbishment” includes “any betterment or change to an existing property to allow its continued or more efficient use within its designed purpose (renovation), or for the use of a different purpose or function (alteration). Improvements also include improvements to or upgrading of primary mechanical, electrical, or other building systems. ‘Improvements, renovation, alteration and refurbishment’ does not include non-structural cosmetic work, including painting, floor covering, wall coverings, window replacement that does not include changing the size of the window opening, replacement of plumbing or conduits that does not affect structural elements, and non-load bearing walls or fixtures (e.g., shelves, signs, lighting, etc.). Construction includes new structures, wastewater treatment facilities, water supply systems such as groundwater wells.

**d. Substantial Involvement**

Consistent with ADS303.3.11, USAID/DRC will be substantially involved in the implementation of this Activity. The intended purpose of the Agreement Officer’s Representative (AOR) involvement during the implementation of the activity is to assist the recipient in achieving the supported objectives. Substantial involvement will cover the following areas:

1. Approval of Key Personnel
2. Approval of the Recipient’s Implementation Plans by the Agreement Officer’s Representative (AOR) and any significant adaptations.
3. Approval of the Recipient’s Activity Monitoring, Evaluation and Learning Plan (AMELP) by the Agreement Officer’s Representative (AOR) and any significant adaptations.
4. Agency and Recipient Collaboration or Joint Participation:
  - a. Collaborative involvement in selection of advisory committee members, if the program will establish an advisory committee that provides advice to the recipient. USAID may participate as a member of this committee as well. Advisory committees must only deal with programmatic or technical issues and not routine administrative matters.
  - b. Approval of subaward activities not proposed in the application and approved in the Federal award.
  - c. Monitoring by the AOR to authorize specified kinds of direction or redirection because of interrelationships with other projects. USAID monitoring will be required throughout the period of performance to continually facilitate its funding with that of other donors and activities.
5. Agency Authority to Immediately Halt a Construction Activity: The Agreement Officer reserves the right to halt construction activities under the award, if applicable.

**[END OF SECTION B]**

## **SECTION C: PROGRAM DESCRIPTION**

This funding opportunity is authorized under the Foreign Assistance Act (FAA) of 1961, as amended. The resulting award will be subject to 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and USAID’s supplement, 2 CFR 700.

### **1. TITLE OF ACTIVITY:**

**USAID/CARPE Promoting Alternative Technologies and Fuels to Reduce the Use of Charcoal for Cooking in the Democratic Republic of the Congo (DRC) Activity**

### **2. GOAL / OBJECTIVES**

The goal is to reduce deforestation and forest degradation due to charcoal production and consumption in priority cities in the DRC. To achieve this goal, four objectives have been identified:

- Reduce the use of charcoal for cooking in households and business activities.
- Improve the business environment for the charcoal alternative industry.
- Support the private sector to scale up low emissions charcoal alternative technologies and fuels.
- Support charcoal producers to transition to alternative sustainable livelihoods and improve efficiency of charcoal production.

These goals will be achieved by focusing on four intermediates results (IR):

- IR 1. Charcoal consumption in targeted urban and peri-urban cities is reduced
- IR 2. Business and regulations environment for the charcoal and alternative industry is strengthened
- IR 3. Private sector-led low emissions charcoal alternative technologies and fuels for clean cooking are supported
- IR 4. Alternative sustainable livelihoods and charcoal production efficiency are supported

### **3. BACKGROUND**

This activity will address the core development problem of deforestation. Charcoal will continue to be used for cooking until access and prices of other alternative low emission technologies and fuels such as LPG and electricity become more reliable and affordable. Therefore, the approach for addressing this problem will include working with the private sector to introduce to local markets and supply chains low emission technologies and alternative cooking fuels that are both reliable and affordable such as low emission and energy saving cook stoves and alternative cooking fuels such as ethanol, biogas, and LPG, respectively. This activity aims to identify the right balance of low emission technologies and alternative cooking fuels needed to achieve measurable reductions in charcoal use while at the same time minimizing negative economic impacts on households, markets, supply chains, and on people’s lives.



Other potential challenges this Activity aims to address:

- An unfavorable business environment for the charcoal alternatives industry like LPG and electrical power.
- Low public awareness of the overall negative impacts of widespread charcoal production on forests.
- Large amounts of wood are used in charcoal production.
- Lack of traceability system of the charcoal value chain.
- Lack of alternatives to charcoal producers in transitioning to alternative sustainable livelihoods.

In the metropolitan area of Kinshasa there are around 17 million inhabitants (2021). Approximately 97% of the population uses charcoal for cooking (to different levels and frequency), while only 12% of households use improved cookstoves. On average, a household uses 0.346 kg of charcoal and 0.016 kg of fuelwood daily in Kinshasa, which equates to 9.8 to 13.4 million tons of wood used annually. According to Centre de Coopération Internationale en Recherche Agronomique pour le Développement, Kinshasa alone consumes around 18 million tons of charcoal annually. In the North Kivu city of Goma, there are around 2 million inhabitants (2022) and only 4.1% have access to electricity. Around 80% of Goma households use charcoal and firewood as the primary fuels for cooking. Because of the high-level use of charcoal for cooking in urban areas such as Kinshasa and Goma, it is important to address charcoal use as a key way to reduce deforestation and forest degradation.

In Kisangani, charcoal is the primary fuel source for cooking in most households, with approximately 80% of families relying on it. This translates to an annual demand of over 2.7 million cubic meters of wood used for fuel. Despite the widespread use of traditional cookstoves, which are inefficient and environmentally damaging, only about 16% of households use improved cookstoves. These stoves can reduce charcoal consumption by up to 36%, making them a more sustainable option, but their adoption is limited due to cost and availability challenges.

Charcoal and firewood, when used as the primary fuels for cooking, emit a range of hazardous air pollutants that can cause respiratory illness and even death especially among sensitive groups such as children, older adults, pregnant people, and people with lung and heart diseases. Cooking with charcoal and firewood emits PM<sub>2.5</sub> (particulate matter size of 2.5 micrometers or less in diameter), PM<sub>10</sub> (particulate matter size of 10 micrometers or less in diameter), and polycyclic aromatic hydrocarbons (PAHs), among other harmful air pollutants, that can cause respiratory illnesses, such as asthma, lung disease and chronic obstructive pulmonary disease (COPD). The negative impacts on women's health are especially significant since women from the Congo Basin and throughout the African continent often support their livelihoods and families with income generated from cooking using charcoal and firewood as fuels. In fact, source reconciliation studies show that open fires contribute the majority share (~54%) of harmful air pollution in the DRC, with polluting fuel used for cooking responsible for around 12% of all PM pollution. Because this activity will reduce the use of charcoal for cooking, charcoal source distribution to harmful air pollution in urban and peri-urban areas is expected to also decrease, although only slightly. Several of the benefits of reducing charcoal use for cooking are the prevention of respiratory illnesses, the reduced number of hospital visits especially for children and older adults, and the overall protection of women's health from reduced exposure to charcoal burning emissions in both indoor and outdoor air. It is important to note here that the Activity will not be tracking health related outcomes since polluting fuel use (wood and charcoal burning) contributes ~12% of PM air pollution in the DRC, while other major sources include regional agriculture burning and in urban areas vehicular emissions.

The health impacts of charcoal burning are minor in comparison to the health impacts attributable to other air pollution sources, mainly emissions from energy production, industry, agriculture, transportation, and open burning, which contribute ~88% of PM pollution in the DRC. There is no clear method to distinguish the extent of charcoal burning respiratory impacts from that of other emission sources especially in DRC urban and peri-urban areas where air quality is regularly ranging between Unhealthy to Hazardous according to [US EPA's AirNow](#) air quality monitoring data from the US Embassy Kinshasa.

This Activity builds on the evidence and lessons learned from the USAID/DRC funded private-sector Bboxx Pay-Go Liquid Petroleum Gas activity (2020-2023). With Bboxx, the use of LPG fuel for cooking in Goma households resulted in a 35% decline in charcoal use in households and an increase of 12% for LPG used for cooking in Bukavu and Goma cities over the 3-year activity period. These results were achieved despite a range of logistical, technical and financial challenges encountered by the LPG provider. This Activity aims to build on those results to achieve measurable reductions in charcoal use and therefore reduce deforestation around target cities.

This Activity will also build on other lessons learned from the Pay-Go Liquid Petroleum Gas activity, which include:

- The majority of households apply a mix of energy sources for cooking, including charcoal, wood and electricity;
- Households are migrating to LPG because it's cleaner and faster for cooking;
- Access to LPG remains a challenge for poor households;
- Pay as you go technology can help expand LPG fuel adoption;

- Migration to LPG allows saving funds on charcoal but not on overall energy consumption for cooking; and
- Perception of risks associated with the use of LPG by households was significantly reduced among users.

In addition to using LPG as an alternative fuel to charcoal for cooking, this Activity should incorporate the deployment of alternative technologies such as improved cookstoves, as a means to boost charcoal burning efficiency and to decrease charcoal use. Activity interventions should consider the results of previous USAID funded study by Kreiger et al. (2022) which found that:

- DRC has enormous untapped hydroelectric potential, yet transmission and distribution costs are high and electrical power is not always a viable option as a power source.
- Congolese often prefer to cook some foods with wood or charcoal. The design team identifies that this might pose a cultural challenge, however, it is one that can be overcome through the potential adoption of the new technologies and fuels that will be employed in this activity.
- The adoption of efficient improved stoves will require mass manufacturing. This presents a potential challenge; however, because there are many different cookstove models in the market, this activity will focus on deploying some of the most energy efficient cookstoves; and
- Stakeholders should promote the use of more efficient charcoal kilns and charcoal production practices to reduce wood consumption.

This activity will contribute to achieving the CARPE IV Vision overarching goal and themes: A Congo Basin with healthy ecosystems and dynamic local leadership that supports stability and prosperity in communities. This activity will address the Vision's Theme 1: Land governance works for biodiversity and forests. Under this theme, this activity will mobilize innovative, international sustainable financing for forest management and biodiversity conservation. Sustainable forest management will reduce charcoal production, deforestation and forest degradation. This Activity will also address the Vision's Theme 4: Green enterprises and markets work for biodiversity and forests. Under this theme, this activity will support conservation-friendly enterprises and market systems as viable alternatives to extraction. Private sector-led alternative technologies and fuels for clean cooking will be supported. A part of this activity will include efforts to improve green charcoal production in commercial tree plantations as opposed to using wood from primary forests.

This Activity supports the USAID/DRC's Country Development Cooperation Strategy (CDCS). This activity will address Development Objective (DO) 2 - community resilience to shocks and stressors increased. Under DO2, this objective will provide alternative technologies and fuels for cooking and by increasing these cooking options it will positively impact the resilience of households and businesses that are already heavily reliant on charcoal. This Activity will also address DO3 - inclusive, broad-based, and sustainable economic growth is increased. Under DO3, this activity will expand the use of alternative energy sources and alternative technologies for cooking, which in turn will develop alternative livelihoods by creating jobs in the sustainable alternative fuel sources (e.g., LPG, solar, biogas, ethanol) and technology (e.g., efficient electric devices, solar panels, biogas digesters) sectors and their value chains. By deploying improved charcoal kilns in commercial plantation operations, this activity will not only improve charcoal production by using sustainably grown materials but also drive down charcoal production costs, increase operating margins, and reduce waste through higher efficiencies. The business environment for the charcoal alternative industry will be strengthened to reduce negative impact on the local economies.

This Activity supports USAID's Climate Strategy (2022-2030) and contributes to the following targets:

- Mitigation – 6 billion metric tons of CO<sub>2</sub>e will be reduced.
- Natural and managed ecosystems – 100 million hectares will be restored or managed.
- Finance – 150 billion of public and private finance will be mobilized; and
- Country support – 80 Nationally Determined Contributions (NDCs) will be supported.

#### **4. OPERATING PRIORITIES AND GUIDANCE**

##### **a. Private Sector Engagement**

Working with private sector players will help scale the deployment of alternative technologies and fuels by leveraging their distribution networks and market knowledge. Engaging the private sector is vital for the success of this activity. By leveraging the expertise, resources, and innovation of private sector partners, the Activity's reach, impact, and sustainability will be enhanced. The Applicant will identify and partner with key private sector entities that can significantly contribute to the project's objectives. This includes:

- Technology Providers: Companies that develop and manufacture clean cooking technologies, such as improved cookstoves, e-cooking and solar cookers.
- Fuel Suppliers: Businesses involved in producing and distributing alternative fuels like biomass, biogas, ethanol, and LPG.

By articulating the mutual benefits, USAID/CARPE anticipates that this Activity will generate strong interest from private sector partners. Private sector partnerships should be incorporated into the Activity in the areas of market expansion, increased revenue, and enhanced corporate social responsibility.

Leveraging private sector resources and innovation will help to accelerate the deployment of alternative technologies and fuels, ensuring greater impact and sustainability. By aligning USAID/CARPE's goals with the interests and capabilities of private sector partners, this Activity will drive reductions in charcoal use, foster sustainable practices, and achieve lasting impact.

#### **b. Collaboration, Learning and Adapting (CLA)**

Promoting alternative technologies and fuels to reduce charcoal use in the DRC, a robust framework of collaboration, learning, and adapting (CLA) is essential to ensure its success and sustainability of the activity. The Applicant must ensure that a strong CLA approach is in place to enhance effectiveness, foster innovation, and ensure continuous improvement throughout the lifetime of the activity.

The Activity will engage with local communities, government agencies, non-governmental organizations (NGOs), and private sector stakeholders to enhance the Activity's reach and impact. Collaboration with householders will ensure that the technologies and fuels are tailored to their specific needs and preferences, fostering greater acceptance and adoption.

Continuous learning is a key component of adapting and improving the activity. USAID/CARPE expects to establish mechanisms for regular feedback from beneficiaries and stakeholders allowing for real-time insights into the project's effectiveness and areas for improvement. This includes collecting and analyzing data on the adoption rates, user satisfaction, and environmental impacts of the alternative technologies and fuels. Lessons learned from past performance and initial rollouts will be systematically documented and used to refine strategies and enhance implementation.

The Activity should incorporate built-in adaptability to allow for adjustments based on feedback and changing conditions. This will involve regularly reviewing activity results, assessing the impact of implemented changes, and making necessary modifications as needed. For example, if certain technologies are found to be less effective or less accepted than anticipated, the Activity may pivot to alternative solutions or adjust implementation methods.

#### **c. Climate Change Resilience and Sustainability**

The Activity aims to promote alternative technologies and fuels to reduce charcoal use for cooking in the DRC. This Activity is inherently aligned with the principles of climate change resilience and sustainability. By transitioning away from charcoal, which is a major driver of deforestation, forest degradation, and greenhouse gas emissions across the Congo Basin, the project directly contributes to mitigating climate change impacts.

The adoption of cleaner and more efficient cooking technologies reduces the strain on local forests, thus preserving vital carbon sinks and enhancing biodiversity. Furthermore, these alternative fuels and technologies are designed to be sustainable, incorporating renewable resources and promoting efficient energy use. This not only curtails carbon emissions but also reduces the environmental degradation associated with traditional charcoal production. By improving cooking efficiency and fuel sustainability, the activity fosters greater resilience within communities, enabling them to adapt to the changing climate while simultaneously securing a healthier and more sustainable future. Through these combined efforts, this Activity supports both immediate and long-term environmental goals, contributing to global climate action and local ecological preservation.

#### **d. Gender**

This Activity will place strong effort in addressing the needs of women, youth, indigenous and other marginalized persons as outlined in the gender analysis during the activity design. A critical component of the approach of this project is gender integration, ensuring that both men and women benefit equally from the project's initiatives, this is essential for the success of this project. By addressing the specific needs and roles of both men and women, USAID aims to ensure that the benefits of the activity are equitably distributed and that it contributes to broader USAID's gender equality goals.

Based on data collected in previous activity aiming to reduce the use of charcoal for cooking, USAID understood the distinct roles and responsibilities of men and women within the context of cooking and fuel use. In many households in the DRC, women are primarily responsible for cooking and managing household energy needs, while men often handle financial decisions and resource management.

This Activity will conduct research to map out gender roles related to cooking and fuel use to help USAID/CARPE and USAID/DRC to better understand how these roles influence access to and control over resources. The Applicant should engage with local communities, households through focus groups and interviews to gain insights into gender-specific needs, preferences, and constraints. Feedback will be incorporated into the project planning. It is important to ensure that alternative cooking technologies and fuels are designed with user needs in mind, making them accessible and practical for women who are typically the primary users.

This Activity aims to address barriers for access to alternatives to charcoal. In accordance with this goal, the Applicant should identify and address barriers that may prevent women from fully participating in the activity, such as cultural norms or logistical challenges and ensure that both men and women are represented in activity implementation teams and decision-making processes.

#### **e. Target Population and Geographic Location**

The geographic area for this activity is the cities of Kinshasa, Goma, Bukavu, and Kisangani in the DRC and their surrounding areas, including their charcoal supply basins. The activity will impact approximately 500,000 residents. These urban area residents are the primary users of charcoal for cooking, which is trucked into the city through supply lines that originate from forested rural areas well beyond the city limits. Local economies, markets, sellers, and consumers of these cities and their surrounding areas will be impacted negatively if the charcoal market is reduced, and alternative livelihoods and alternative energy means are not provided.

This Activity will focus on the demand side in addition to the production and supply side of the charcoal industry. This approach addresses the charcoal production industry, charcoal production efficiency, and alternative livelihoods for charcoal producers. This Activity will require collaboration with charcoal suppliers, in particular, plantation owners that generally operate outside of city limits in peri-urban and rural areas where charcoal is produced within commercial tree plantations using their own sustainably grown resources.

The Applicant should work with commercial plantations to assist them to produce charcoal in a sustainable manner - using only wood produced from within the commercial tree plantation, relying strictly on their own sustainably managed orchards, and using methods that optimize charcoal production while at the same time reducing the mass of materials used for making charcoal. The goal is to increase the ratio of commercial plantation sustainably produced “green” charcoal to illegally harvested charcoal that enters the marketplace. This will also include integrating systems for monitoring the supply chain to ensure that charcoal entering the market is sustainably sourced, supporting efforts to develop a pilot approach to charcoal product traceability, and labeling of charcoal products in priority cities, while at the same time defining a strategy to address charcoal issues at the provincial level.

### **5. PROGRAM ACTIVITIES**

This Activity aims to reduce deforestation and forest degradation by reducing charcoal that is used for cooking through the promotion of alternative technologies and fuels and improving the enabling environment for alternatives to the charcoal industry.

The Theory of Change (TOC) states that: “IF a strong business enabling environment for private sector led, low emissions charcoal alternative technologies and fuels is established, and IF charcoal alternatives are affordable, accessible and acceptable for households and small businesses, THEN the demand for and use of charcoal for cooking will be reduced in the target urban and peri-urban area and deforestation will be mitigated.”

The goal is to reduce deforestation and forest degradation due to charcoal production and consumption in priority cities in the DRC. To achieve this goal, four objectives have been identified:

- Reduce the use of charcoal for cooking in households and business activities.

- Improve the business environment and regulatory framework for the charcoal and alternative industry.
- Provide support to the private sector to scale up low emissions charcoal alternative technologies and/or fuels.
- Support charcoal producers to transition to alternative sustainable livelihoods and improve efficiency of charcoal production.

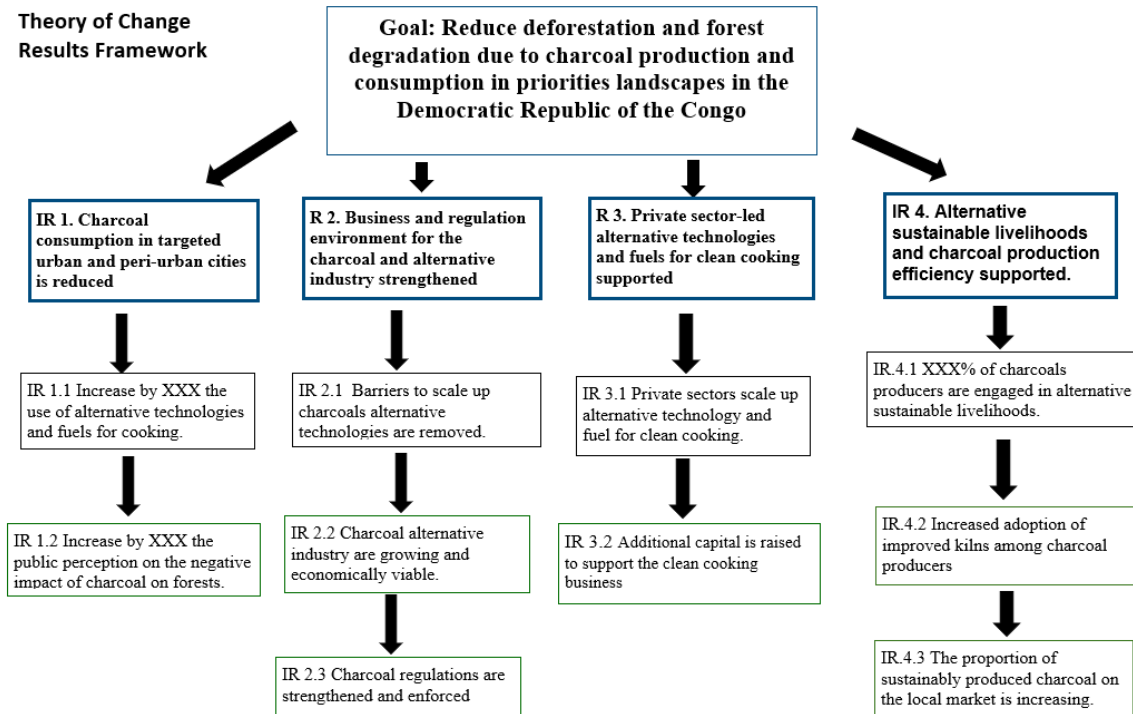
These objectives are aligned with the CARPE IV Vision, its overarching goal and themes: A Congo Basin with healthy ecosystems and dynamic local leadership that supports stability and prosperity in communities. This activity will address:

- Vision Theme 1: Land governance works for biodiversity and forests. Under this theme, the activity approach will include mobilizing innovative, international sustainable financing for forest management and biodiversity conservation. Sustainable forest management will reduce charcoal production and deforestation.
- Vision Theme 4: Green enterprises and markets work for biodiversity and forests. Under this theme, the activity approach will entail supporting conservation-friendly enterprises and market systems as viable alternatives to extraction. Private sector-led alternative technologies and fuels for clean cooking will be supported.

## **6. INTERMEDIATE RESULTS**

The objectives will be achieved by focusing on four intermediate results (IR) indicated in the results framework below.





- IR 1. Charcoal consumption in targeted urban and peri-urban cities reduced.
  - IR 2. The business and regulations environment for the charcoal and alternative industry strengthened.
  - IR 3. Private sector-led alternative technologies and fuels for clean cooking are supported.
  - IR 4. Alternative sustainable livelihoods and charcoal production efficiency supported.
- 
- IR 1. Charcoal consumption in targeted urban and peri-urban cities is reduced: This IR will focus on increasing the number of households and businesses that use alternative technologies and fuels for cooking but also increase public awareness and perception on the negative impact of charcoal on the primary forest. Two Sub IRs are expected under the intermediate result:
    - Sub-IR 1.1 Increase the use of alternative technologies and fuels for cooking.
    - Sub-IR 2.1 Increase the public perception on the negative impact of charcoal on forests.

- IR 2. Business and regulations environment for the charcoal and alternative industry strengthened: Under this IR the Applicant will identify barriers to scale up charcoal alternative technologies and fuels and work with different stakeholders including the government to address them. This will lead to the establishment of charcoal alternatives industries that are economically viable. Through this IR, the Applicant will strengthen regulations and enforcement that may include developing policies to regulate charcoal production, value chains, and trade, ensuring it is sourced sustainably or implementing traceability systems and licensing schemes to monitor and control illegal logging and charcoal production. Three Sub IRs are expected under the intermediate result:
  - Sub-IR 2.1 Barriers to scale up charcoal alternative technologies are removed.
  - Sub-IR 2.2 Charcoal alternative industry is growing and economically viable.
  - Sub-IR 2.3 Charcoal regulations are strengthened and enforced.
- IR 3. Private sector-led alternative technologies and fuels for clean cooking are supported: Through the partnership with private sector, the support will be provided to scale up alternative technology and fuel for clean cooking and raise additional capital to support clean cooking business (example carbon market). Two Sub IRs are expected under the intermediate result:
  - Sub-IR 3.1 Private sectors scale up alternative technology and fuel for clean cooking.
  - Sub-IR 3.2 Additional capital is raised to support the clean cooking business.
- IR 4. Alternative sustainable livelihoods and charcoal production efficiency supported: Particular attention will be paid to those who work in charcoal production as a means of survival. A particular support will be provided to transition to alternative sustainable livelihoods, and improve charcoal production methods to reduce the volume of wood consumed for charcoal production. Three Sub IRs are expected under the intermediate result:
  - Sub-IR.4.1 30% of charcoal producers in the selected areas are engaged in alternative sustainable livelihoods.
  - Sub-IR 4.2 Increased adoption of improved kilns among charcoal producers.
  - Sub-IR.4.3 The proportion of sustainably produced charcoal on the local market is increasing.

## **Activities to be Supported**

The key activities that will be supported through this activity include:

- Support charcoal substitutes and require little or no wood additives.
- Use an energy substance or material other than charcoal for cooking or other common uses.
- Use of a tool or technique that reduces the amount of charcoal used for cooking.
- Provide training for community members on the use and maintenance of new technologies, as well as the benefits of alternative fuels.

- Advocate for supportive policies by working with government and policy-makers to promote policies that support the adoption of clean cooking technologies and fuels.
- To secure funding from impact investors who are aligned with the business's mission of promoting clean cooking solutions (ex. Carbon Credit Sales or Carbon Offset Partnerships).
- Engage in policy dialogues by participating in discussions and forums to advocate for sustainable energy solutions and environmental conservation.
- Promote an innovative method of charcoal production that saves the amount of raw wood needed.
- Develop policies that regulate charcoal production, value chains, and promote sustainable practices.
- Implement traceability systems and licensing schemes to monitor and control illegal charcoal production.
- Implement campaigns to educate communities about the environmental and health benefits of switching to alternative technologies and fuels.
- Training charcoal producers in improved production methods to increase efficiency and reduce emissions.

## **7. COORDINATION AND COMPLEMENTARITY WITH BEST PRACTICES, POLICIES AND ACTIVITIES**

### **a) Policies**

The following USAID policies, best practices, and concepts are relevant to this activity, and should be integrated throughout the Activity's technical approach.

- 1) USAID Gender Equality and Women's Empowerment Policy (2023)
- 2) USAID's Policy on Promoting the Rights of Indigenous Peoples (2020)
- 3) USAID's Biodiversity Policy (2021)
- 4) USAID Climate Strategy 2022–2030
- 5) People to People Peacebuilding and Do No Harm
- 6) Inclusive Development

### **b) Collaboration with Partners and Donors**

USAID encourages the Applicant to find linkages with USAID and other donor activities to maximize synergies, deconflict programming, and incorporate lessons learned. The Applicant is also encouraged to plan for collaboration with other USAID Activities as appropriate, including but not limited to:

- **USAID’s Virunga Development Activity:** This Activity has a dual goal to preserve the natural resources of the Virunga National Park (VNP) and reduce conflict in its surrounding region. One of the pillars of the Virunga Alliance program is to first, give access to affordable and sustainable electricity to the Northern-Kivu population, coupled with access to credit. Second, to strengthen law enforcement and security to halt the degradation of ecosystems and contribute to economic growth in North Kivu as well as securing self-financing activities.
- **USAID’s Forest and Biodiversity Support Activity:** This Activity works to provide technical support services for the protection of biodiversity and support conservation and sustainable landscape initiatives for the Central African Regional Program for the Environment (CARPE). FABS builds local capacity and partnership to increase buy-in, benefit, scale and sustainability, to undertake policy and economic analysis and improved policy implementation at provincial scales, not necessarily at the national level, and improves communications, knowledge flow and learning across the program.
- **USAID’s Garamba Alliance Activity:** This Activity aims to conserve biodiverse ecosystems and improve the well-being and prosperity of the communities that depend on them in the Democratic Republic of Congo (DRC). The Garamba Alliance brings together both private and public sector organizations to forge a common vision for the area and work together to ensure sustainable development and biodiversity conservation in the region.

The Applicant should also coordinate with other donors including the World Health Organization (WHO). WHO has identified that clean fuels and clean technologies can be deployed in the field with success. The clean fuels list includes biomass gasifiers (pellets), alcohol fuels including ethanol and LPG. The clean technologies list includes efficient electric devices, solar panels, biogas digesters, and biomass stoves classified as Tier 4 or 5 for PM2.5 emissions and tier 5 for carbon monoxide (CO) emissions. Applicants should consider these clean fuels and clean technologies in their technical approach.

The Applicant should strive to build a broad alliance of stakeholders, including other donors and Embassies, the private sector, Foundations, United Nations agencies, and others to enhance development impact.

**[END OF SECTION C]**

## **SECTION D: APPLICATION CONTENT AND FORMAT**

### **1. General Content and Form of Application**

#### **Preparation of Applications (Technical and Cost):**

Each applicant must furnish the information required by this NOFO. Applications must be submitted in two separate parts:

- (a) The Technical Application, and
- (b) The Business (Cost) Application.

This subsection addresses general content requirements applying to the full application. Please see subsections below, for information on the content specific to the Technical and Business (Cost) applications. The Technical application must address technical (e.g., programmatic aspects) only while the Business (Cost) Application must present the budget and budget narrative, address risk, and include required standard forms and certifications.

Both the Technical and Business (Cost) Applications must include a cover page containing the following information:

- Name and address of the Prime Organization submitting the application,
- Names and addresses of the Partner Organizations,
- Identification and signature of the primary contact person (by name, title, organization, mailing address, telephone number and email address) for the Prime Organization, and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number, and email address),
- Identification of the primary contact person (by name, title, organization, mailing address, telephone number, and email address) for the Partner Organizations,
- Unique Entity Identifier (UEI) Number for the Prime and Partner Organizations, if available,
- Program name,
- Notice of Funding Opportunity number,
- Name of any proposed sub-recipients or partnerships (identify any organizations that are local organizations, per USAID's definition of 'local entity' under ADS 303).

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

Applicants must provide technical applications in English.

Applications must comply with the following:

- USAID will not review any pages in excess of the page limits noted in the subsequent sections. Please ensure that the application complies with the page limitations,
- Applications must be submitted in English,

- Legible font and headers and/or footers on each page including consecutive page numbers, date of submission, and Applicant's name,
- Single spaced and not less than 12-point, Calibri font for all narratives, and 1" margins,
- Not less than 10-point, Calibri font for graphics/charts and tables,
- All documents should be submitted in Microsoft Word or PDF accessible formats,
- The Technical Application must be a searchable and editable Word or PDF accessible format,
- The Cost Application must include an Excel spreadsheet with all cells unlocked and no hidden formulas and sheets. A PDF version of the Excel spreadsheet may be submitted in addition to the Excel version at the applicant's discretion, however, the official Budget submission is the unlocked Excel version.
- Budget amounts must be detailed in U.S. Dollars.

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

English is the official language of all award documents. In the event of inconsistency between any terms of this NOFO solicitation and any translation into another language, the English language version will govern.

## **2. Technical Application Format**

### **2.1. Content of Technical Application**

The technical application should be specific, complete, and presented concisely. The application must demonstrate the Applicant's capabilities and expertise with respect to achieving the goals of this activity. The application should take into account the requirements of the activity and merit review criteria found in this NOFO.

### **2.2 Organization of Technical Application**

The technical application must not be more than **15** (fifteen) pages, not including the cover page, table of contents, acronym list, Executive Summary, and Annexes. Any figures and tables within the technical application itself (not the annexes) must fit within the **15-page** limit.

The components of the technical application are:

- a) **Cover Page** (one page – not included in the page limit of the technical application)
- b) **Table of Contents** (no page limit – not included in the page limit of the technical application) should include major sections and page numbering to easily cross-reference and identify merit review criteria.
- c) **Acronym List** (no page limit – not included in the page limit of the technical application).

- d) Executive Summary** (2 pages – not included in the page limit of the technical application).  
The Executive Summary must provide a high-level overview of key elements of the Technical Application and approaches for achieving the results of the proposed activity.
- e) Technical Application** (maximum 15 pages) must include the following sections: 1) the Technical Approach, the Management Plan, and the Institutional Experience and Capability statement.
- f) Technical Application Annexes** (no page limit – not included in the page limit of the technical application):
  - Proposed Key Personnel Position Descriptions
  - Staffing Plan, including Organizational Chart
  - Illustrative list of private sector resource groups

Applicants should prepare their Technical Application using the following general format:

## **1) Technical Application**

The technical application will be the key factor for consideration in selection for the award. The Technical Application must be specific, complete, and concise, and include a technical approach, a management approach, and an institutional experience and capability statement.

The Technical Approach should clearly articulate a vision and a strategy grounded in verifiable and scientifically acceptable data elements and proposes a methodology that increases the likelihood of successful achievement of the activity's objectives. It should include a clear theory of change that encompasses and takes into consideration the local context including the use of charcoal for cooking and the approach to promoting alternative technologies and fuels, and establishing partnerships with the private sector. The approach should demonstrate the knowledge and understanding of how to engage the private sector to scale up alternative technologies and fuels to reduce the use of charcoal for cooking, to raise additional capital for alternative to charcoal, increase alternative livelihood opportunities, promote alternative technologies and fuels to limit the use of charcoal for cooking, develop economic growth opportunities, and build consensus around biodiversity conservation and forest protection. The approach should demonstrate a good knowledge of the overall key issues concerning charcoal use for cooking in the DRC and clearly spells out steps to minimize charcoal production and use. Finally the approach should demonstrate a good understanding of policy and strategy drafting, charcoal monitoring and production efficiency.

The development and implementation of creative and innovative approaches and methodologies (e.g., technological, economic, social, information, environmental, etc.) is encouraged.

The Management Plan should include information on proposed field management structure, and how the key personnel and other staff will coherently manage this Activity in accordance with organizational policies and procedures. The Management Plan should address strategic planning, finance, legal matters, records keeping, human resources, logistics, monitoring and evaluation, public outreach, stakeholder coordination, communications, and environmental and administrative compliance.

This plan should demonstrate that Activity staff will provide staff with appropriate expertise, and how the management structure will promote gender balance. The Plan shall identify the role of the recipient's headquarters and/or local offices and its ability to effectively utilize human resources and necessary technical and administrative expertise to meet the goals and objectives identified in the program description while integrating the proposed partnerships with local entities into implementation.

In this plan, the applicants should clearly describe the distinctive roles and responsibilities of the prime and sub-recipient organizations and how they will contribute to achieving the expected results. If the proposed Plan includes a consortium, the Applicant is requested to describe the consortium arrangement, identifying the specific role of each consortium member, and their responsibilities in the management of this potential award as well as the extent to which the Applicant has demonstrated experience in leading a consortium. **The Staffing Plan should be submitted as an annex,** and is not included in the page limit for the technical application.

The institutional experience and capability statement should demonstrate the Applicant's ability to manage technical and administrative aspects of similar work, including to achieve measurable results, and work effectively and efficiently with key stakeholders leveraging expertise to enhance impact.

The institutional capability and experience statement should include information sufficient to evaluate the application under the evaluation criterion. This section should include a narrative regarding how recent and relevant contracts, grants, and cooperative agreements implemented by the prime applicant and/or its partner(s) demonstrates the applicant's capability to plan, implement, monitor, and achieve results similar to those described in the Program Description. The description should include the expertise, collective skills, and abilities of the applicant and its proposed partner(s).

The applicant should describe its recent and relevant experience and that of its proposed partners/sub-awardees in implementing activities of similar scale and scope completed within the last five years. The applicant must highlight past experience in achieving positive results in fields of alternative technologies and fuels, working with the private sector, and community engagement. The applicant must also demonstrate how it has effectively employed collaboration, learning, and adapting principles.

## **2) Annexes**

### **a) Key Personnel Position Descriptions.**

The Applicant must:

- 1) Upon award provide the two key personnel specified below.
- 2) Propose up to three additional Key Personnel positions (with position descriptions) suitable for the implementation of this activity.

### **Required Key Personnel**



## **Chief of Party (COP)**

The Chief of Party (COP) will oversee the design, implementation, and overall management of the program, providing leadership and strategic direction to ensure alignment with USAID's objectives of reducing reliance on charcoal and promoting sustainable cooking alternatives. The COP will guide program strategies aimed at behavioral change, market development, and strengthening supply chains for cleaner cooking solutions. Additionally, the COP will ensure the effective execution of technical activities such as policy advocacy for energy alternatives and capacity building for stakeholders. The COP will ensure compliance with contractual requirements while delivering strategic vision and technical direction, and will also oversee the development and execution of implementation plans, deliverables, and program milestones.

As the primary liaison with USAID, government partners, and other stakeholders, the COP will foster partnerships with clean energy technology providers, financial institutions, and local NGOs to enhance the program's impact, among other responsibilities.

### **Required Qualifications:**

- Advanced degree in a relevant field such as renewable energy, environmental science, economics, public policy, international development, or engineering preferred.
- 10–15 years of professional experience, with a strong track record in managing donor-funded programs.
- Background in clean energy, renewable energy systems, or sustainable development, with specific expertise or experience in the cooking energy sector.
- Experience working with small and medium enterprises (SMEs) to develop supply chains for clean cooking technologies.
- Knowledge of carbon finance mechanisms and climate adaptation strategies, which offer funding and sustainability opportunities.
- Proven leadership in multi-stakeholder initiatives, collaborating with government, civil society, and private sector partners.
- Advanced writing and speaking english and proficiency in french

## **Deputy Chief of Party (DCOP)**

The Deputy Chief of Party (DCOP) is a key leadership position in USAID-funded projects, working closely with the COP. While the COP leads the program, the DCOP serves as second-in-command, focusing on, technical, or programmatic aspects of the Activity. The DCOP will act as the Technical Coordinator, playing a crucial part in designing and overseeing technical activities to promote sustainable alternatives to charcoal for cooking. The DCOP will provide expertise in clean energy solutions, support implementation, and ensure that technical interventions align with program goals.

The DCOP will design and implement strategies to promote clean cooking technologies (such as LPG, biomass pellets, ethanol, and improved cookstoves), offering technical guidance on market systems development, behavioral change, and strengthening supply chains. They will support field teams in deploying clean energy solutions, conducting community engagement activities, and ensuring technical alignment with USAID policies and local energy regulations.

## **Required Qualifications:**

- Bachelor's degree (master's preferred) in renewable energy, environmental science, engineering, or a related field.
- 5–8 years of experience in clean energy, sustainable development, or a similar relevant sector.
- Expertise in clean cooking technologies and fuels (e.g., LPG, ethanol, biomass).
- Advanced writing and speaking english and proficiency in french

All key personnel must demonstrate an ability to effectively interact with USAID, host government counterparts, local professionals, international donors, and other implementing partners. They require a professional history of implementing similar activity in the alternative to charcoal areas. They must have previously managed complex agreements or projects that required relevant management experience. They must effectively work and adapt to changing security, political, or working environments.

### **b) Staffing Plan and Organizational Chart**

The Applicant must describe its proposed staffing plan for implementing the activity and demonstrate how the entire team will meet the technical requirements and deliverables stated in the NOFO. As part of the staffing plan, the Applicant must provide a supporting narrative that includes: (1) all long-term staff positions, their duties, and their respective levels of effort; (2) the roles and duties of short-term technical staff and their proposed level of effort; (3) the selection process for engaging local entities as sub-grantee and or partners; and (4) the roles and potential contributions of short-term technical assistance to the effective implementation of the activity.

To the maximum extent feasible, Applicants must strive to hire locals in key and non-key long-term positions who have the requisite level of skills, and language and cultural expertise. It is the preference that, to the extent possible, the Applicant engages short-term technical assistance resources available locally. The Applicant must explain in the application how it will make gender, disability, and/or small business hires comprise an integral component of its personnel strategy.

The Organizational Chart must clearly show lines of authority and outlines roles and responsibilities of key personnel. There is no page limit for the organizational chart, but it is recommended that it fit on one 11 inch by 17 inch (legal size) page.

### **c) Illustrative list of private sector resource groups**

The Applicant must submit an illustrative list of private sector entities operating in the relevant technical and geographic areas noted in the PD. This list should note entities that have relevant skills or business areas that would contribute to the success of the program, or that the Applicant may otherwise want to partner or coordinate with. This illustrative list should briefly provide the information listed below:

This illustrative list should be provided in the table format provided below:

<b>Name of Organization</b>	<b>Location of Organization</b>	<b>Geographic area of operations</b>	<b>Relevant technical expertise</b>	<b>Potential areas of collaboration for this Activity</b>
Organization #1				
Organization #2				
Etc.				

This list should be brief and concise, providing only an overview of names and relevant expertise of the names organizations. Note that this list is illustrative and non-binding. No letters of commitment should be requested from any of these organizations, and any potential areas of collaboration listed are purely illustrative.

#### **4. Business (Cost) Application Format**

The Business (Cost) Application must be submitted separately from the Technical Application. While no page limit exists for the full cost application, applicants are encouraged to be as concise as possible while still providing the necessary details. The business (cost) application must illustrate the entire period of performance, using the budget format shown in the SF-424A.

Prior to award, the Applicant may be required to submit additional documentation deemed necessary for the Agreement Officer to assess the applicant's risk in accordance with 2 CFR 200.206. Applicants should **not** submit any additional information with their initial application.

##### **A. Format and Presentation**

The Cost Application must contain the following sections (which are further elaborated below this listing with the letters for each requirement). Applicants must structure their cost application in the following order:

- a) Cover Page,
- b) Standard Forms (SF) - 424, 424A and 424B,
- c) Required Certifications and Assurances,
- d) Summary Budget; Detailed Budget; and Budget Narrative,
- e) Prior Approvals in accordance with 2 CFR 200.407 as applicable,
- f) Approval of Subawards, Request as applicable,
- g) Unique Entity Identifier and SAM Registration,
- h) History of Performance

**a) Cover Page:** (see section D.1 for cover page)

- b) SF 424 Form(s):** Applicants must sign and submit the cost application using the SF-424 series. Standard Forms can be accessed electronically at [www.grants.gov](http://www.grants.gov) or using the following links:

Instructions for SF-424	<a href="http://www.grants.gov/web/grants/form-instructions/sf-424-instructions.html">http://www.grants.gov/web/grants/form-instructions/sf-424-instructions.html</a>
Application for Federal Assistance (SF-424)	<a href="https://www.grants.gov/web/grants/forms/sf-424-family.html">https://www.grants.gov/web/grants/forms/sf-424-family.html</a>
Instructions for SF-424A	<a href="http://www.grants.gov/web/grants/form-instructions/sf-424a-instructions.html">http://www.grants.gov/web/grants/form-instructions/sf-424a-instructions.html</a>
Budget Information (SF-424A)	<a href="https://www.grants.gov/web/grants/forms/sf-424-family.html">https://www.grants.gov/web/grants/forms/sf-424-family.html</a>
Instructions for SF-424B	<a href="http://www.grants.gov/web/grants/form-instructions/sf-424b-instructions.html">http://www.grants.gov/web/grants/form-instructions/sf-424b-instructions.html</a>
Assurances (SF-424B)	<a href="https://www.grants.gov/web/grants/forms/sf-424-family.html">https://www.grants.gov/web/grants/forms/sf-424-family.html</a>

Failure to accurately complete these forms could result in rejection of the application.

- c) Required Certifications and Assurances:** Applicants must complete the following documents and submit a signed copy with their application.

- (1) Certifications, Assurances, Representations, and Other Statements of the Recipient” ADS 303mav document found at:  
<http://www.usaid.gov/ads/policy/300/303mav> and ADS 303maz
- (2) Assurances for Non-Construction Programs (SF-424B)
- (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).

**d) Summary Budget, Detailed Budget, and Budget Narrative**

- (1) The Budget must be submitted as one unprotected Excel file (MS Office 2010 or later versions) with visible formulas and references and must be broken out by project year, including itemization of the federal amount. Files must not contain any hidden or otherwise inaccessible cells. Budgets with hidden cells lengthen the cost analysis time required to make an award and may result in a rejection of the cost application.
- (2) The Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs. Applicants must ensure the budgeted costs address any additional requirements identified in Section F, such as Branding and Marking. The

Budget Narrative must be thorough, including sources for costs to support USAID's determination that the proposed costs are fair and reasonable.

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

- Summary Budget, inclusive of all program costs (federal and non-federal), broken out by major budget category and by year for activities implemented by the applicant and any potential sub-applicants for the entire period of the program. See Annex 1 for Summary Budget Template.
- Detailed Budget, including a breakdown by year, sufficient to allow the Agency to determine that the costs represent a realistic and efficient use of funding to implement the applicant's program and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.
- Detailed Budgets for each subaward other than fixed amount awards (FAAs) broken out by budget category and by year, for the entire implementation period of the project. FAAs should be budgeted in the Contractual cost category, with enough information provided in the narrative to determine that the proposed overall cost is reasonable in relation to the description of their work.
- For all subawards other than FAAs, Applicants must submit a summary budget as follows:
  - 1) Name of prospective subrecipient organization
  - 2) Description and justification for the technical work to be implemented by the sub-awardees outlining activities at a high level, the geographic focus, and describing how the proposed grant fits within the Applicant's technical approach,
  - 3) Identification of and justification for the type of sub-awards to be used.
  - 4) Principal reasons for selecting the proposed sub-grantee,
  - 5) Identification of the proposed sub-grantee and determination of responsibility.
    - a. Subrecipient organization's UEI, unless exempted under 2 CFR 25.110 (see Section E - Submission Requirements and Deadline for more information).
    - b. Confirmation that the subrecipient does not have active exclusions in the System for Award Management ([www.SAM.gov](http://www.SAM.gov)).
    - c. Confirmation that the subrecipient does not appear on the U.S. Treasury Department's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) and Blocked Persons list (<https://sanctionslist.ofac.tres.gov/Home/SdnLost>)
    - d. Confirmation that the subrecipient is not listed in the United Nations Security designation list

(<https://main.un.org/securitycouncil/en/content/un-sc-consolidated-list>)

- e. Confirmation that the applicant has completed a risk assessment of the subrecipient, in accordance with 2 CFR 200.332(c); including any negative findings as a result of the risk assessment and the applicant's plan for mitigation.
- The Detailed Budget must contain the following budget categories and information, at a minimum:
    - 1) Personnel – Must be proposed consistent with 2 CFR 200.430 Compensation - Personal Services and the applicant's established policies and practices for similar work. The applicant's budget must include position title, salary rate, level of effort, and salary escalation factors for each position. Allowances, when proposed, must be broken down by specific type and by position. Applicants must explain all assumptions in the Budget Narrative. The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what is paid for similar work in other activities of the applicant. Applicants must provide their established written policies on personnel compensation. If the applicant's written policies do not address a specific element of compensation that is being proposed, the Budget Narrative must describe the rationale used and supporting market research. Applicants should not include the personnel costs of consultants, contractors, or subrecipients under this category.
    - 2) Fringe Benefits and Allowances (if applicable) – If the applicant has a fringe benefit rate approved by an agency of the U.S. Government, the applicant must use such rate and provide evidence of its approval. If an applicant does not have a fringe benefit rate approved, the applicant must propose a rate and explain how the applicant determined the rate. In this case, the Budget Narrative must include a detailed breakdown comprised of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries. Only fringe benefits that will be recovered as direct costs should be included in this category; applicants with a negotiated indirect cost rate agreement (NICRA) that includes a fringe benefit rate must include indirect fringe costs under the "Indirect Charges" category.

Allowances – When proposed, must be broken down by specific type and by position. Applicants must explain all assumptions in the Budget Narrative.

- 3) Travel – must be proposed consistent with 2 CFR 200.475 Travel Costs and in accordance with the applicant's established policies and practices.

Travel costs may include program-related transportation, lodging, or subsistence for applicant employees (e.g., flights, hotels, per diem, etc.) The applicant's Budget must break down individual travel costs and the Budget Narrative must provide details to explain the travel costs (e.g., purpose and number of trips, mode of transportation, the origin and destination, the number of individuals traveling, the duration of the trips, estimated unit costs, etc.

- 4) Equipment – Costs must be proposed consistent with the definitions of equipment, capital assets, and personal property (tangible) in 2 CFR 200.1, with 2 CFR 200.313 Equipment and 200.439 Equipment and Other Capital Expenditures, and with the applicant's established accounting practices (e.g., capitalization level for financial statement purposes). The applicant's Budget must provide a breakdown of individual equipment costs, including type, quantity, and unit cost. The Budget Narrative must include information on models/specifications, the purpose of the equipment, and the basis for the quantity and cost estimates. The Budget Narrative must support the necessity of any equipment purchase in light of such factors as: rental costs of comparable equipment, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the equipment.
- 5) Supplies – Costs must be proposed consistent with the definitions of supplies and personal property (tangible) in 2 CFR 200.1 and the applicant's established accounting practices. Supplies are defined as all tangible personal property other than those described in the definition of equipment. The applicant's Budget must provide a breakdown of individual supplies, including type, quantity, and unit cost. The Budget Narrative must include information on specifications, the purpose of the supplies, and the basis for the quantity and cost estimates. The Budget Narrative must support the necessity and reasonableness of any supply purchases.
- 6) Contractual – Specify Costs in this category must include all contracts (except those for individual consultants and those already included under "Equipment," "Supplies," or "Construction") and all subawards. This includes rental and lease agreements for equipment or real property. See 2 CFR 200.331 for assistance regarding subrecipient and contractor determinations. Contractor and subrecipient budgets should reflect the same major budget categories and include budget narratives with the same required information as detailed in this Budget and Budget Narrative section of the Business Application Format instructions. Applicants should not include the costs for individual consultants in this category; consultant costs should be included under "Other".

- 7) Other – Applicants should include any other direct costs associated with the proposed program that are not already captured under another cost category (e.g., costs related to individual consultants, report publication/printing costs, training/event/activity costs, staff development, or administrative expenses not recovered via “Indirect Charges”). The applicant’s Budget must provide a breakdown of all other expenses in this category, including type, quantity, and unit cost. The Budget Narrative must provide supporting information on the rationale and reasonableness for each proposed expense and the basis for the proposed quantity and unit cost estimates. For applicants electing to recover all administrative costs directly (i.e., to follow “Method 1” described below to allocate a portion of shared “overhead” or “indirect” costs directly to the program), these cost elements must be itemized under this category and the applicant must explain the allocation basis for each.
- 8) Indirect Charges – Applicants must include all indirect costs under this category. Applicants may recover indirect costs via one of the Methods listed below, depending on applicant preference, eligibility, and the approval of the AO. The applicant must identify the selected Method and reflect this in the Budget and Budget Narrative, providing the applicable supporting information, as required. For more information on indirect costs and cost recovery, see [2 CFR 200 Subpart E](#) and refer to [USAID’s Indirect Cost Rate Guide for Non Profit Organizations](#) for further guidance. Options for indirect cost recovery include

Method 1 - Direct Charge Only

*Eligibility:* Any applicant that does not have or does not intend to propose a NICRA (see Method 2) or use a de minimis rate on U.S. Federal awards (Method 3)

*Application Requirements:* **All costs must be reflected under the “Other” cost category.** See the instructions above on how to reflect allocated “administrative/indirect” costs in the Budget and what supporting information must be provided as part of the Budget Narrative.

Method 2 - Negotiated Indirect Cost Rate Agreement (NICRA)

*Eligibility:* Any applicant with a NICRA issued by a USG Agency or any applicant intending to propose NICRA rate(s) for use under this (and all other) Federal awards.

- Applicants with a current NICRA must apply those rate(s) or provide a formal letter explaining the use of lower rates (see Appendix V of [USAID’s Indirect Cost Rate Guide for Non Profit Organizations](#) for a sample letter).
- Applicants intending to negotiate a NICRA must be able to demonstrate adequate financial and administrative systems,



policies, and practices (see Sections 2-3 of [USAID's Indirect Cost Rate Guide for Non Profit Organizations](#) for more information on requirements, process, and timelines).

*Application Requirements:* Applicants with a current NICRA must include a copy as an annex to the Budget Narrative. If the NICRA was issued by an Agency other than USAID, provide the contact information for the approving Agency. Applicants intending to negotiate a NICRA must include proposed provisional rate(s) in the Budget and must submit an initial indirect cost rate proposal to support proposed rates. Note: Applicants should carefully review [USAID's Indirect Cost Rate Guide for Non Profit Organizations](#) to ensure they meet eligibility requirements, can provide all required supporting documentation for a NICRA, and understand the timeline and steps in the process.

#### Method 3 - De minimis rate of 15 percent of Modified Total Direct Costs (MTDC)

*Eligibility:* Any applicant except applicant with a NICRA

*Application Requirements:* The de minimis rate does not require documentation to justify its use and may be used indefinitely. Organizations electing to use the de minimis rate must ensure the same rate (up to 15 percent) is used for all Federal awards until and unless the organization chooses to apply for a NICRA. The applicant must describe in the Budget Narrative which cost elements it will charge directly vs. indirectly and reflect this in the budget. Costs must be consistently charged as either direct or indirect costs and may not be double charged or inconsistently charged as both. See 2 CFR 200 for further information.

#### Method 4 - Indirect Costs Charged as a Fixed Amount

*Eligibility:* Non-U.S. nonprofit organizations without a NICRA electing not to use direct cost allocation (Method 1) or the de minimis rate (Method 3)

*Application Requirements:* Applicants must provide the proposed fixed amount and a supporting worksheet that includes the following:

- Total costs (i.e., direct and indirect) incurred by the organization for the previous fiscal year and estimates for the current year.
- Total indirect costs incurred (e.g., costs necessary for the day-to-day operations of the organization that were not recovered directly as cost line items under awards) for the previous fiscal year and estimates for the current year. Review [USAID's Indirect Cost Rate Guide for Non Profit Organizations](#) for more information on indirect costs.
- Proposed method for prorating total estimated indirect costs equitably and consistently across all programs and activities. This includes

describing the allocation base for each indirect cost element that reasonably corresponds to the benefits of that particular cost element to each program or activity. Review [USAID's Indirect Cost Rate Guide for Non Profit Organizations](#) for more information on approaches to allocating indirect costs equitably across multiple programs/cost objectives.

If the applicant does not have a NICRA and requests to use Method 2 (NICRA) or Method 4 (Fixed Amount), the Agreement Officer will provide further instructions and may request additional supporting information, including financial statements and audits, should the application still be under consideration after the merit review.

**e) Prior Approvals in accordance with 2 CFR 200.407**

Cost principles specifically require Agency written prior approval for certain items of cost. For these items, simply including the item in the detailed budget does not satisfy the requirement for Agency prior approval. To request that such an item be approved in an award, the applicant must include an explicit request for its approval in the Budget Narrative.. Note that any such approval is at the Agreement Officer's discretion and such approval may not be granted at the time of award. See 2 CFR 200.407 for information regarding which cost elements require prior written approval.

**f) Approval of Subawards, Request as applicable**

Applicants must request approval of subawards in accordance with 2 CFR 200.308 and ADS 303.3.21. When seeking approval to be granted at the time of award, applicants should provide all cost information described in the third and fourth bullet under D.4.A.d)l(3).

**g) Unique Entity Identification and Registration Requirements**

The Applicant must obtain a Unique Entity Identifier (UEI) and register in the System for Award Management (SAM) (<https://sam.gov/>) in order to be eligible to receive federal assistance, such as grants and cooperative agreements. Unless an exemption applies (see ADS 303maz), The Recipient must maintain an active SAM registration while they have an active award. Each Applicant (unless the Applicant is an individual or entity that is exempted from UEI/SAM requirements under 2 CFR 25.110) is required to:

1. Provide a valid UEI for the Applicant and all proposed sub-recipients.
2. Be registered in SAM before submitting its application.
3. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a federal awarding agency.

The registration process may take many weeks to complete. Therefore, the applicant is encouraged to begin the process early. If the applicant has not fully complied with the requirements above by the time USAID is ready to make an award, USAID may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant. Additional resources for registering in SAM, including a Quick Start Guide and a video are found on <https://sam.gov/>

Note: First-tier subrecipients (i.e., direct subrecipients) must obtain a UEI in order to receive a subaward, but are not required to complete full SAM registration.

Requests for UEI/SAM exemptions: An applicant may include in its application (or separately in writing to the Agreement Officer) a request to be exempted from the above UEI and/or SAM registration requirements, if the criteria for one of the exceptions in [2 CFR 25.110](#) apply. The applicant may be required to submit additional justification or information in support of the request for an exemption. In certain cases where an exemption is approved, the selected applicant may still be required to obtain a UEI and/or register in SAM.gov within thirty (30) days after receiving the award.

#### **h) History of Performance**

The applicant must provide information regarding its recent history of their own performance and for all applicable cost-reimbursement or fixed price contracts, grants, or cooperative agreements, including any fixed amount awards involving similar or related programs, not to exceed 5 years or number of awards, as follows:

- Name of the awarding organization (e.g., funder);
- Award number, if any;
- Activity title;
- A brief description of the activity;
- Period of performance (e.g., start and end dates);
- Award amount;
- Reports and findings from any audits performed in the last 3 years; and
- Names and contact information (including current telephone number and e-mail address) of at least two (2) professional contacts who most directly observed the work performed.

If the applicant encountered problems when implementing any of the awards listed, it may provide a short explanation and the corrective action taken. The applicant should not provide general information on its performance. USAID reserves the right to obtain relevant information concerning an applicant's history of performance from any sources and may consider such information in its review of the applicant's risk.

The Agency may request additional information and conduct a pre-award survey if it determines that it is necessary to inform the risk assessment.

## **5. Branding Strategy & Marking Plan**

The apparently successful applicant must submit a Branding Strategy and Marking Plan after award. The plan will be reviewed and will require the concurrence of the USAID/CARPE Agreement Officer Representative, reviewed by the Mission Development Outreach and Communications (DOC) Advisor, and finally approved by the Agreement Officer and incorporated into the award.

It is a Federal statutory and regulatory requirement that all overseas programs, projects, activities, public communications, and commodities that USAID partially or fully funds under an assistance award or sub-award must be appropriately marked with the USAID identity. Under 2 CFR 700.16, USAID requires the submission of a Branding Strategy and Marking Plan.

Failure to submit or negotiate a Branding Strategy and Marking Plan within the time specified by the AO will make the Applicant ineligible for award. More information on Branding Strategy and Marking Plan is available at <http://www.usaid.gov/branding/>.

### **1. Branding Strategy – Assistance (October 2024)**

- a. Applicants recommended for an assistance award must submit and negotiate "Branding Strategy," describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens.
- b. The request for a Branding Strategy, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.
- c. If the Notice of Funding Opportunity indicates that the apparently successful applicant may submit a Branding Strategy after the award is made, the resultant award will include a special award condition indicating the required submission date. If the Notice of Funding Opportunity requires submission before award, failure to submit and negotiate a Branding Strategy within the specified time frame will make the applicant ineligible for the award.
- d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement, or other assistance instrument.

e. The Branding Strategy must include, at a minimum, all of the following:

- (1) All estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth.
- (2) The intended name of the program, project, or activity.
  - (i) USAID requires the applicant to use the “USAID Identity,” comprised of the USAID logo and brand mark, with the tagline “from the American people” as found on the USAID Web site at <https://www.usaid.gov/branding>, unless the Notice of Funding Opportunity states that the USAID Administrator (or delegate) has approved the use of an additional or substitute logo, seal, or tagline.
  - (ii) USAID prefers local language translations of the phrase “made possible by (or with) the generous support of the American People” next to the USAID Identity when acknowledging contributions.
  - (iii) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.
  - (iv) If branding in the above manner is inappropriate or not possible, the applicant must explain how USAID's involvement will be showcased during publicity for the program or project.
  - (v) USAID prefers to fund projects that do not have a separate logo or identity that competes with the USAID Identity. If there is a plan to develop a separate logo to consistently identify this program, the applicant must attach a copy of the proposed logos. The Notice of Funding Opportunity will state if an Administrator (or delegate) approved the use of an additional or substitute logo, seal, or tagline.
- (3) The intended primary and secondary audiences for this project or program, including direct beneficiaries and any special target segments.
- (4) Planned communication or program materials used to explain or market the program to beneficiaries that:
  - (i) Describe the main program message.
  - (ii) Provide plans for training materials, posters, pamphlets, public service announcements, billboards, Web sites, and so forth, as appropriate.
  - (iii) Provide any plans to announce and promote publicly this program or project to host country citizens, such as media releases, press conferences, public events, and so forth. The Applicant must incorporate the USAID Identity and the message, “USAID - From the American People.”
  - (iv) Provide any additional ideas to increase awareness that the American people support this project or program.

- (5) Information on any direct involvement from host-country government or ministry, including any planned acknowledgement of the host-country government.
- (6) Any other groups whose logo or identity the applicant will use on program materials and related materials. Indicate if they are a donor or why they will be visibly acknowledged, and if they will receive the same prominence as USAID.
- f. The Agreement Officer will review the Branding Strategy to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.
- g. If the applicant receives an assistance award, the Branding Strategy will be included in and made part of the resulting grant or cooperative agreement.

## **2. Marking Plan – Assistance (October 2024)**

- a. Applicants recommended for an assistance award must submit and negotiate a “Marking Plan,” detailing the public communications, commodities, and program materials, and other items that will visibly bear the “USAID Identity,” which comprises of the USAID logo and brandmark, with the tagline “from the American people.” The USAID Identity is the official marking for the Agency and is found on the USAID Web site at <http://www.usaid.gov/branding>. The Notice of Funding Opportunity will state if an Administrator (or delegate) approved the use of an additional or substitute logo, seal, or tagline.
- b. The request for a Marking Plan, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.
- c. If the Notice of Funding Opportunity indicates that the apparently successful applicant may submit a Marking Plan after the award is made, the resultant award will include a special award condition indicating the required submission date. If the Notice of Funding Opportunity requires submission before award, failure to submit and negotiate a Marking Plan within the specified time frame will make the applicant ineligible for an award.
- d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and clarifications with the Agreement Officer and

will be incorporated into the Total Estimated Amount of the grant, cooperative agreement, or other assistance instrument.

e. The Marking Plan must include all of the following:

(1) A description of the public communications, commodities, and program materials that the applicant plans to produce, and which will bear the USAID Identity as part of the award, including:

- (i) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other sites physical in nature;
- (ii) Technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;
- (iii) Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs;
- (iv) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.
- (v) Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.

(2) A table on the program deliverables with the following details:

- (i) The program deliverables that the applicant plans to mark with the USAID Identity;
- (ii) The type of marking and what materials the applicant will use to mark the program deliverables;
- (iii) When in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking;
- (iv) What program deliverables the applicant does not plan to mark with the USAID Identity; and
- (v) The rationale for not marking program deliverables.

(3) Any requests for an exemption from USAID marking requirements, and an explanation of why the exemption would apply. The applicant may request an exemption if USAID marking requirements would:

- (i) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials. The applicant must identify the USAID

- Development Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why an aspect of the award is presumptively neutral. Identify by category or deliverable item, examples of material for which an exemption is sought.
- (ii) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent. The applicant must explain why each particular deliverable must be seen as credible.
  - (iii) Undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications. The applicant must explain why each particular item or product is better positioned as a host-country government item or product.
  - (iv) Impair the functionality of an item. The applicant must explain how marking the item or commodity would impair its functionality.
  - (v) Incur substantial costs or be impractical. The applicant must explain why marking would not be cost beneficial or practical.
  - (vi) Offend local cultural or social norms or be considered inappropriate. The applicant must identify the relevant norm and explain why marking would violate that norm or otherwise be inappropriate.
  - (vii) Conflict with international law. The applicant must identify the applicable international law violated by the marking.
- f. The Agreement Officer will consider the Marking Plan's adequacy and reasonableness and will approve or disapprove any exemption requests. The Marking Plan will be reviewed to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.
- g. The Marking Plan, including any approved exemptions, will be included in, and made part of the resulting grant or cooperative agreement, and will apply for the term of the award unless provided otherwise.

## **6. Funding Restrictions**

1. Profit is not allowable for recipients or subrecipients under this award. See 2 CFR 200.331 for assistance in determining whether a sub-tier entity is a subrecipient or contractor.
2. USAID will not allow the reimbursement of pre-award costs under this award without the explicit written approval of the Agreement Officer.



3. Except as may be specifically approved in advance by the AO, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in Section B.5. of this NOFO and must meet the source and nationality requirements set forth in 22 CFR 228.

## **7. Conflict of Interest Pre-Award Term (October 2024)**

### **a. Personal Conflict of Interest**

1. An actual or appearance of a conflict of interest exists when an applicant organization or an employee, officer, agent, board member of the organization has a relationship with an Agency official involved in the competitive award decision-making process that could affect that Agency official's impartiality. The term "conflict of interest" includes situations in which financial or other personal considerations may compromise, or have the appearance of compromising, the obligations and duties of a USAID employee or applicant or recipient employee.
2. The applicant must provide conflict of interest disclosures when it submits an SF-424. Should the applicant discover a previously undisclosed conflict of interest after submitting the application, the applicant must disclose the conflict of interest to the AO no later than ten (10) calendar days following discovery.

### **b. Organizational Conflict of Interest**

The applicant must notify USAID of any actual or potential conflict of interest that they are aware of that may provide the applicant with an unfair competitive advantage in competing for this financial assistance award. Examples of an unfair competitive advantage include but are not limited to situations in which an applicant or the applicant's employee gained access to non-public information regarding a federal assistance funding opportunity, or an applicant or applicant's employee was substantially involved in the preparation of a federal assistance funding opportunity. USAID will promptly take appropriate action upon receiving any such notification from the applicant.

## **8. Applications with Proprietary Data**

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

"This application includes data that must not be disclosed, duplicated or used – in whole or in part – for any purpose other than to evaluate this application. If, however, an award is made as a result of – or in

connection with – the submission of this data, the U.S. Government will have the right to duplicate, use, or disclose the data to the extent provided in the resulting award. This restriction does not limit the U.S. Government’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets {insert sheet numbers}.”

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

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

**[END OF SECTION D]**

## **SECTION E: SUBMISSION REQUIREMENTS AND DEADLINES**

### **1. Questions and Answers**

Applicants must submit questions regarding this NOFO, if any, by email to Malu Boyenge, A&A Specialist, at [mboyenge@usaid.gov](mailto:mboyenge@usaid.gov), copying Jamie Lewis, Agreement Officer at [jamilewis@usaid.gov](mailto:jamilewis@usaid.gov) and [drcoaa@usaid.gov](mailto:drcoaa@usaid.gov) no later than the date and time indicated on the NOFO cover letter, as amended. Any information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as an amendment to this NOFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

### **2. Submission Requirements**

Applications in response to this NOFO must be submitted no later than the closing date and time indicated on the cover letter, as amended. Late applications will not be reviewed nor considered. Applicants must retain proof of timely delivery in the form of system generated documentation of delivery receipt date and time. Additionally, applicants should retain a copy of the application and all enclosures for their records.

Applications must be submitted to the email addresses(s) stated in Section D.1 above. Email submissions must include the NOFO number and applicant's name in the subject line heading. In addition, for an application sent by multiple emails, the subject line must also indicate whether the email relates to the technical or cost application, and the desired sequence of the emails and their 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 that states:

**"[NOFO number], [organization name], Cost Application, Part 1 of 2".**

The technical application and the cost application must each be submitted as consolidated email attachments, e.g. that you consolidate the various parts of a technical application into a single document before sending it. If this is not possible, please provide instructions on how to collate the attachments. USAID/CARPE and USAID/DRC are not responsible for errors in compiling electronic applications if no instructions are provided or are unclear.

After submitting an application electronically, applicants should immediately check their own email to confirm that the attachments were indeed sent. If an applicant discovers an error in transmission, please send the material again and note in the subject line of the email 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.

Applicants are reminded that email is NOT instantaneous, and in some cases delays of several hours occur from transmission to receipt. Therefore, applicants are requested to send the application in sufficient time ahead of the deadline. For this NOFO, the initial point of entry to the government infrastructure is the USAID mail server.

There may be a problem with the receipt of \*.zip files due to anti-virus software. Therefore, applicants are discouraged from sending files in this format as USAID/*Insert Mission/Office* cannot guarantee their acceptance by the internet server. File size must not exceed 25MB.

**[END OF SECTION E]**

## **SECTION F: APPLICATION REVIEW INFORMATION**

### **1. Responsiveness Review**

Applicants must review, understand, and comply with all aspects of this NOFO. Failure to comply with the NOFO may be considered as being non-responsive and may be evaluated accordingly.

### **2. Merit Review Criteria**

USAID/CARPE will establish a Merit Review Committee (MRC), see Section F.3 for more information. The MRC will conduct a merit review of all applications received that comply with the instructions in this NOFO, as per the Responsiveness Review. Applications will be reviewed and evaluated in accordance with the following criteria shown in descending order of importance.

#### **2.1 Merit Review Criteria #1 - Technical Approach:**

The review will focus on the Applicant's ability to achieve the results highlighted in the Program Description as follows:

- a. The extent to which the proposed technical approach clearly articulates a clear theory of change and methodology that takes into account the local context and increases the likelihood of successful achievement of the objectives sought for in this NOFO.
- b. The extent to which the approach demonstrates the Applicant's knowledge and understanding of how to engage the private sector to increase alternative livelihood opportunities, promote alternative technologies and fuels to limit the use of charcoal for cooking, develop economic growth opportunities, and support policies and regulations development.
- c. The extent to which the applicant proposes the development and implementation of creative and innovative approaches and methodologies (e.g., technological, economic, social, information, environmental, etc.) that will achieve the activity's objectives.

#### **2.2 Merit Review Criteria #2 - Management Plan**

The review will focus on the Applicant's ability to provide the necessary staffing and management oversight to successfully implement and achieve the goals of the award, including:

- a. The extent to which the application presents a complete and well justified management plan including the anticipated LOE by position, clear lines of authority, and appropriate management oversight and financial and administrative controls.
- b. The extent to which the management plan demonstrates a staffing plan with appropriate expertise, promotes DEIA, and gender balance.

### **2.3 Merit Review Criteria #3 - Institutional Experience and Capability**

The Institutional Capability and Experience Criterion will be evaluated on the existing capacity of the Applicant to successfully implement the specified activities and achieve desired results. Specifically, capability and experience in the following areas will be considered:

- a. The applicants' internal capabilities/resources and relevant work experience to demonstrate the capacity to successfully manage the proposed activity.
- b. Demonstrated capability and experience with technical areas of the Program Description on activities of similar size and scope.
- c. Demonstrated success in working with the private sector and strengthened capacities.
- d. Demonstrate success in developing and implementing policies and strategies.

### **3. Business (Cost) Review**

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

- a. Cost Effectiveness and Realism: The proposed costs must be realistic, reasonable, complete, and allowable. The costs must be realistic for the effort and consistent with the technical components of the application, and
- b. Adequacy of Budget Detail and Financial Feasibility: The proposed budget must be sufficient to support the proposed activities, and all proposed costs must be adequately supported by notes highlighting the key assumptions used in their determination. USAID reserves the right to the resulting level of funding for the Cooperative Agreement.

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

The AO will perform a risk assessment (2 CFR 200.206). The AO may determine that a pre-award survey is required to inform the risk assessment in determining whether the prospective recipient has the necessary organizational, experience, accounting and operational controls, financial resources, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award. Depending on the result of the risk assessment, the AO will decide to execute the award, not execute the award, or award with “specific award conditions” (2 CFR 200.208).

**[END OF SECTION F]**

## **SECTION G: AWARD NOTICES**

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/DRC anticipates that these procedures will be successfully completed, applicants are hereby notified of these requirements and conditions for the award. Notice of Federal award signed by the USAID/DRC Agreement Officer is the official document that obligates funds, and will be provided to the authorized official of the selected applicant through electronic means as identified in the application. The USAID/DRC Agreement Officer is the only individual who may legally commit the U.S. Government to the expenditure of public funds.

Unsuccessful applicants will be notified by electronic means.

Pre-award costs are only allowed when specifically included in the award terms, or otherwise approved in writing by the USAID/DRC Agreement Officer. Without such written authorization, any costs incurred for application development or program performance prior to an award period of performance start date are at the applicant's own risk; do not assume that the AO will approve them as pre-award costs in the award.

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/DRC anticipates that these procedures will be successfully completed, Applicants are hereby notified of these requirements and conditions for the award.

The USAID/DRC Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before the receipt of either a fully executed agreement or a specific, written authorization from the USAID/DRC Agreement Officer.

**[END OF SECTION G]**

## **SECTION H: POST-AWARD REQUIREMENTS AND ADMINISTRATION**

### **1. Administrative & National Policy Requirements**

The resulting award from this NOFO will be administered in accordance with the following policies and regulations.

- For US Organizations: [2 CFR 700](#), [2 CFR 200](#), and [ADS 303maa](#), the [Standard Provisions for U.S. Non-governmental organizations](#)
- For Non US Organizations: [ADS 303mab](#), the [Standard Provisions for Non-U.S. Non-governmental Organizations](#).

The award will be administered by USAID/DRC and USAID/CARPE. The USAID/DRC AO will designate an Agreement Officer Representative (AOR) from USAID/CARPE to review, concur and/or approve certain items. Please see the Substantial Involvement information in this NOFO and subsequent Award document. Note that more specific details including activity reporting will be provided on the award of this program.

### **2. Nature of the Relationship between USAID/DRC and USAID/CARPE and the Recipient**

The principal purpose of the relationship between USAID/CARPE and USAID/DRC and the recipient is to transfer funds to accomplish a public purpose of support or stimulation of the program, as 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.

### **3. Environmental Compliance and Climate Risk Management**

#### **a. General**

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



- In addition, the Recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the USAID regulations will govern.
- No activity funded under this Cooperative Agreement will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as “approved Regulation 216 environmental documentation.”).

**b. Compliance with the IEE**

An Initial Environmental Examination is approved for the Cooperative Agreement. USAID/DROC has determined that a Negative Determination with conditions applies to one or more of the proposed activities. This indicates that if these activities are implemented subject to the specified conditions, they are expected to have no significant adverse effect on the environment. The Recipient is responsible for implementing all IEE conditions pertaining to activities to be funded under this award.

**4. Reporting Requirements**

Below is the schedule of deliverables including submission dates that will be required for this Activity:

#	Deliverable	Frequency	Timetable
<b>A. Financial Reporting</b>			
1	Quarterly Financial Report	Quarterly	30 days after the end of the quarter (October 30, January 30, April 30, and July 30).
2	Final Financial Report	Once	120 days after the end of the award.
<b>B. Activity Planning and Implementation Reports and Deliverables</b>			
3	Branding Strategy and Marking Plan	Once	Within 30 days of the effective date of the award.

4	Annual Implementation Plan	Annual	Within 90 days of the effective date of the award to cover the first year of Implementation. Subsequent Implementation plans will be Due August 30 of each year of the award.
5	Activity Monitoring, Evaluation, and Learning Plan (AMELP)	Once	Within 90 days of the effective date of the award.
6	Environmental Mitigation and Monitoring Plan (EMMP)	Once	Within 90 days of the effective date of the Award.
7	Closeout/Demobilization Plan	Once	180 days before the end date of the Contract
<b>C. Activity Performance Monitoring Reports</b>			
8	Mid-Year Report	Annual	30 days after the end of the second quarter of the fiscal year (April 30)
9	Annual Report	Annual	30 days after the end of each fiscal year (October 30). This replaces the quarterly report.
10	Final Report	Once	30 days prior to the end date of the award. This replaces the final annual report.

#### **A. Financial Reporting:**

For awards other than fixed amount awards, the Standard Form 425 (SF-425) must be submitted via electronic format to the U.S. Department of Health and Human Services (DHHS) via <https://pms.psc.gov/>. The Recipient must also submit a copy of SF-425 to the Agreement Officer's Representative (AOR). Electronic copies of the SF-425, along with instructions, can be found at: <https://www.grants.gov/forms/forms-repository/post-award-reporting-forms>.

1. Quarterly Financial Report: Quarterly Financial Reports shall be due within 30 days following the end of each quarter corresponding to USAID's fiscal year from October 1 through September 30.
2. Final Financial Report: Financial Reports shall be in accordance with [2 CFR 700](#).

## **B. Activity Planning and Implementation Reports and Deliverables**

3. Branding Strategy and Marking Plan:
4. Annual Implementation Plan: The recipient must submit an Annual Implementation Plan. The Annual Implementation Plan must include the following content:
  - Interventions planned to be conducted, the site(s) where they will be conducted, benchmarks/milestones, annual performance targets, and estimated cost of each intervention.
  - A communications plan indicating key milestones, events and communications tools and approaches to be used. This will include a communications calendar that will state the proposed timing for major events.
5. Activity Monitoring, Evaluation and Learning Plan (AMELP): The recipient must submit an AMELP. The AMELP will include proposed process indicators for measuring progress against each intermediate result (IR) included in the award. The AMELP should include the following:
  - a. A baseline assessment for establishing targets for identified IRs and Sub-IRs.
  - b. Intermediate results and indicators along with targets for each fiscal year; the Applicant may suggest additional indicators.
  - c. Procedure for adjusting baseline data to account for conditions at the start of the activity.
  - d. Reporting of deliverables against targets.
  - e. The Recipient's approach to CLA
  - f. Data Quality Assessment (DQA) procedures if applicable.
  - g. Use of Development Information System (DIS), use of project Indicator Reference Sheets (PIRS), and Geographic Data Asset requirements and submission.
  - h. The Recipient's approach to analyzing and disaggregating data to evaluate the impact of interventions on different genders and disadvantaged groups (especially women, youth and disabled) with all indicators. All indicator-level data must be disaggregated by gender.
  - i. The following standard and custom indicators:
    - i. Standard Indicators
      - EG.10.2-2 - Number of hectares of biologically significant areas under improved natural resource management.
      - EG.13-1 - Number of people trained in sustainable landscapes.
      - EG.13-2 - Number of institutions with improved capacity to address sustainable landscapes issues as supported by USG assistance.
      - EG.13-3 - Number of laws, policies, regulations, or standards addressing sustainable landscapes formally proposed, adopted, or implemented.
      - EG.13-4 - Amount of investment mobilized (in USD) for sustainable landscape.

- EG.13-5 - Number of people receiving livelihood co-benefits (monetary or non-monetary)
  - EG.13-6 - Greenhouse gas (GHG) emissions, estimated in metric tons of CO2 equivalent, reduced, sequestered, or avoided.
- ii. Custom Indicators
- % of households adopting alternative charcoal for cooking.
  - % reduction of charcoal consumption in households.
  - % of sustainably produced charcoal on the local market.
  - Number of private sectors lead alternative technology and fuel for clean cooking.

Note that the final list of indicators will be defined in the approved Activity AMELP.

6. Environmental Mitigation and Monitoring Plan (EMMP): The Recipient must prepare an EMMP describing how the Recipient will, in specific terms, implement all IEE conditions that apply to proposed project activities within the scope of the award. The EMMP must include the following: mitigation measures; monitoring indicators; monitoring/reporting frequency; designation of responsible parties; and a field monitoring plan.

The completed EMMP must be integrated into the initial and all subsequent annual implementation plans, and may be adjusted as needed throughout the period of performance of the Activity in order to make any necessary adjustments to activity implementation in order to minimize adverse impacts to the environment.

7. Closeout/Demobilization Plan: The recipient should submit a closeout plan 120 days (6 months) prior to the end of the award. The plan should include, but not be limited to: the financial status of the activity, final inventory of non-expendable property, inventory disposition plan, subcontractor /subgrantee phase-out plan, status of program audit reports, personnel phase-out timeline, etc

### **C. Activity Performance Monitoring Reports**

8. Mid-Year Report: The recipient should submit a Mid-year report. This report should include but may not be limited to, progress on major activities by intermediate results (IR) during the performance period; any implementation problems and proposed remedial actions; progress and/or issues on gender, or private sector engagement, efforts and progress achieved; environmental compliance progress on performance indicators in the AMELP; an Environmental Monitoring and Mitigation Report (EMMR) providing updates on the implementation of the EMMP; a list of public events to be organized by the activity, including approximate date, location, and audience; and planned activities for each expected intermediate result (IR). In addition, in accordance with the Branding Strategy and Marking Plan of the award and Section I.6 of this NOFO, each report should include a success story with information on projects outcomes; and an electronic and/or printed copy of all public communications materials produced by the activity for the reporting

period.

9. Annual Report: The Recipient should submit an annual report for every fiscal year of the Activity. This report follows the same format and provides the same content as the mid-year report, and in addition provides information on cumulative progress and problems toward achievement of results, performance measures, indicators, and benchmarks tied to the Annual Implementation Plan and the MEL plan targets for the quarter and the entire previous fiscal year. The Annual Report should also contain a summary of all completed publicity events and received media coverage.
10. Final Report: The Recipient must submit a final report to the AOR, with copies to the AO; and a copy without personally identifiable information (PII) to the USAID Development Experience Clearinghouse (DEC), at e-mail: DocSubmit@usaid.gov. The final report will consolidate activities and analyses of all partners, if applicable, into one document that includes their activities and progress towards results.

**[END OF SECTION H]**

## **SECTION I: OTHER INFORMATION**

### **1. DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY (DEIA)**

USAID promotes a nondiscriminatory, inclusive, and integrated development approach that ensures that all people, including those who face discrimination and thus may have limited access to a country's benefits, legal protections, or social participation are fully included and can actively participate in and benefit from development processes and activities. USAID/DRC seeks to support DEIA in technical programming and management of the activity. To facilitate inclusiveness, the Activity must utilize participatory methods, particularly with activity participants, to design, implement, and monitor interventions and promote local capacity building, ownership, and sustainability. These DEIA approaches must also be reflected in management and staffing

### **2. CUSTOMS DUTIES AND TAXES**

USAID/DRC has a bilateral agreement with the Government of the Democratic Republic of Congo which allows for the exemption of the incurrence of identifiable customs duties and taxes (including value added taxes "VAT") in development programming. The Recipient should not incur the payment of these customs duties and taxes during the activity implementation when following the processes for exemptions.

Procedure for Exoneration of Goods:

- 1) The Recipient must submit a request letter listing the purpose of the goods and the following documentation to the USAID/DRC AOR:
  - a) Original airway bill, bill of lading, or delivery note with consignee's name of:  
US Embassy Kinshasa/USAID  
310 Avenue des Aviateurs  
Kinshasa, Gombe
  - b) Valid Invoice for the goods/equipment/vehicle
  - c) Packing list of all goods
  - d) "Declaration en Exoneration des Droits a L'Importation (IE)"
- 1) The USAID/DRC AOR will coordinate with the US Embassy for Exoneration

### **3. SECURITY REPORTING**

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

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

subawardees must similarly report any threats/incidents to the Recipient, who will immediately notify the above listed USAID/DRC representatives.

#### **a. Security Reporting Responsibilities**

##### *Incident Reporting*

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

##### *Serious Incident Report (SIR)*

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

##### *Incident Report (IR)*

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

##### *Situation Report (SITREP)*

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

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

#### **b. Security Conditions**

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

In the event that USAID/DRC requests, the Recipient must ensure accountability of all personnel and may need to provide information of that accountability to USAID/DRC.

### **c. Security Protocol**

The Recipient must develop a Security Plan to safeguard all project operations. Security plans may be reviewed by USAID/DRC upon request.

Plans should generally include:

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

### **d. Life Support and Security Services**

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

## **4. DEVELOPMENT INFORMATION SOLUTION (DIS):**

The Recipient is required to access and input data into the Development Information Solutions (DIS), DIS Partner Portal, and report activity indicator results into DIS for review and approval by the USAID/DRC AOR. The Recipient will be able to generate reports in the Partner Portal on Activity Interventions. Through the Partner Portal, implementing partners will be able access the Development Experience Clearinghouse (DEC) and the Development Data Library (DDL) to upload documents.

Partners may be requested to continuously and throughout the duration of the activity complete the following tasks in DIS:

- Monitor baselines and targets for their activities (assigned by AOR)



- Submit Indicator results during the open reporting period (directly on the DIS interface or as an Excel template upload).
- Leave comments and explanations regarding performance results.
- Submit photos or documents in support of activities.
- Receive system-generated approvals from AOR.
- Run reports for their activities.
- Assign geographic locations for activities.

In addition to reporting narratives monitoring information, uploads may include:

- Photos
- Photo consent forms may be uploaded separately.
- Field visit reports
- Other relevant progress reports related to the current reporting period.

Access to DIS will depend on the Recipient's internal reporting processes in support of USAID/DRC activities. The Recipient may request access for multiple users through the USAID/DRC AOR. The Recipient must coordinate closely with the USAID/DRC AOR to determine what data and documents should be uploaded to DIS. These will include at minimum any relevant activity-level documents containing monitoring information. The DIS data input is the responsibility of the implementing partner. The Program Office will provide support to both the AOR and the recipient on setting up the activity in DIS and providing access, as well as supporting with training guidance.

## **5. AWARD CRITICAL INFORMATION**

The Implementing Partner may be requested to access and input critical information related to the award onto a specific datasheet on a quarterly basis. The information collection sheet will help the Mission timely gather critical information about the partner and the award. The data will include:

- Activity and key personnel contact information;
- Persons of contact for various aspects of the activity like monitoring and evaluation, gender, etc.;

## **6. COORDINATION WITH USAID ON OUTREACH AND COMMUNICATIONS**

### **a. Outreach**

All public communications materials (including video concepts) must be cleared by the USAID/CARPE AOR and the USAID/DRC DOC representative before costs are incurred or designs are finalized. This review includes final clearance from the USAID/DRC DOC team, through the USAID/CARPE AOR. Public communication materials include but are not limited to: websites (which require USAID/Washington Website Governance Board Committee clearance), video (concepts must be approved by the USAID/DRC DOC team before production can begin), press releases, success stories, briefers, fact sheets, journal articles, photography assignments for

success stories, and other publications. The Recipient must clear any planned media events and media interviews with the USAID/CARPE AOR and USAID/DRC DOC office.

The USAID/DRC mission requires prior notification of any materials related to events that include press and/or USAID/DRC senior participation four weeks before the event. Where USAID/DRC and U.S. Embassy policy permits, the Activity is responsible for inviting and coordinating press, placing news stories, distributing press releases, and providing transportation, and other logistical support when needed.

## **b. Communications**

Throughout activity implementation, the Recipient will provide USAID/DRC and USAID/CARPE with:

- i.** Activity fact sheets, to be updated and submitted to the USAID/CARPE AOR on a specified template preferably twice per year, or upon request.
- ii.** An updated quarterly list of public events to be organized by the activity, including approximate date, location, and audience. In accordance with Section H.C.3.8 of the award, this should be included in each quarterly report. The Recipient will coordinate with USAID about the inclusion of USAID promotional materials for participants and the participation of USAID or U.S. Government representatives.
- iii.** One success story per quarter (including photos) for each location where the activity is implemented. In accordance with Section H.C.3.8 of the award, this should be included in each quarterly report. The Recipient should coordinate closely with the USAID/CARPE AOR and USAID/DRC DOC team for guidance on how to prepare success stories.
- iv.** Between 100 and 200 high-resolution (at least 300 pixels per inch (ppi)) photographs per year to illustrate the activity's achievements. It is preferred but not required that these photographs are taken by a professional photographer. The photographs can be submitted via Google Drive online sharing system agreed upon with the USAID/CARPE AOR and USAID/DRC DOC. The photographs must comply with guidance provided in the USAID Graphic Standards Manual and Partner Co-Branding Guide and be in JPEG format and at least 2MB in size. Each photograph should include a brief explanation about its subject and identify the photographer and his/her organization, person(s) featured in the photograph and the location where the photograph was taken. The activity is responsible for obtaining and holding photo release forms from all subjects.
- v.** An electronic and/or printed copy of all public communications materials produced by the activity on a quarterly basis.
- vi.** Once a year, the activity will present a summary of all completed publicity events and received media coverage.
- vii.** In the Annual Implementation Plan, as detailed in Section H.B.4, the Recipient will include an annual communications plan indicating key milestones, events and communications tools and approaches to be used. This will include a communications calendar that will state the proposed timing for major events.

## ANNEXES

### ANNEX 1 - BUDGET FORMAT

Budget format: USAID/CARPE Promoting Alternative Technologies and Fuels to Reduce the Use of Charcoal for Cooking in the Democratic Republic of the Congo (DRC) Activity Activity						
Cost Category	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
<b>1) Personnel</b> a) International Staff i. Long-Term Expatriate Staff ii. HQ Technical Staff b) Local In-Country Staff i. Program Staff ii. Operational Staff						
<b>2) Fringe Benefits and Allowances</b> a) Fringe Benefits b) Allowances						
<b>3) Travel</b> a) International Travel b) Local Travel						
<b>4) Equipment and Supplies</b> a) Equipment (equipment with a unit cost greater than \$10,000) b) Supplies (equipment with a unit cost less than \$10,000, including but not limited to workstations & chairs, file cabinets, computers, cellular phones, printers, etc.) This category does not include office supplies, which should be included under Miscellaneous Direct Costs.						
<b>5) Contractual</b> a) Direct Program activities (including fixed-price, but not cost type subcontractors) and all subawards b) Training c) MEL d) Consultants (including but not limited to expatriate consultants, local consultants, studies, analyses, etc.) e) Subgrants						

<b>6) Other Direct Costs</b> a) Equipment operation costs (e.g., including but not limited to, vehicle rental/lease, vehicle and equipment maintenance /fuel /repair, motorcycle fuel/maintenance, generator fuel/maintenance, software licenses) b) Insurance/Travel (e.g., DBA, Medvac, visas, permits, immunizations, exams, vehicle insurance, equipment insurance, other insurance) c) Office operation costs (e.g., utilities/repairs/maintenance, security services, office supplies, make ready costs) d) Communication costs (e.g., general communications expense, mobile/cellular communication, internet, printing/photocopying, courier. e) Other (e.g., professional fees - audit/legal/payroll, branding & marking, banking fees)						
<b>7) Indirect Charges (revise as applicable)</b> a) Material Handling b) Overhead c) G&A						
<b>TOTAL (Direct and Indirect Costs)</b>						

## ANNEX 2 - STANDARD PROVISIONS

(Note: the full text of these provisions may be found at:

<https://www.usaid.gov/ads/policy/300/303maa>; and

<https://www.usaid.gov/ads/policy/300/303mab>. The actual standard provisions included in the award will be dependent on the organization that is selected. The award will include the latest mandatory Provisions for either U.S. or non-U.S Nongovernmental organizations, as appropriate.

The award will also contain the following “required as applicable” Standard Provisions for U.S. Nongovernmental Organizations or non-U.S. Nongovernmental Organizations:

**Please note that the resulting award will include all standard provisions (both mandatory and required as applicable) in full text.**

### REQUIRED AS APPLICABLE (RAA) STANDARD PROVISIONS FOR U.S. NONGOVERNMENTAL ORGANIZATIONS

Required	Not Required	Standard Provision
TBD		RAA1. NEGOTIATED INDIRECT COST RATES – PREDETERMINED (AUGUST 2024)
		RAA2. NEGOTIATED INDIRECT COST RATES – NONPROFIT PROVISIONAL & FINAL (AUGUST 2024)
		RAA3. NEGOTIATED INDIRECT COST RATES – FOR-PROFIT PROVISIONAL & FINAL (AUGUST 2024)
		RAA4. INDIRECT COSTS – DE MINIMUS RATE (AUGUST 2024)
X		RAA5. RESERVED
	X	RAA6. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
	X	RAA7. PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (APRIL 1998)
	X	RAA8. CARE OR LABORATORY ANIMALS (MARCH 2004)
	X	RAA9. TITLE TO AND CARE OF (COOPERATING COUNTRY TITLE) (AUGUST 2024)
	X	RAA10. COST SHARING (AUGUST 2024)
	X	RAA11. PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (JUNE 1999)
	X	RAA12. INVESTMENT PROMOTION (DECEMBER 2022)

Required	Not Required	Standard Provision
X		RAA13. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2022)
X		RAA14. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
	X	RAA15. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) ( FEBRUARY 2012)
	X	RAA16. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
	X	RAA17. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
	X	RAA18. RESERVED
X		RAA19. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
	X	RAA20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
	X	RAA21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
	X	RAA22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
	X	RAA23. RESERVED
X		RAA24. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (AUGUST 2024)
	X	RAA25. PATENT REPORTING PROCEDURES (DECEMBER 2022)
	X	RAA26. ACCESS TO USAID FACILITIES AND USAID'S INFORMATION SYSTEMS (AUGUST 2013)
X		RAA27. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2022)
	X	RAA28. RESERVED
	X	RAA29. RESERVED
		RAA30. PROGRAM INCOME (AUGUST 2024)
		RAA31. NEVER CONTRACT WITH THE ENEMY (AUGUST 2024)

**REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS**

Required	Not Required	Standard Provision
TBD		RAA1. ADVANCE PAYMENT AND REFUNDS (AUGUST 2024)
		RAA2. REIMBURSEMENT PAYMENT AND REFUNDS (AUGUST 2024)
		RAA3. INDIRECT COSTS – NEGOTIATED INDIRECT COST RATE PROVISIONAL AND FINAL (AUGUST 2024)
		RAA4. INDIRECT COSTS – CHARGED AS A FIXED AMOUNT (NONPROFIT) (AUGUST 2024)
		RAA5. INDIRECT COSTS – DE MINIMIS RATE (AUGUST 2024)
X		RAA6. RESERVED
X		RAA7. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (AUGUST 2024)
X		RAA8. SUBAWARDS (AUGUST 2024)
X		RAA9. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)
X		RAA10. OCEAN SHIPMENT OF GOODS (JUNE 2012)
X		RAA11. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2022)
	X	RAA12. PATENT RIGHTS (DECEMBER 2022)
	X	RAA13. RESERVED
	X	RAA14. INVESTMENT PROMOTION (DECEMBER 2022)
	X	RAA15. COST SHARING (AUGUST 2024)
X		RAA16. PROGRAM INCOME (AUGUST 2024)
X		RAA17. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
X		RAA18. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
	X	RAA19. PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012)

Required	Not Required	Standard Provision
	X	RAA20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
	X	RAA21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
	X	RAA22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
	X	RAA23. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
	X	RAA24. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
	X	RAA25. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
	X	RAA26. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
	X	RAA27. LIMITATION ON SUBAWARDS TO NON-LOCAL ENTITIES (JULY 2014)
X		RAA28. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2022)
	X	RAA29. RESERVED
	X	RAA30. RESERVED
X		RAA31. NEVER CONTRACT WITH THE ENEMY (AUGUST 2024)



### **ANNEX 3 – PAST PERFORMANCE INFORMATION (PPI)**

The Applicant must provide a list of all its contracts, grants, or cooperative agreements involving similar or related programs during the past **five** years. The reference information for each of the awards must include the performance location, award number (if available), a brief description of the work performed, and a point of contact with current telephone numbers.

<b>1. Award Number:</b>
<b>2. Contractor/Recipient (Name and Address):</b>
<b>3. Type of Award:</b>
<b>4. Complexity of Work:</b> Difficult _____ Routine _____
<b>5. Description, Location, and Relevancy of Work:</b>
<b>6. Dollar Value of Work:</b> _____ <b>Status:</b> Active _____ Completed _____
<b>7. Date of Award:</b> _____ <b>Award Completion Date (including extensions):</b> _____
<b>8. Type and Extent of Subawards:</b>
<b>9. Name, Address, Telephone Number, and E-Mail Address of the Awarding Contracting/Agreement Officer and/or Contracting/Agreement Officer's Representative (and other references as applicable):</b>

