USAID | SOUTH SUDAN
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Issue Date: June 28, 2022
Deadline for Questions: July 8, 2022
Closing Date: July 25, 2022 Closing Time: 12:00 PM Juba Time

Subject: Notice of Funding Opportunity (NOFO) **72066822R00008**

Program Title: **Community-led Monitoring (CLM) Activity**

Federal Assistance Listing Number: 98.001 Foreign Assistance for Programs Overseas

Ladies/Gentlemen:

The United States Agency for International Development (USAID) is seeking applications for a Fixed Amount Cooperative Agreement (FACA) from qualified entities to implement the South Sudan Community Led Monitoring (CLM) Activity. Eligibility for this award is restricted to local organizations, as defined in Section C.1 of this NOFO.

USAID intends to make one (1) award to the applicant who best meets the objectives of this funding opportunity based on the merit review criteria described in this NOFO subject to a risk assessment. Eligible parties interested in submitting an application are encouraged to read this NOFO thoroughly to understand the type of program sought, application submission requirements and selection process.

To be eligible for award, the applicant must provide all information as required in this NOFO and meet eligibility standards in Section C of this NOFO. This funding opportunity is posted on 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 notice of funding opportunity and to ensure that the NOFO has been received from the internet in its entirety.

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

USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier and System for Award Management (SAM) requirements detailed in Section D.6.f of this NOFO. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process.

Please send any questions to the point(s) of contact listed in Section G.1. 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.

Any resulting award will be subject to 2 CFR 700 and 2 CFR 200 – Uniform Administrative

Requirements, Cost Principles and Audit Requirements for Federal Awards.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,

Joseph Gustavo Terrazas (affiliate)

Digitally signed by Joseph Gustavo Terrazas (affiliate)
Date: 2022.06.28 09:31:38 -04'00'

Joseph Terrazas
Agreement Officer

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SECTION A: PROGRAM DESCRIPTION

This funding opportunity is authorized under the Foreign Assistance Act (FAA) of 1961, as amended. The resulting award will be subject to the requirements found in Section F.

1. Objectives

The objective of the Community-Led Monitoring (CLM) Activity is to conduct systematic and routine monitoring of facility and community service delivery sites that receive US Government President's Emergency Plan For AIDS Relief (PEPFAR) investments and establish community-driven rapid feedback loops to improve health service delivery and outcomes.

2. Background

In South Sudan, an estimated 2.1% of the adult population is HIV positive (2022). The epidemic is geographically concentrated in the former Equatoria States which comprise an estimated 46% (180,960 people living with HIV (PLHIV)) of the national estimate for 2022. Among the programmatic challenges preventing progress on epidemic control, improving yields and retaining patients on treatment (preventing loss to follow-up) continue to be among the most difficult to make progress on. In addition, the community engagement necessary to improve yield, reduce loss to follow-up and ensure sustainability needs to be strengthened. Reaching specific groups such as men and youth has also been a challenge, as has reaching key populations, due to the extreme stigma and lack of legal protections present in South Sudan.

PEPFAR recognizes the importance of engaging with communities in the development and implementation of HIV programming. Inclusion of community groups, including advocates and civil society, provides PEPFAR with a unique opportunity to better understand and address persistent challenges, barriers, and opportunities to HIV service delivery and uptake. Community-led monitoring activities provide these groups an evidence-based feedback mechanism to voice their concerns about the quality and responsiveness of the HIV services. These concerns will in turn, be used to inform action-oriented conversations between advocates, health facilities, and other stakeholders on quality improvement measures and methods for long-term accountability.

In accordance with PEPFAR COP22 Guidance, the recipient is expected to collect qualitative data from designated, PEPFAR-supported sites; and use findings to collaborate with various stakeholders to analyze, advocate and monitor for improvements continuously throughout the years of this activity. This in turn, will allow USAID, PEPFAR, and other stakeholders to understand the issues impacting the quality of HIV/AIDS services provided at PEPFAR-supported sites while also involving advocates and users of these services to build agency in the community. In alignment with PEPFAR guidance, the CLM activity should have an emphasis on Key Populations (KP) programming, although this does not need to be its sole focus. The activity should also involve KP oriented organization(s) to collaborate with and collect quality data from KP networks to ensure improvements in the services provided to the KP. The CLM activity will ensure collection of data from the communities of people living with HIV (PLHIV) to understand their experiences, feelings and concerns about the services provided to them at the health facilities. This will lead to evidence-based advocacy for improvement in the quality of the services provided.

3. Development Hypothesis

IF qualitative data is collected at PEPFAR-supported sites and advocacy for quality services is increased in the community THEN the quality of HIV/AIDS services provided to all sub-populations will improve, which will improve anti-retroviral therapy (ART) retention rates resulting in epidemic control.

4. Link to Strategy

CLM aligns directly with Development Objective 3, Improved Social Cohesion in Target Areas, Intermediate Result 3.2, Inclusive Community Networks Strengthened. CLM will foster greater community participation and ownership in the delivery of health services contributing to the sustainability of these services.

5. Activities by Objective

The two objectives of CLM are as follows:

Objective 1: Qualitative data collection at identified PEPFAR supported sites.

Illustrative activities include:

> **-Collect qualitative data at the identified PEPFAR supported sites in the country.** Updating and adapting the currently developed data collection tools (Client Survey at Facilities tool, Facility Staff Survey, Observation Survey, Focus Group Survey, Support Group Survey, Client Story Survey and Reflection Survey) to become more straightforward, accessible and technologically appropriate, and using data collection best practices. The recipient will collect qualitative data at identified/designated, PEPFAR supported sites and provide this data in a user friendly, accessible way to USAID via quarterly reporting. The data collected will be defined by the recipient, as per the approved tools. The recipient will be responsible for all administrative, transport, security, and staffing costs related to data collection.
>
> **-Train community-based data collectors on data collection techniques**. The recipient will train data collectors per the USAID-approved plan ahead of any data collection efforts. The data collectors must be service users (i.e. PLHIV, KPs) and be appropriately trained to effectively collect the data without compromising personal information or increasing stigma.

Objective 2: Advocacy for quality HIV/AIDS services.

Illustrative activities include:

> **-Implement feedback loops between communities and providers at the designated PEPFAR supported sites.** The recipient is expected to create and implement sustainable feedback mechanisms in the communities of PEPFAR supported sites. These feedback mechanisms have the goal to inform and engage both clients, providers, and other relevant community stakeholders about the findings from data collection in effort to strengthen advocacy for, and improvement of the quality of HIV/AIDS services. Plans must be action-oriented and include avenues to initiate inclusive conversations, identify agreed-upon solutions, monitor change, ensure accountability, and to adjust as needed.

6. <u>Illustrative Milestone Plan</u>

The following is an example of the expectations for the recipient's milestone plan for each year. The exact milestone details for years 1 and 2 will be developed during a co-creation process with USAID prior to award. Subsequent milestone plans for years 3 through 5 will be developed through the renewal process (described in section B.2 below).

Milestone	Description of Milestone	Method of Verification	Expected Date	Amount (USD)
1	Sign award and submit draft work plan	A/COR	TBD	TBD
2	Training of data collectors and submission/presentation of quarter 1 data and tools developed.	A/COR	TBD	TBD
3	Submission/presentation of quarter 2 data and awareness materials.	A/COR	TBD	TBD
4	Submission/presentation of quarter 3 data and awareness materials produced.	A/COR	TBD	TBD
5	Submission/presentation of quarter 4 results and plans for next phase. Submit an annual report.	A/COR	TBD	TBD
Total				**TBD**

7. Interventions

Interventions will be clustered under the milestones outlined in the section above. Illustrative interventions include:

- Participate in an annual kick-off meeting with the USAID/PEPFAR team and USAID AOR to define annual goals, indicators, and milestones
- Develop a Work Plan for the life of the project, and associated Monitoring, Evaluation, and Learning Plan corresponding to PEPFAR Country Operational Plan (COP) priorities and the discussions from the kick-off meeting. This comprehensive Work Plan will be revisited every year. and may be adjusted accordingly.

- Define and finalize tools
- Conduct a training of M&E coordination groups on the CLM assessment tool and any updates to the tool.
- Schedule monitoring visits to each target site
- Conduct monitoring visits on a quarterly basis
- Distribute social and behavioral health material semi-annually
- Complete the assessment tools with the community and with service providers based on the monitoring visits
- Host an interface meeting with community members to finalize assessment results and develop the action plan
- Conduct follow-up activities based on the action plan
- Document results and any lessons learned
- Present findings, recommendations, and next steps to USAID/PEPFAR team and other key stakeholders at least quarterly

8. Initial Sites To Be Monitored

The following list is for the applicant's planning purposes. The sites may be amended as needed depending on PEPFAR requirements:

Rumbek State Hospital, Kiir Mayardit Women's Hospital, Pacong Primary Health Care Center (PHCC), Lui County Hospital, Nzara County Hospital, Nzara PHCC, Yambio PHCC, Yambio State Hospital, Nyokuron PHCC, Munuki PHCC, Kator PHCC, Gurei PHCC, Gumbo PHCC, Juba Military Hospital, New Site PHCC, Kapoeta State Hospital, Torit State Hospital, Nimule County Hospital, Juba Teaching Hospital, Al Sabah Children Hospital, Magwi PHCC and Yei Civil Hospital.

SECTION B: FEDERAL AWARD INFORMATION

B.1 Estimate of Funds Available and Number of Awards Contemplated

USAID intends to award one (1) Cooperative Agreement pursuant to this notice of funding opportunity. Subject to funding availability and at the discretion of the Agency, USAID intends to provide no more than $700,000 in total USAID funding over the initial 2-year base period.

B.2 Start Date and Period of Performance for Federal Awards

The estimated start date will be October 1, 2022. The base period of performance is for 2 years and the maximum period of performance is 5 years.

This award will be a “renewal award” as described in ADS 303.3.24.a. This type of award allows the cooperative agreement to adapt to changing contexts, and lessons learned. Any renewal period or expansion of activities is contingent upon availability of funds, satisfactory progress towards meeting the award objectives, submission of required reports and meeting all milestones, and compliance with the terms and conditions for award (including the conditions for renewal).

Six months prior to the end of the base period, the Recipient will have an opportunity to apply for additional funding for an additional two years. A new milestone plan for the 2-year continuation period, a new detailed budget, and additional information as requested by the Agreement Officer will be submitted by the recipient and reviewed by USAID prior to any extension of the award. A final fifth year of funding is possible after another renewal process during Year 4.

Approximate Schedule for Renewals:

	Application Period	Period of Performance
Base (2 years)	June-September 2022	October 2022 - September 2024
Extension 1 (2 years)	June-September 2024	October 2024-September 2026
Extension 2 (1 year)	June-September 2026	October 2026-September 2027

B.3 Substantial Involvement

1. The Agency’s approval of the recipient’s annual implementation plans during performance.

2. The Agency’s review and approval of all milestones for each year of the activity, before work can begin on a subsequent year.

3. USAID and recipient will collaborate through regular (e.g., biweekly) meetings and the provision of technical advice by USAID and other stakeholders.

4. Agency monitoring to permit specific kinds of direction or redirection of the work because of the interrelationships with other projects or activities. All such direction or redirection must be within the program description budget, and other terms and conditions of the award.

5. USAID will be involved in capacity building efforts to assist the recipient in any operational or technical requirements, as needed.

In addition to the above elements of substantial involvement, USAID will also approve key personnel, subawards, and any other prior approvals required by the Standard Provisions for Fixed Amount Awards.

B.4 Authorized Geographic Code

The geographic code for the procurement of commodities and services under this activity is 935. Code 935 is defined as any area or country including the cooperating country but excluding foreign policy-restricted countries.

B.5 Nature of the Relationship between USAID and the Recipient

The principal purpose of the relationship with the Recipient and under the subject activity is to transfer funds to accomplish a public purpose of support or stimulation of the CLM which is authorized by Federal statute. The successful Recipient will be responsible for ensuring the achievement of the activity 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.

B.6 Selection of Instrument

An Assistance Instrument, specifically a Fixed Amount Cooperative Agreement awarded to a qualified local organization, was selected as the implementing mechanism. A fixed amount award is a good fit because the program scope includes multiple, step-wise, measurable goals and objectives and there is existing experience within the country and globally to adequately cost the amount required to achieve each objective. A cooperative agreement will be used because substantial involvement is anticipated. The main purpose of this activity is to stimulate the creation of a quality improvement feedback loop for the public health sector. This quality improvement mechanism should, therefore, be community-owned and led and this is why the award will be made to a local organization.

It is an Agency priority to help countries build their own local quality improvement and assurance mechanisms by providing Federal financial assistance to development actors who merit federal support or assistance by reason of their mission, programs, and activities in a Program Area for which the Agency has funding. Through the provision of Community Led Monitoring services, the Agency intends to support local development actors in the HIV sector who will help advance sector outcomes by carrying out their mission, programs, and activities in a manner that advances sustainable development in the Program Area.

SECTION C: ELIGIBILITY INFORMATION

C.1 Eligible Applicants

Eligibility for this NOFO is restricted to **local organizations**.

The registered non-commercial, non-governmental civil society organizations (e.g. public foundations, public associations and associations of legal entities) in South Sudan are eligible to apply. **These organizations cannot be current/on going recipients of PEPFAR funding.**

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

(1) Is legally organized under the laws of South Sudan; and

(2) Has as its principal place of business or operations in South Sudan; and

(3) Is majority owned by individuals who are citizens or lawful permanent residents of South Sudan; and

(4) Is managed by a governing body the majority of who are citizens or lawful permanent residents of South Sudan.

For purposes of this section, 'majority owned' and 'managed by' include, without limitation, beneficiary interests and the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization's managers or a majority of the organization's governing body by any means. USAID encourages applications from organizations that have not previously received financial assistance from USAID.

C.2 Cost Sharing or Matching

There is no cost sharing or matching requirement for this award.

C.3 Other

Each applicant may submit one application only.

SECTION D: APPLICATION AND SUBMISSION INFORMATION

D.1 Agency Point of Contact

Name: Mr. Joseph Terrazas
Title: Agreement Officer
Email: jterrazas@usaid.gov
Mailing Address: 4420 Juba Place
Washington, D.C. 20521-4420

D.2 Questions and Answers

Questions regarding this NOFO should be submitted to: Jaimy Lewis at jailewis@usaid.gov with a courtesy copy to Michael Loro at mloro@usaid.gov no later than the date and time indicated on the cover letter, as amended. Answers and all questions received by such time from emails will be posted publicly on the listing for this opportunity on www.grants.gov.

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

D.3 General Content and Form of Application

Each Applicant must furnish the information required by this NOFO. Applications must be submitted in the prescribed formats for each phase of review. This subsection addresses general content requirements applying to all applications.

Please see subsections D.5 and D.6, below, for information on the content specific to the Technical and Business (Cost) Applications. The Technical Application must address technical aspects only while the Business (Cost) Application must present the cost information.

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

- Name of the organization(s) submitting the application. Identification and signature of the primary contact person (by name, title, organization, mailing address, telephone number and email address) and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number and email address)
- Activity Title - The Applicant must propose an activity title. Activity titles must be no more than three words and have such meaning as to be able to explain the purpose of the activity, preferably for a Washington DC and South Sudan audience.
- Notice of Funding Opportunity number
- Name of any proposed sub-recipients or partnerships (identify if any of the organizations 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.

Applications must comply with the following:

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

● Written in English.

● Use standard 8 ½" x 11", single sided, single-spaced, 12-point Times New Roman font, 1" margins, left justification and headers and/or footers on each page including consecutive page numbers, date of submission, and applicant's name.

● 10-point font can be used for graphs and charts. Tables, however, must comply with the 12-point Times New Roman requirement.

● Submitted via Microsoft Word or PDF formats, except budget files which must be submitted in Microsoft Excel.

● The estimated start date identified in Section B of this NOFO must be used in the cost application.

● The technical application must be a searchable and editable Word or PDF format as appropriate.

● The Cost Schedule must include an Excel spreadsheet with all cells unlocked and no hidden formulas or 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 cost application submission is the unlocked Excel version

Applicants must review, understand, and comply with all aspects of this NOFO, including but not limited to the type of activity sought, application submission requirements and selection process. Applications that fail to comply with this NOFO may not be evaluated further and may be removed from further consideration. Applicants should retain a copy of the application and all enclosures for their records.

Applicants must set forth full, accurate and complete information as required by this NOFO. The penalty for making false statements to the U.S. Government is prescribed in 18 U.S.C. 1001.

D.4 Application Submission Procedures

Initial Applications in response to this NOFO must be submitted no later than the closing date and time indicated on the cover letter, as amended. Applications must be submitted by email to Jaimy Lewis at jailewis@usaid.gov with a courtesy copy to Michael Loro at mloro@usaid.gov and Joseph Terrazas at jterrazas@usaid.gov and JubaOAA-HEA@usaid.gov **Applications submitted through www.grants.gov will not be accepted.** Late applications will not be reviewed. Applicants must retain proof of timely delivery in the form of system generated documentation of delivery receipt date.

The following provides the estimated timing for conducting the merit review process. This timeline is subject to change:

July 25th, 2022: Applications submitted
July 25th- August 15th, 2022: Applications reviewed by USAID
August 2022: Co-creation process between USAID and selected applicant

September 2022: Final negotiations and award of cooperative agreement

Application email submissions must include the NOFO number and Applicant's name in the email 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".

USAID's preference is that the technical application and the cost application 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 will not be 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 or indicate in the file name if submitted via grants.gov that it is a "corrected" submission. Do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email. 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/South Sudan cannot guarantee their acceptance by the internet server.

D.5 Technical Application Format

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 program. The application should take into account the requirements of the program and merit review criteria found in this NOFO.

(a) Cover Page (See Section D.3 above for requirements) – not included in the 7-page limitation

The Cover Page should include the following:
A. Program title
B. Request for Applications reference number
C. Name of organization(s) applying for the agreement
D. Any partnerships
E. Contact person, telephone number, email address, address, and name(s) and title(s) of person(s) who prepared the application, and corresponding signatures

F. DUNS number of the Applicant

(b) Technical Approach (no more than 5 pages, included in the 7-page limitation)
The technical approach should describe how the applicant proposes to address the issues laid out in the program description.
The Technical Approach should be structured to include:
● Statement of the development problem
● Proposed implementation approach, incorporating the interventions included in the the Program Description, above
● Clearly articulated methods for building local ownership of the results of the project and demonstrate the prospects for the activities and results to continue after completion of the agreement.
● Clear advocacy plan to translate findings into action
● An effective and efficient monitoring approach

(c) Financial and Operational Capacity (no more than 2 pages, included in the 7-page limitation)
The financial and operational capacity section should include the following:
● Proposed milestone chart for years 1 and 2, based on the illustrative annual milestone chart included in the Program Description, above, with proposed milestone payments schedule
● Statement of capabilities describing organizational capacity and past experience -- both in similar technical areas (community-led monitoring) as well as with grants of a similar size
● Organizational chart of the Applicant

D.6 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 template in Annex 1.

Prior to award, applicants 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.

The Cost Application must contain the following sections (which are further elaborated below this listing with the letters for each requirement):

a) Cover Page (See Section D.3 above for requirements)

b) Required Certifications and Assurances
The applicant 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/sites/default/files/documents/1868/303mav.pdf
(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).

c) Budget and Budget Narrative

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

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

● Summary Budget, inclusive of all program costs (federal and non-federal), broken out by major budget category and by year for activities implemented by the applicant and any potential sub-applicants for the entire period of the program. 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 sub-recipient, for all federal funding and cost share, broken out by budget category and by year, for the entire implementation period of the project.

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

1) Salaries and Allowances – Must be proposed consistent with 2 CFR 200.430 Compensation - Personal Services. The applicant's budget must include position title, salary rate, level of effort, and salary escalation factors for each position. Allowances, when proposed, must be broken down by specific type and by position. Applicants must explain all assumptions in the Budget Narrative. The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what is paid for similar work in other activities of the applicant. Applicants must provide their established written policies on personnel compensation. If the applicant's written policies do not address a specific element of compensation that is being proposed, the Budget Narrative must describe the rationale used and support market research.

2) Fringe Benefits – (if applicable) If the applicant has a fringe benefit rate approved by an agency of the 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 of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.

3) Travel and Transportation – Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Per Diem and associated travel costs must be based on the applicant's normal travel policies. When appropriate please

provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.

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

5) Subawards – Specify the budget for the portion of the program to be passed through to any subrecipients. See 2 CFR 200 for assistance in determining whether the sub-tier entity is a subrecipient or contractor. The subrecipient budgets must align with the same requirements as the applicant's budget, including those related to fringe and indirect costs.

6) Construction – Not applicable

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

8) Indirect Costs – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In order to better understand indirect costs please see Subpart E of 2 CFR 200. The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most commonly used Indirect Cost Rate methods:
<u>Method 1 - Direct Charge Only</u>
Eligibility: Any applicant
Initial Application Requirements: See above on direct costs

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

<u>Method 3 - De minimis rate of 10% of modified total direct costs (MTDC)</u>
Eligibility: Any applicant that does not have a current NICRA
Initial Application Requirements: Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to

negotiate an indirect rate, which the non-Federal entity may apply to do at any time. The applicant must describe which cost elements it charges indirectly vs. directly. See 2 CFR 200 for further information.

<u>Method 4 - Indirect Costs Charged As A Fixed Amount</u>
Eligibility: Non U.S. non-profit organizations without a NICRA may request, but approval is at the discretion of the AO
Initial Application Requirements: Provide the proposed fixed amount and a worksheet that includes the following:
● Total costs incurred by the organization for the previous fiscal year and estimates for the current year.
● Indirect costs (common costs that benefit the day-to-day operations of the organization, including categories such as salaries and expenses of executive officers, personnel administration, and accounting, or that benefit and are identifiable to more than one program or activity, such as depreciation, rental costs, operations and maintenance of facilities, and telephone expenses) for the previous fiscal year and estimates for the current year
● Proposed method for prorating the indirect costs equitably and consistently across all programs and activities of using a base that measures the benefits of that particular cost to each program or activity to which the cost applies.

If the applicant does not have an approved NICRA and does not elect to utilize the 10% de minimis rate, the Agreement Officer will provide further instructions and may request additional supporting information, including financial statements and audits, should the application still be under consideration after the merit review. USAID is under no obligation to approve the applicant's requested method.

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

e) Approval of Subawards
The applicant must submit information for all subawards that it wishes to have approved at the time of award. For each proposed subaward the applicant must provide the following:

● Name of organization
● DUNS Number
● Confirmation that the subrecipient does not appear on the Treasury Department's Office of Foreign Assets Control (OFAC) list
● Confirmation that the subrecipient does not have active exclusions in the System for Award Management (SAM)
● Confirmation that the subrecipient is not listed in the United Nations Security designation list
● Confirmation that the subrecipient is not suspended or debarred
● Confirmation that the applicant has completed a risk assessment of the subrecipient, in accordance with 2 CFR 200.332(b)

● Any negative findings as a result of the risk assessment and the applicant's plan for mitigation.

f) Dun and Bradstreet and SAM Requirements

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

1. Provide a valid DUNS number for the applicant and all proposed sub-recipients;
2. Be registered in SAM before submitting its application. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient (www.beta.sam.gov).
3. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

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

DUNS number: http://fedgov.dnb.com/webform

SAM registration: http://www.beta.sam.gov

Non-U.S. applicants can find additional resources for registering in SAM, including a Quick Start Guide and a video on how to obtain an NCAGE code, on www.beta.sam.gov, navigate to Help, then to International Registrants.

g) History of Performance

The applicant must provide information regarding its recent history of performance for all its contracts, grants, or cooperative agreements involving similar or related programs, not to exceed 5 (five) relevant awards as follows:

• Name of the Awarding Organization;
• Award Number;
• Activity Title;
• A brief description of the activity;
• Period of Performance;
• Award Amount;
• Reports and findings from any audits performed in the last 3 (three) years; and
• Name of at least two (2) updated professional contacts who most directly observed the work at the organization for which the service was performed with complete current contact information including telephone number, and e-mail address for each proposed individual.

If the applicant encountered problems on any of the referenced Awards, 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.

h) Branding Strategy & Marketing Plan

The apparently successful applicant will be asked to provide a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer and incorporated into any resulting award. **(Note: applicants should NOT submit the branding & marking plan until requested.)**

Branding Strategy – Assistance (June 2012)

I. Applicants recommended for an assistance award must submit and negotiate a "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.

II. 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.

III. Failure to submit and negotiate a Branding Strategy within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.

IV. 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.

V. 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 http://www.usaid.gov/branding, unless Section VI of the RFA or APS states that the USAID Administrator 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) 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. Section VI of the RFA or APS will state if an Administrator 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.

(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. Applicants must incorporate the USAID Identity and the message, “USAID is 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 the host-country government or ministry, including any planned acknowledgement of the host-country government.

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.

VI. 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.

VII. 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 (June 2012)

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 brand mark, 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. Section VI of the RFA or APS will state if an Administrator 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. Failure to submit and negotiate a Marking Plan within the time frame specified by the Agreement Officer 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 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 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, audiovisual 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; and

(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. If the applicant receives an assistance award, 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.

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

Construction will not be authorized under this award.

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

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

j) Conscience Clause Implementation (February 2012)
(a) An organization, including a faith-based organization, that is otherwise eligible to receive funds under this agreement for HIV/AIDS prevention, treatment, or care—

1) Shall not be required, as a condition of receiving such assistance—

(i) to endorse or utilize a multisectoral or comprehensive approach to combating HIV/AIDS; or

(ii) to endorse, utilize, make a referral to, become integrated with, or otherwise participate in any program or activity to which the organization has a religious or moral objection; and

2) Shall not be discriminated against in the solicitation or issuance of grants, contracts, or cooperative agreements for refusing to meet any requirement described in paragraph (a)(1) above.

(b) An applicant who believes that this solicitation contains provisions or requirements that would require it to endorse or use an approach or participate in an activity to which it has a religious or moral objection must so notify the cognizant Agreement Officer in accordance with the Mandatory Standard Provision titled “Notices” as soon as possible, and in any event not later than 15 calendar days before the deadline for submission of applications under this solicitation. The applicant must advise which activity(ies) it could not implement and the nature of the religious or moral objection.

(c) In responding to the solicitation, an applicant with a religious or moral objection may compete for any funding opportunity as a prime partner, or as a leader or member of a consortium that comes together to compete for an award. Alternatively, such an applicant may limit its application to those activities it can undertake and must indicate in its submission the activity(ies) it has excluded based on religious or moral objection. The offeror's proposal will be evaluated based on the activities for which a proposal is submitted, and will not be evaluated favorably or unfavorably due to the absence of a proposal addressing the activity(ies) to which it objected and which it thus omitted. In addition to the notification in paragraph (b) above, the applicant must meet the submission date provided for in the solicitation.

[End of Provision]

k) Conflict of Interest Pre-Award Term

a. Personal Conflict of Interest

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

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

b. Organizational Conflict of Interest

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

[END OF SECTION D]

SECTION E: APPLICATION REVIEW INFORMATION

E.1. Criteria

Applicants should note that these criteria serve to: (a) identify the significant matters which the applicants should address in their applications, and (b) set the standard against which all applications will be evaluated.

Technical and other factors will be evaluated relative to each other, as described here and prescribed by the Technical Application Format. The Technical Application will be rated by a Selection Committee (SC) using the criteria described in this section.

E.2 Review and Selection Process

a) Merit Review
USAID will conduct a merit review of all applications received that comply with the instructions in this NOFO. Applications will be reviewed and evaluated in accordance with the following criteria, listed in order of descending importance:

1. TECHNICAL APPROACH: Extent to which the application incorporates all of the PEPFAR CLM activity parameters (including interventions from section 5 of the Program Description)
2. SUSTAINABILITY: Extent to which the application clearly articulates methods for building local ownership of the results of the project and demonstrates the prospects for the activities and results to continue after completion of the agreement
3. CAPACITY & EXPERIENCE: Extent to which the applicant demonstrates the organizational capacity and past experience -- both in similar technical areas (community-led monitoring) as well as with other grants of a similar size
4. MILESTONES: Appropriateness and reasonableness of the applicant-proposed milestone chart, and the proposed milestone payments schedule

b) Business 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. **However, under the final award, payment will be made based on satisfactory completion of milestones, NOT based on costs incurred.**

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.

While cost is less important than technical and is not weighted, however, the cost application of the apparently successful Applicant will be evaluated for cost effectiveness. Other considerations are the completeness of the application, adequacy of budget detail and consistency with elements of the technical application. All evaluation factors other than cost or price, when combined, are significantly more important than cost. However, estimated cost is an important factor and the estimated cost to the Government increases in importance as competing applications approach equivalence and may become the deciding factor when technical applications are approximately equivalent in merit. The AO will perform a risk assessment in accordance with 2 CFR 200.206 and ADS 303.3.25.

c) Co-creation

After the Merit Review phase, the selected applicant will work with USAID to refine the program description and milestone plan, revise any issues with the budget, and respond to any other issues identified by the Selection Committee.

Although the goal of this co-creation process is to negotiate a final award with the applicant, USAID reserves the right to select a different applicant from the pool of applicants, based on the merit review criteria, if final agreement is not reached with the initially selected applicant.

[END OF SECTION E]

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

F.1. Federal Award Notices

A notice of award signed by the AO is the authorizing document for the award resulting from this NOFO. USAID will provide it electronically to the authorized individual identified by the Recipient in the application.

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

F.2. Administrative & National Policy Requirements

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

For Non-US organizations: Standard Provisions for Fixed Amount Awards to Non-governmental Organizations: https://www.usaid.gov/ads/policy/300/303mab

F.3. Reporting Requirements

The Recipient must provide the following reports to the Agreement Officer's Representative (AOR) and to the Agreement Officer (AO) in accordance with 2 CFR 200.328 and 200.327 and the Substantial Involvement provisions of the award.

i. Work Plans (WP):

Within forty-five days (45) of the effective date of the award of the fixed amount award Cooperative Agreement, the Recipient must develop and submit the work plan for the first year including activities for subsequent years two and three) to the AOR. WPs may be submitted electronically. Upon acceptance of the work plan by the AOR, any substantial revisions to the plan must require the written approval of the AOR. The Recipient must ensure that the WP appropriately reflects activity objectives, guiding principles, and the program description.

The Recipient's learning and adapting approach may entail periods of reflection/assessment that lead to significant changes to the WP in such areas as partnerships, technical focus, approaches, etc. In these instances, the WP may be revised in the course of implementation, as needed, to reflect changes on the ground with the concurrence of the AOR.

ii. Quarterly/Annual Performance Reports:

Reports may be submitted electronically. Regardless of the start date of the award, all reporting will be adjusted to the USG fiscal year calendar.

Quarterly Reports: The Recipient must submit quarterly reports within 30 days of the end of the quarter that provide succinct implementation updates, but primarily summarize community input on the Community Led Monitoring (CLM) process. PEPFAR suggests the following methodologies for gathering community input:

- ○ Outcome harvesting https://www.dmeforpeace.org/resource/outcome-harvesting-best-practices-for-learning-reflection/
- ○ Success stories https://pdf.usaid.gov/pdf_docs/PBAAE637.pdf
- ○ Community engagement and feedback sessions https://usaidlearninglab.org/sites/default/files/resource/files/82_-_jsi_-_zimbabwe_-_data_dashboards_and_dialogue_for_policy_advocacy_wins_in_zimbabwe.pdf

Quarterly CLM M&E Visits Results Sharing Meetings: The Recipient must organize and present at quarterly results sharing sessions with the US Government PEPFAR team and other stakeholders.

○ In Year 1, only two quarterly sharing sessions are envisioned (in Q2 and Q3); the first quarter session will be replaced with a formal update meeting where the CLM Activity will share progress on the establishment of M&E coordination groups, tool design, and any initial data gathering work.

○ In Years 2 and after, these sessions will be quarterly.

Annual Reports: The Recipient must submit an annual report, as its fourth quarter report each year that includes a narrative of achievements, and progress against the work plan and agreed upon performance indicators. A format for the annual report must be approved by the AOR on an annual basis. The Recipient must submit annual reports within thirty (30) calendar days of the end of each U.S. Government fiscal year. Annual reports should contain content appropriate for public dissemination. In addition to content summarizing performance from the preceding quarter, the Annual Report must include a section that summarizes performance from the preceding year. The annual summary must concentrate on outcome and impact based on agreed upon performance indicators. This should be the largest section of the annual report. It will report on annual achievements against targets and will account for any shortfalls. The analysis in the annual section must not be limited to performance measures – it will also summarize progress during the previous year in a qualitative fashion. To this end, the Annual Report must also utilize photos, maps, tables, and other graphical elements useful in summarizing project performance from the past year.

CLM End-of-Year Stock-Taking and Results Sharing Meeting (Annual): The Recipient is to organize CLM End-of -Year Stock-Taking and Results Sharing Meeting on an annual basis. Description of the End-of -Year Stock-Taking and Results Sharing Meeting is included under the Collaboration, Learning, and Adapting subheading (9 c) below.

iii. Gender Reporting:

As part of the Quarterly/Annual Performance Reports, the Recipient will also report any activities implemented during the period, with progress and results that contributed towards promotion of Gender Equality and Female Empowerment. The Recipient must collect, analyze and submit sex disaggregated data and propose actions that will address the gender gaps or barriers in achieving the above objectives. The Recipient will report any challenges to the AOR.

iv. Development, Outreach and Communication:

The Recipient will be requested to include in their quarterly and annual reports a section on the outreach and communications efforts of the Program. This section should describe the program's activities to raise public awareness about the Program, promote its key messages and strengthen USAID's brand. The reporting must include sample communications products, links to publications, statistics on audiences reached and other related items described in the Branding Strategy and Marking Template Plan. The final list of items and the form of reporting will be finalized in consultation with the AOR.

v. Special Reporting

1. Depending on the final scope of activities and results indicators agreed by USAID and the Recipient, USAID may require additional annual reporting to fulfill Agency, congressional, or presidential requirements. The Recipient will be notified of these requirements in advance.

2. Notifications - Notifications should be sent to the AO and the AOR as follows:

● Developments which may have a significant impact on the activities supported by this Award; and

● Problems, delays, or adverse conditions which materially impact the recipient's ability to timely meet the objectives of this Agreement. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the implementation challenge.

3. Security Plan and Reports

a. As set forth in Section F.11 below, as part of the overall security requirements, the Recipient must report any security threats and/or incidents impacting the implementation of the award, verbally or by telephone, immediately to the AOR or Alternate AOR in the AOR's absence and PLSO, as described below. At the minimum, a security incident report must contain the name of the Organization, name of the individual(s), date, time, a description of what happened, where the incident occurred, and any other relevant details surrounding the incident. The type and frequency of these reports may vary. If there is an ongoing incident, progress reports must be submitted to keep the AOR apprised of the situation.

vi. Activity Monitoring, Evaluation and Learning (AMEL) Plan & DIS Reporting

The Recipient must develop and implement an Activity Monitoring, Evaluation and Learning (AMEL) Plan in accordance with ADS 201.3.4.10. that measures and tracks progress toward the immediate results and expected outcomes. The Recipient must submit the AMEL Plan within 90 days after the effective date of award. The Agreement Officer's Representative (AOR) will review and approve the plan within 20 calendar days after receipt of the draft implementation plan. If revisions are required, the Recipient must resubmit a further revised plan within 15 calendar days after receipt of comments provided by the AOR.

The AMEL Plan should include:

1. Overall description of the monitoring, evaluation, and learning (MEL) approach, including proposed indicators, methodologies for collection and verification, data sources, and

responsible parties.
2. Collaboration with any external evaluations, including Data Quality Assessments (DQA) conducted by USAID.
3. Performance Indicator Reference Sheet (PIRS) for each mandatory and custom indicator, including the rationale for selected custom indicators at the outcome level.
4. A Logical Framework Matrix that includes all indicators and their baselines, annual target values, life of Activity target values, and disaggregate levels, including disaggregation by sex.
5. Outline the management of data at all stages, including data collection, storage, analysis, quality and reporting.

In the AMEL plan, the Recipient must identify which indicators lend themselves to geographic representation and report accordingly. The AMEL plan must demonstrate how such geographically disaggregated indicators will be used to analyze Activity performance and inform management decisions.

The AMEL plan must include indicators that USAID uses in its own standardized reporting as well as indicators that the Recipient believes to be necessary in order to adequately measure, track progress and impact, and adapt the activity for maximum impact. The Recipient must describe the rationale behind the indicators selected (relevance of the indicator, data quality, availability, cost effectiveness of collection, etc.). The Recipient is encouraged to keep these to the minimum number necessary for monitoring needs and to propose innovative approaches and creative technologies for data collection. Outcome indicators, as opposed to output indicators, should be used whenever possible. Any modification to an indicator and its PIRS must be validated and approved by the COR.

As part of the AMEL Plan, the Recipient must submit a CLA Plan supplement. The CLA Plan must describe how the Recipient will:
-Collaborate with USAID; government counterparts; and other stakeholders, including reflection opportunities, such as "pause and reflect" and plans to use the knowledge and learning for adaptations. -Establish a fit-for-purpose learning agenda, including opportunities to reflect on progress, review challenges and successes, and learn from failure.
-Describe plans for documenting and disseminating gained knowledge during implementation and at the activity close-out event (CLM FINAL Stock-Taking and Results Sharing Meeting)

USAID asks the Recipient to develop learning and adaptation approaches that are focused on supporting effective decision-making and proper refinements to the activity. While there are compliance requirements, the Recipient will be most successful if it can also employ a substantive, genuine, and open approach to learning beyond what is minimally required. Specifically, the Recipient investigates what has worked and what has failed.

The Recipient then incorporates this learning in a practical fashion into the implementation of the activity. This would be indicative of a truly learning and adapting organization.

The plan must also include an analysis of the role of gender equality and social inclusion. Moreover, the Recipient should plan ahead for the ways in which the private sector may be engaged to propel and sustain the activity's objectives and promote local ownership.

As part of CLA, the AMEL plan should be revised as needed in response to changes in the Activity or context that occur during the life of the Activity, including changes to USAID mandatory standard indicators and indicator disaggregate categories. All changes must be approved in writing by the AOR.

In developing the AMEL plan, the Recipient should follow the guidance outlined in USAID's How-To Note: Activity Monitoring, Evaluation, & Learning (AMEL) Plan document: https://usaidlearninglab.org/sites/default/files/resource/files/cleared_-_how-to_note_-_activity_mel_plan_sep2017.pdf.

The Recipient is highly encouraged to utilize the AMEL Plan template that will be provided by the AOR. The Recipient must submit AMEL data in quarterly and annual reports. In compliance with ADS 201 and ADS 579 regarding data reporting, once the AMEL Plan is approved by the AOR, the Recipient must register in USAID/South Sudan's DIS System and provide the required information. AMELP indicators (PIRS Information). The indicator results will be uploaded on a quarterly basis.

vii. Final Report:

The Recipient must submit a final report that summarizes achievements, and progress against the work plan and agreed-upon performance indicators over the life of the project. The Recipient must submit the Final Report by the end date of the award. The Final Report must contain content appropriate for public dissemination, and must not directly recycle text, photos or other elements from Annual Reports. The Final Report must include photos, maps, tables, and other graphical elements as relevant. The Final Report must contain the following information:

1. An executive summary of the accomplishments and results achieved;
2. An in-depth analysis of progress and results that synthesizes achievements that contributed to program objectives. This section must clearly describe activities, major accomplishments, and results achieved, including results for all of the activities under the Cooperative Agreement;
3. A summary of progress made in achieving indicator targets during the activity implementation (based on valid data collection and analysis and credible baseline) including final data, compared to baseline data, for all indicators included in the monitoring, evaluation and learning plan. This section should include disaggregated data by sex, historically disenfranchised groups, and other relevant groups identified;
4. A description of the reasons why targets were not achieved or were surpassed and why activities were delayed or not carried out, if appropriate;
5. An updated Performance Indicator Tracking Table covering the life of the Activity, and if requested, an updated site location reporting form. USAID may require that this data be submitted through an online platform.
6. A summary of the problems/obstacles encountered during the implementation, and how those obstacles were addressed and overcome, if appropriate;
7. A catalogue of success stories submitted by the Activity;
8. Lessons learned, best practices, and other findings, along with recommendations for future programming in this sector;

9. A summary of Recipient capacity building activities undertaken and results achieved over the life of the Activity.
10. A comparison of actual expenditures with budget estimates, including an analysis and explanation of cost overruns or high unit costs, as relevant;
11. Other pertinent information, including recommendations with-in depth- analysis and lessons learned, related to the overall activity results;
12. The Final Report must also contain an index of all reports and information products produced under the award; and
13. The Final Report must include a professional-quality, multimedia summary of the Activity's achievements and impact with the South Sudan public as the target audience. The multimedia summary format could include any, or combination of, the following: photo stories, videos, infographics, a web page, etc. The AOR will consult with the recipient regarding format, audience, and content.

5.4 Development Experience Clearinghouse Requirements

Consistent with ADS 540, the Recipient must prepare and submit a copy of semi-annual and final performance reports, results of assessments and operational research, if any, required by this award to the USAID Development Experience Clearinghouse (DEC) at:

Online: https://dec.usaid.gov/dec/content/submit.aspx
By Mail: USAID Development Experience Clearinghouse

Essential bibliographic information must accompany submissions, whenever it is available. The submission page on the DEC identifies the minimum required fields to submit. For questions on DEC submissions, contact:

Email: ksc@usaid.gov
Telephone: +1 202-712-0579

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

F.5 Program Income

USAID does not anticipate any program income under the award. Should there be any program income, the Recipient shall account for it in accordance with 2 CFR 200.307. Program income earned under this award shall be added to the project.

F.6 Environmental Compliance

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment is 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) Part 204 (https://www.usaid.gov/sites/default/files/documents/1865/204.pdf) which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities.

The Applicant's environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this NOFO. In addition to complying with the obligations below, the offeror must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between the host country and USAID regulations, the latter shall govern.

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

As part of its initial Implementation Plan, and all Implementation Plans thereafter, the Recipient, in collaboration with the AOR and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, must review all ongoing and planned activities under this Cooperative Agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation.

If the recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it must prepare an amendment to the documentation for USAID review and approval. No such new activities may be undertaken prior to receiving written USAID approval of environmental documentation amendments. Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation must be halted until an amendment to the documentation is submitted and written approval is received from USAID.

F.7 Climate Risk

All USAID projects and activities approved after October 1, 2016 are required to be assessed for climate risks. The process of assessing, addressing, and adaptively managing climate risks is known as climate risk management (see Climate Risk Management for USAID Projects and Activities, a Mandatory Reference for ADS Chapter 201 https://www.usaid.gov/sites/default/files/documents/1868/201mal_042817.pdf). The goal of climate risk management is to make USAID's development work more resilient to potential changes in climate or weather conditions -- such as increasing temperatures, more frequent droughts or floods, or large storms. These events can have potential negative consequences on projects or activities, making it more difficult to achieve results. With better analysis and planning, USAID can anticipate, prepare for, and adapt to these changing conditions and avoid inadvertently increasing our exposure to risk.

Climate risk is the potential for negative consequences due to changing climatic conditions where the outcome is uncertain. The focus of climate risk management at USAID is on the risk to USAID development programs. This risk consists of individual climate risks—potentially severe adverse consequences for development programs resulting from the interaction of climate-related hazards with the vulnerability of societies and systems exposed to climate change. A climate risk may arise when something is exposed to a climate stressor such as higher temperatures, flooding or drought. The level of risk increases as the magnitude of the negative consequence from the exposure increases and it also increases as the likelihood of the negative consequence increases.

For CLM, USAID/South Sudan conducted the climate risk assessment and will present results to the Recipient during the Post Award Orientation Meeting. If the assessment indicates moderate or high climate risks, each risk must be addressed by integrating risk management measures into activity implementation. This will be done through an Environmental Management Approach (EMA) in the Monitor system, where the Recipient will describe specifically how it will implement all Initial Environmental Examination (IEE) conditions and mitigation measures that result from the climate risk screening that apply to proposed activities within the scope of the award, including identified climate risks.

F.8 Limiting Plastic Pollution and Mismanaged Waste (March 2020)

Environmental stewardship is a USAID priority, including preventing ocean pollution from mismanaged plastic waste. USAID seeks to model environmentally aware practices. As such, the recipient is encouraged to use alternatives to disposable products to reduce environmental impacts. Further, the implementing partner should identify opportunities to support and highlight environmentally friendly, sustainable solutions during the course of implementation.

F.9 Branding and Marking Requirements

It is a federal statutory and regulatory requirement that all USAID programs, projects, activities, public communications, and commodities that USAID partially or fully funds under a USAID grant or cooperative agreement or other assistance award or sub-award, must be marked appropriately overseas with the USAID Identity. See Section 641, Foreign Assistance Act of 1961, as amended; 2 CFR 700.16.

The Recipient will follow the Branding Strategy and Marking Plan as approved by the Agreement Officer and as incorporated into the Cooperative Agreement at the time of award. The Branding Strategy and Marking Plan will be implemented in accordance with standard provision M.9 Marking and Public Communications Under USAID-Funded Assistance.

All final communication assets (e.g., public and media documents, marketing materials, speeches, and event preparation forms, press coverages) will be provided to the Mission's Development Outreach and Communications (DOC) team. This is to ensure that USAID is aware of all public communication about the agency in South Sudan and that USAID is aware of how to promote the activity's assets and impact on the USAID social media pages, press when appropriate, and to USAID/Washington.

F.10 Non-Federal Audits

In accordance with 22 CFR Part 226.26 Recipients and Subrecipients are subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 U.S.C. 7501–7507) and revised OMB Circular A–133, "Audits of States, Local Governments, and Non-Profit Organizations." Recipients and

Subrecipients must use an independent, non-Federal auditor or audit organization which meets the general standards specified in generally accepted government auditing standards (GAGAS) to fulfill these requirements.

11. Electronic Payments System

I. Definitions:

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

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

II. The Recipient agrees to use an electronic payment system for any payments under this award to beneficiaries, subrecipients, or contractors.

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

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

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

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

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

IV. More information about how to establish, implement, and manage electronic payment methods is available to Recipients at http://solutionscenter.nethope.org/programs/c2e-toolkit.

F.11 Security Requirements

One of USAID/South Sudan’s primary programming concerns is that its implementing partners take all reasonable precautions to minimize risks to all staff and operations funded by the Agency. While risk can never be fully eliminated, USAID/South Sudan expects its partners to be adequately prepared to work in the prioritized cities and regions specified in the USAID/South Sudan Strategic Framework. The Recipient must be aware of security conditions in South Sudan, and by entering into this Agreement, assumes full responsibility for the safety of its employees.

Prior to commencing work, the Recipient must ensure that it has adequate procedures in place to advise its employees of situations or changed conditions that could adversely affect their security. In order to keep abreast of security conditions in South Sudan, the Recipient must seek information from all available sources, including USAID/South Sudan's Partner Liaison Security Office Contractor (PLSO) and other sources as directed by the Agreement Officer, for all areas in which its employees work or travel.

The Recipient acknowledges that security conditions are subject to change at any moment, that USAID cannot guarantee the accuracy of any information that it may provide to the Recipient, and that USAID assumes no responsibility for the reliability of such information.

The Recipient has sole responsibility for approving all travel plans for its employees and/or his dependents traveling to South Sudan if allowed by the Recipient's personnel internal policies. The Recipient is also responsible for immediately notifying USAID/South Sudan and the U.S. Embassy American Citizen Services section in the event a U.S. citizen employee does not return from travel as expected or does not report to work. American citizen personnel are encouraged to register in the State Department Smart Traveler Enrollment Program (STEP).

In the event that USAID requests the Recipient to do so, the Chief of Party (COP) [or alternative staff member with a similar activity leadership function] must assume responsibility for contacting all of its employees.

The Recipient must provide to the PLSO, or others as directed by the Agreement Officer, the name, current address, and current home and/or cellular telephone number of the COP and of an alternate designated employee. The Recipient is responsible for ensuring that the information on file with the PLSO is up to date so that in an emergency, the COP or alternate representative can be reached immediately and he/she can rapidly contact all other affected employees. The Recipient is requested to notify the PLSO, copying the Agreement Officer, about any changes of the individual listed in the security plan who are considered in-charge of security.

SAFETY AND SECURITY PLAN

The Recipient must submit a location-specific Safety and Security Plan (SSP) for proposed operational areas, which may be as specific as by state, county, and place, where activities will occur. The Recipient will use discretion in providing a level of detail appropriate to the operating context and variance in conditions across the targeted areas. The SSP is to be implemented and maintained also by all sub-awardees. The SSP will be reviewed by the Agreement Officer in consultation with the PLSO.

The plan should include commentary on all aspects listed below:

1. Security risk management approach that ties into this threat and vulnerability analysis to mitigate risks.
2. A description of the organizational structure and associated roles and responsibilities of those responsible for security risk and emergency management and including how these integrate with headquarters / regional teams as relevant.

3. A description of the overarching security incident response and management process (from initial notification through to the implementation of a planned course of response action).
4. A description of the emergency communications approach to be used to enable the project to communicate quickly to staff in the event of an emergent threat and that allows staff to communicate in the event of a security incident affecting them or their locality.
5. A description of the approach taken to training and exercising all staff in support of secure project operations.
6. A description of the approach to travel risk management – including journey management.
7. A description of the approach to physical security of premises (offices, compounds, warehouses, residences, etc.), including the nature of contracted guard force and other security services, approach to access control and visitor management.
8. Contingency planning for relevant emergency situations such as -

- Abductions or illegal detention,
- Evacuation,
- Emergency medical care,
- Psycho-social support for staff impacted by serious crimes or personal violence,
- Sexual assault,
- Armed attack,
- Reporting and prosecution options, etc., and
- Risk mitigation measures, which address specific needs based on analysis of proposed program areas.

Submission of global security handbooks and/or policy documents does not qualify as a Safety and Security Plan. The Safety and Security Plan must be demonstrably written for and apply directly to the areas where activities will be implemented. All personnel and operations funded under this award, including sub-awardees or other partners with substantive programmatic contributions, must be covered by a safety and security plan. The Recipient must pay attention to the unique threats and vulnerabilities faced by their staff, beneficiaries, sub- awardees, etc., and directly address these threats and vulnerabilities in safety and security plans.

In terms of protection from sexual exploitation and abuse (PSEA) for activity staff, beneficiaries, sub-awardees, etc., the Recipient must describe how the activity will monitor this, as well as manage potential cases internally and externally according to relevant local South Sudanese laws.

SECURITY REPORTING RESPONSIBILITIES

The Recipient must submit the below reports to the PLSO and other personnel as directed by the Agreement Officer. The type and frequency of these reports may vary with the project scope, location, and criticality. The Recipient must submit an Initial Incident Report (SIR, IR SITREP or other – see below for definitions) within the timescales described below, and, thereafter, subsequent further reporting as often as the situation requires (weekly, bi-weekly, monthly etc.).

1. 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.

a. Serious Incident Report (SIR)

● An incident that involves the death, injury, kidnapping of Contractor personnel and/or damage to Contractor property.
● An incident that has critically damaged the funded program, such as fire, catastrophic flood, etc.
● Initial SIR must be reported verbally immediately, and no later than 4 hours of the incident occurrence/discovered.
● A Complete SIR must be filed in writing by email within 24 hours of the incident.
● Updated written SIR must continue to be filed on a timely basis (daily, weekly) as long as the situation exists. The timeline will be adjusted as required by the Contracting Officer
● Final Report SIR will summarize the incident, the subsequent happenings and the final resolution.

b. 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, followed 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 no later than 72 hours after the incident.

c. Situation Report (SITREP)

● A report that a significant, but not critical action or activity, has taken place that has impacted, or may impact, on the well-being of the personnel or the success of the program. This report may describe trends, secondhand information that may have bearing on the project, or impact on future operations.
● There is no predetermined reporting timeline. The report will be submitted by the Contractor as needed and required by PLSO, in consultation with the cognizant CO/AO.

Telephonic communication is the preferred method to provide the initial information of an incident. A written report by e-mail must follow as soon as possible within the above-described guidelines and it must be as detailed as possible. The report must follow the format approved in the original Security Plan but at a minimum it must contain:
● What: What happened – provide the specific details of the event.
● Where: Where exactly did the event happen – provide the specific location or area.
● When: What was the specific date and time of the event.
● Why: Why did the event happen; is there a background or context to the situation.
● Who: Who is involved, especially as it relates to injuries, deaths, arrests, or kidnappings.[1]
● Who: Who is managing the situation – provide their names, contact details and appointments?
● Risks: What are the risks now, do they present a continued direct or indirect threat, and how likely are they to occur.

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[1] Incident reporters must clearly state whether the identities of those who have died, been seriously injured, are seriously ill, or have been kidnapped or are associated with a serious act of ethical misconduct / inappropriate behavior are CONFIRMED or UNCONFIRMED. Where an incident relates to allegations of / suspected or established serious acts of ethical misconduct / inappropriate behavior, incident reporters must clearly state the status of the case against an identified individual: whether it is alleged, suspected or established. Where reporting a kidnapping, incident reporters should report only the nationality of the kidnapped individual during the initial report, and must seek explicit advice from their Headquarters security team as to the established organizational protocol for release of personally identifiable information relating to a kidnap victim.

If this is an ongoing incident, progress reports must be submitted in accordance with the timelines provided via the SITREP in order to keep USAID/South Sudan personnel apprised of the Situation.

F.12 Human Rights Violations and Sanctions Program in South Sudan

a. WORKING IN SOUTH SUDAN - U.S. GOVERNMENT POLICY

Work under this Agreement must be consistent with U.S. Government's (USG) policy toward South Sudan in effect and as notified by the Agreement Officer (AO) or the Agreement Officer's Representative (AOR) throughout the life of the award.

b. U.S. GOVERNMENT SANCTIONS
The Recipient must comply with all applicable U.S. Government sanctions, including those administered by the U.S. Department of Treasury's Office of Foreign Assets Control (OFAC) under Executive Order 13664, dated April 3, 2014 (South Sudan sanctions) and Executive Order 13818 dated December 20, 2017 (Global Magnitsky sanctions).

c. PRIOR APPROVAL FOR FUNDING OR SUPPORT TO ANY LEVEL OF GOVERNMENT
The Recipient must not provide funding or support under this Agreement to any level of government in the Republic of South Sudan, including the central government or state or local governments, without the prior written approval of the Agreement Officer.

d. This special award requirement must be included in all subawards and contracts.

SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

G.1 NOFO Points of Contact

The Agreement Officer for this Award is:
Joseph Terrazas
jterrazas@usaid.gov

The Acquisition and Assistance Specialists for this Award are:

Michael Loro
mloro@usaid.gov

Jaimy Lewis
jailewis@usaid.gov

G.2 Acquisition and Assistance Ombudsman

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

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

SECTION H: OTHER INFORMATION

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

H.1 Applications with Proprietary Data

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

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

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

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