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FROM THE AMERICAN PEOPLE

SENEGAL

NOTICE OF FUNDING OPPORTUNITY

USAID Burkina Faso Community Health Activity

USAID/SENEGAL
SAHEL REGIONAL OFFICE (SRO)
NOFO NO.: 72068524RFA00017
AUGUST 22 2024



USAID
FROM THE AMERICAN PEOPLE

Issue Date: **August 22, 2024**
Deadline for Questions: **September 06, 2024**
Post-solicitation Meeting: **September 12, 2024 at 08:30 GMT (Ouaga local time)**
Closing Date and Time: **October 25, 2024 at 17:30 GMT (Dakar local time)**

Subject: Notice of Funding Opportunity (NOFO) No.: **72068524RFA00017**
Program Title: **USAID Burkina Faso Community Health Activity**
Assistance Listing Number: **98.001**

Dear Prospective Applicants:

The United States Agency for International Development (USAID) is seeking applications for a cooperative agreement from qualified entities to implement the above-mentioned Activity outlined in the subject Notice of Funding Opportunity (NOFO).

Eligibility for this award is restricted to local organizations in accordance with ADS 303.3.6.5.d, Restricted Eligibility Based on Programmatic Purposes. Please refer to section C for further information.

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

Subject to funding availability, USAID intends to provide up to **\$50 million** in total USAID funding to the USAID Burkina Faso/Community Health Activity over a **five-year** period.

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 www.grants.gov to ensure they have the latest information pertaining to this NOFO 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 process. 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 issue an award to an applicant unless the applicant has complied with all applicable unique entity identifier (UEI) and System for Award Management (SAM) requirements detailed in

Section D.6.g. 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 identified in Section G. The deadline for questions is shown above. Responses to questions received prior to the deadline will be furnished to all potential applicants through an amendment to this notice posted to www.grants.gov.

USAID will hold an in person post-solicitation meeting on **September 12, 2024, from 8:30 am to 12:30 pm** (Ouagadougou Local Time) at **Hotel “22etSIX”** located in Ouaga 2000 near Canal Olympia, Ouagadougou/Burkina Faso. Virtual attendance is also possible through [this link](#) via the Google Meet Platform, further information is posted in www.grants.gov.

Issuance of this notice of funding opportunity does not constitute an award commitment on the part of the U.S. Government (USG) nor does it commit the USG 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. Please note that USAID reserves the right to cancel this process at any time without prior notice.

Thank you for your interest in USAID programs.

Sincerely,

Edel Perez-Campos
Regional 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 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and USAID’s supplement, 2 CFR 700, as well as the additional requirements found in Section F.

Note: The term “program” as used in 2 CFR 200 and this NOFO is typically considered by USAID to be an Activity supporting one or more Project(s) pursuant to specific Development Objectives. Please see 2 CFR 700 for the USAID specific definitions of the terms “Activity” and “Project” as used in the USAID context for purposes of planning, design, and implementation of USAID development assistance.

See Attachment A

[END OF SECTION A]

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SECTION B: FEDERAL AWARD INFORMATION

1. Estimate of Funds Available and Number of Awards Contemplated

USAID contemplates making one or multiple awards to local partners for technical implementation of the Community Health Activity. Subject to funding availability, USAID intends to provide up to **\$50 million** to support program activities and finance the services of contemplated technical implementing instruments over a **five-year period**.

2. Start Date and Period of Performance for Federal Awards

The anticipated period of performance is five (5) years subject to funds availability. The estimated start date will be on/around **December 01st, 2024**.

3. Substantial Involvement

The award will be a Cooperative Agreement and, in accordance with ADS 303.3.11(b), the intended areas of substantial involvement are:

- A. Approval of the recipient's implementation plans.
- B. To immediately halt an activity if the recipient does not meet detailed performance specifications (for example, construction specifications if applicable).
- C. Review and Approval of one stage of work, before work can begin on a subsequent stage.
- D. Review and Approval of substantive provisions of proposed subawards or contracts (see definitions in 2 CFR 200).
- E. Involvement in the selection of key recipient personnel.
- F. Agency and Recipient collaboration or joint participation.
- G. Agency monitoring to permit specific kinds of direction or redirection of the work because of the interrelationships with other projects or activities. Direct agency operational involvement or participation to ensure compliance with statutory requirements such as civil rights, environmental protection, and provisions for the handicapped.
- H. Highly prescriptive Agency requirements established prior to award that limit the recipient's discretion with respect to the scope of services offered, organizational structure, staffing, mode of operation, and other management processes.

Please refer to [ADS 303.3.11](#) for further information.

4. Authorized Geographic Code

The geographic code for the procurement of commodities and services under this program is **937**.

5. Nature of the Relationship between USAID and the Recipient

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the **USAID Community Health Activity in Burkina Faso** which is authorized by Federal statute.

The successful Recipient(s) will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient(s) 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.

[END OF SECTION B]

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SECTION C: ELIGIBILITY INFORMATION

1. Eligible Applicants

Eligibility for this NOFO is restricted to local organizations in accordance with ADS 303.3.6.5.d, Restricted Eligibility Based on Programmatic Purposes. USAID's determination to restrict eligibility to local organizations is based on increasing the Agency's partner base by restricting eligibility to organizations that have not previously received a direct award from USAID; and on developing the capability of local entities or locally established entities by making direct awards to such entities that have previously received subawards or grants under contracts or cooperative agreements and those local entities that have not previously received any type of subaward or grant.

Please refer to ADS 303.6 for complete information on local entity definition. Below are important elements that we wish to highlight:

- a. Must be local actors in Burkina Faso (BF). When determining if an entity is a "local actor" for the purposes of this NOFO, USAID will consider:
 - Whether the entity is legally organized under the laws of Burkina Faso.
 - Whether the entity has its principal place of business or operations in Burkina Faso.
 - Whether the entity is majority owned by individuals who are citizens or lawful permanent residents of Burkina Faso and
 - Whether the entity is managed by a governing body, the majority of whom are citizens or lawful permanent residents of Burkina Faso.
- b. Cannot be a U.S-based organization. U.S-based organizations are not eligible as prime awardees under this NOFO.

2. Cost Sharing or Matching

Cost share is not required but encouraged at least at 3%. For guidance on cost sharing in grants and cooperative agreements see [2 CFR 200.306](#).

3. Other

All applicant organizations are restricted to submitting only one application as the "Prime" or Primary Applicant. If more than one application is received with the same Prime Applicant, USAID will seek written clarification from the relevant entity regarding which application should be considered for review. If clarification is not resolved within five business days, all applications submitted by the applicant will be deemed ineligible.

[END OF SECTION C]

SECTION D: APPLICATION AND SUBMISSION INFORMATION

1. Agency Point of Contact

Primary:

Name: Aminata Diallo

Title: Regional Agreement Specialist

Street Address: USAID/Senegal, c/o U.S. Embassy, B.P. 49, Route des Almadies, Dakar, Senegal

Email: amdiallo@usaid.gov

Alternate:

Name: Robert Almosd

Title: Regional Agreement Officer

Street Address: USAID/Senegal, c/o U.S. Embassy, B.P. 49, Route des Almadies, Dakar, Senegal

Email: ralmosd@usaid.gov

2. Questions and Answers

Questions regarding this NOFO should be submitted in writing to the email address of the **primary** and **alternate** agency contacts above no later than the date and time indicated on the cover letter, or as amended.

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

3. General Content and Form of Application

The applicant must furnish the information required by this NOFO. Applications must be submitted in two separate parts: (a) Technical Application, and (b) Business (Cost) Application.

This subsection addresses general content requirements applying to the full application. Please see subsections below, for information on the content specific to the Technical and Business (Cost) Applications. The Technical Application must address technical aspects only while the Business (Cost) Application must present the costs and address risk and other related issues.

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

- Program/Activity title;
- Name and address of organization(s) applying for the award;

- Name(s) of all proposed partner(s)/sub-recipient(s), if any; (identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303);
- System of Award Management (SAM.gov) registration confirmation of the prime applicant, and the Universal Entity Identification (UEI) Number for the applicant as well as all proposed subrecipient. (To encourage localization efforts, UEI numbers for local partners are not required at the application stage but will be required at the time of award.);
- Contact person name and title, email address, telephone number, and corresponding signatures, and the identification of the alternate contact person; and
- Identification and signature of the person authorized to sign an award. 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.

Applications must comply with the following:

- Page limitations described in subsequent sections. USAID will not review any pages in excess of the page limits.
- Written in English.
- Use standard 8 ½" x 11", single sided, single-spaced, 12-point Calibri font, 1" margins, left justification and headers and/or footers on each page including consecutive page numbers, date of submission, and applicant's name.
- A 10-point font can be used for graphs and charts. Tables, however, must comply with the 12-point Calibri requirement.
- Submitted via PDF format, except budget files which must be submitted in Microsoft Excel.
- The Technical Application must be a searchable and editable PDF document.
- The Cost Application 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. A Budget Narrative/Justification must accompany the Cost Application.
- Each page must be numbered sequentially, and the applications must not be password protected or zipped.

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

"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed other than to evaluate this application. If, however, a grant is awarded to this Applicant as a result of the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without

restriction. The data subject to this restriction are contained in sheets (*insert sheet numbers*) and, mark each sheet of data it wished to restrict with the following legend:

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

Applicants must review, understand, and comply with all aspects of this request. Failure to do so may be considered as being non-responsive and may be evaluated accordingly. Applicants should retain for their records one (1) copy of the application and all enclosures which accompany it.

Note: USAID/Burkina Faso encourages and accepts submission of applications from local consortia of local organizations under this NOFO with a prime who will sign the award as the leader of the consortia.

4. Application Submission Procedures

Applications in response to this NOFO must be submitted no later than the closing date and time indicated on the cover letter. Late applications will not be reviewed nor considered. All applications must be submitted in English.

Applications must be submitted by email to amdiallo@usaid.gov with a copy to ralmosd@usaid.gov. Email submissions must include the NOFO number and applicant's name in the subject line heading. In addition, for an application sent by multiple emails, the subject line must also indicate whether the email relates to the Technical or Cost Application, and the desired sequence of the emails and their attachments (e.g., "No. 1 of 4", etc.). For example, if the applicant's 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".

Please submit the Technical and Cost Application as consolidated email attachments, i.e., consolidate the various parts of the applications 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.

File size must not exceed 25 MB per email (one email for the Technical Application and one separate email for the Cost Application).

After submitting an application electronically, applicants should immediately check their own email to confirm that the attachments were indeed sent. If the applicant discovers an error in transmission, please send the material again and note in the subject line of the email that it is a "corrected" submission. Do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.

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

There may be a problem with the receipt of *.zip files due to anti-virus software. Therefore, please do not send files in this format as USAID cannot guarantee their acceptance by the internet server.

5. Technical application format

The technical application must not be more than 30 pages in length, excluding a cover page; table of contents; list of acronyms, if any; and executive summary. The 30-page limitation also excludes the annexes, which include the draft Activity Monitoring, Evaluation and Learning Plan (AMELP); draft work plan for the first year; past performance information ; organizational chart for the management of the implementation of the proposed program; CVs of proposed Key Personnel; and letter of commitment of proposed partner(s) and subawardee(s). Those pages that exceed the page limitation will NOT be read or reviewed. To facilitate the review of applications, applicants are requested to organize their technical applications according to the order of technical application merit review criteria indicated in Section E.

The Technical Application must include the following sections:

- I. **Cover Page:** (not to exceed one page). Not included in the 30-page limit. The Applicants must provide the title of the proposed activity, name and address of prime applicant, and names of proposed partners and proposed subawards, as applicable on the cover page.
- II. **Table of Contents:** (not to exceed one page). Not included in the 30-page limit. Include major sections and page numbering to easily cross-reference and identify merit review criteria.
- III. **List of Acronyms:** (Optional). Not included in the 30-page limit.
- IV. **Executive Summary:** (not to exceed two pages). Not included in the 30-page limit. Briefly provide a high-level overview of the technical application including a) the proposed vision and of goals for the program and b) the managerial approach and resources that the applicants will bring to bear on the overall management of the program.
- V. **Technical Approach:** The technical approach must include the following sections:
 - a. Background
 - b. Activity goals and objectives
 - c. Program Statement outlining major activities to be accomplished linking to expected results with timelines and incorporating all of the elements below, such as environment and gender, and the attached program description.

Throughout the narrative, the Applicants must describe their understanding of the development challenges relevant to this activity, its underlying problems and root causes; and describe potential solutions and proposed approaches that are technically sound, evidence-based, feasible, and context-appropriate in order to sustainably achieve the objectives and results outlined in the Program Description/technical approach.

The theory of change must address the Program Description outcomes/objectives.

The technical approach must clearly and adequately show how the proposed approach can achieve the Program Description of the NOFO, describe the relevance of the cost share activities proposed, if any, build upon the objectives.

The technical approach also must address the following:

- **Environment:** The applicants must identify the potential environmental impacts of the proposed activity to be financed by USAID and plan to develop appropriate environmental safeguards to any issues identified in response to the IEE. Please refer to [ADS 204](#) for USAID's Environmental procedures.
In addition, the recipient must comply with host country environmental regulations. The Recipient shall be responsible for training their staff, grantees, subcontractors, and counterparts on the agreements' environmental requirements and for ensuring they are in compliance with these requirements. In the case the activity has environmental impact, it is the responsibility of the applicant to budget for effective monitoring and mitigation to ensure compliance with 22 CFR 216 throughout the life of an activity.
- **Gender:** The application should include how and to what extent their proposed activities will impact gender equality. To the extent possible, the analysis should identify:
 - Relevant gaps in the status and anticipated levels of participation of women and men (including age, ethnicity, disability, location, etc.) that could hinder overall activity outcomes.
 - Possible differential effects the activity might have on men and women; and o Opportunities to promote women's empowerment.
 - How female faculty, students, and staff will be engaged throughout the activity.

The applications should provide a strategy and action plan for addressing identified gender inequalities. Please refer to [USAID's Gender Equality and Female Empowerment Policy](#).

VI. Key Personnel:

Applicants must propose five (5) individuals for key personnel positions that are highly qualified and meet the requirements described below. Key personnel must have strong managerial skills, technical capacity, expertise and experience to effectively manage and support the overall mechanism and its staff. The Applicants must include curriculum vitae (CV) for all key personnel (no longer than two (2) pages each). Each CV must include three (3) references with telephone numbers and email addresses. The Applicants must include an exclusive letter of commitment for each key position.

Applicants are strongly encouraged to propose well qualified Burkinabe or ECOWAS citizens for all of the key personnel positions.

The following are required qualifications and experience for each member of the designated key personnel who must be assigned for the life of the mechanism:

1. Chief of Party (COP): (Full-time) - The COP will have overall responsibility for coordination of all Community Health (CH) activities, staff, and leadership of the project team, to achieve project results. The COP is expected to have a strategic vision, leadership qualities, professional reputation, management experience, interpersonal skills and written and oral presentation skills to fulfill the diverse technical and managerial requirements of the program description. S/he will have principal responsibility for representation of the mechanism to USAID and to external stakeholders, especially the GoBF and donor community. S/he will also have experience interacting with other development projects, host country governments and international agencies. Specific experience in one or more of the main technical components of the program is required. S/he must have the following qualifications, skills, and expertise:

- A Master's or higher degree in public health, international development, public administration, economics, or in a closely related field is required.
- 15 years of demonstrated experience with a proven track record in designing and/or managing public health programs is required.
- Minimum of 3 years of experience with USG compliance and reporting requirements as well as a thorough understanding of the USG regulatory environment or other international organizations is desirable;
- Experience in community health project management is desirable. Level IV (fluent – speaking/reading/writing) French language ability is required.
- Ability to communicate effectively in English, both verbally and in writing required. Professional fluency in English (both spoken and written) required.
- Experience with incorporating gender and youth needs into programming is strongly desirable.
- Relevant experience in Burkina Faso and/or other countries with similar settings is preferable and strongly desirable.
- Strong organizational skills including task and time management.
- Strong communication skills demonstrating the COP's ability to make presentations to Transitional Government of Burkina Faso (TGOBF) officials and other key stakeholders.
- This position will be located in Ouagadougou.

2. Deputy Chief of Party (DCOP)/Chief of Operations: (Full-time) - The DCOP will lead the programmatic, operational, and administrative activities of the project and will report to the Chief of Party. The DCOP will support the Chief of Party to develop a strong, evidence-based vision and project implementation approach, integrating innovative strategies and focusing on achievement of all project objectives. S/He will be responsible for overseeing the day-to-day management of the project operations staff, and a subset of programmatic staff. S/He will also provide mentoring and training, as needed, for all team leaders.

The DCOP is expected to have a strategic vision, leadership qualities, and extensive technical expertise in both service delivery and SBCC programming; proven professional qualifications, management experience, interpersonal, written, and oral communication skills to fulfill the various technical and managerial requirements of the program description. S/He will also be expected to have experience in interacting with other development projects, host country governments and international donor/development agencies. Specific experience in one or more of the main technical components of the program is required. S/He must have the following qualifications, skills, and expertise:

- A Master's or higher degree in public health, nursing, social science, community health, nutrition, international development, public administration, economics, or in a closely related field is required.
- eight (8) years of demonstrated experience in implementing and/or managing adaptively public health programs is required.
- Minimum of 3 years of experience with USAID compliance and reporting requirements as well as a thorough understanding of the USAID regulatory environment.
- Level IV (fluent – speaking/reading/writing) French language ability is required.
- Ability to communicate effectively in English, both verbally and in writing required.
- Experience with incorporating gender and youth needs into programming is strongly desirable.
- Proven experience with capacity strengthening of local organizations, as part of a resilience-building approach, will be an asset.
- Relevant experience in Burkina Faso and/or the West African sub-region is strongly desirable.
- Strong organizational skills including task and time management.
- Strong communication skills demonstrating the DCOP's ability to make presentations to TGOBF officials and other key stakeholders.
- This position will be located in Ouagadougou.

3. Community Engagement, Social and Behavior Change Communication and Advocacy (CE/SBCC/A) Team Leader: (Full-time) – The CE/SBCC/A Team Leader will lead the Community Engagement, and SBCC/A design, development and outreach activities. S/he will also oversee capacity strengthening for behavior change communication activities within local institutions. Along with other staff, s/he will represent CH in technical meetings on CE/ SBCC/A . S/he must have the following qualifications, skills, and expertise:

- Master's or higher degree in public health, sociology, social psychology, health communication, behavioral economics, or other relevant behavioral/social science field.
- 7 years of progressive, focused experience in multi-channel CE/ SBCC, including 5 years in the field.
- Demonstrated experience in behavior change relevant to the technical areas described in the NOFO and proven success in community-level behavior change and advocacy.
- Experience and demonstrated success in addressing gender and normative change in SBCC programs and experience in youth programming is strongly desirable.
- Relevant experience in Burkina Faso and/or the West African sub-region is strongly desirable.
- Experience working with local organizations in SBCC and capacity strengthening is required.
- Experience with incorporating gender and youth needs into programming is strongly desirable.
- Fluent in French and at least basic competency in spoken and written English.
- This position may be located in Ouagadougou, with the expectation for this person to spend extensive time in the field.

4. Malaria Team Leader: (Full-time) – The Malaria Team Leader will provide technical leadership and implementation oversight in improving access and quality of high impact health services, with specific focus on the technical areas under his/her responsibility. Along with other staff, s/he will represent the CH in malaria technical meetings with SP/Palu and the Ministry of Health and other stakeholders on malaria and ensure best practices are being implemented and scaled-up. S/he must have the following qualifications, skills, and expertise:

- Master's degree in health and/or a related advanced degree relevant to clinical service provision.
- At least 10 years of experience in successfully implementing and managing public health programs, with specific experience in designing or overseeing malaria and community health programs.
- Experience with incorporating gender and youth needs into programming is strongly desired.
- Fluent in French and at least basic competency in spoken and written English.
- Demonstrate leadership qualities, skills in management, program coordination, and communication, and relevant technical expertise and experience.
- This position may be located in Ouagadougou, with the expectation for this person to spend extensive time in the field.

5. Maternal, Neonatal and Children Health, Family Planning and Nutrition Team Leader (MNCH/FP/Nut Team Leader): (Full-time) - The MNCH/FP/Nut Team Leader will provide technical leadership and implementation oversight in improving access and quality of high impact health services, with specific focus on the technical areas under his/her responsibility. Along with other staff, s/he will represent the CH in technical meetings with the Ministry of Health and other stakeholders around service delivery and ensure best practices are being implemented and scaled-up. S/he must have the following qualifications, skills, and expertise:

- Master's degree in health and/or a related advanced degree relevant to clinical service provision.
- At least 10 years of experience in successfully implementing and managing public health programs, with specific experience in designing or overseeing service delivery programs in MNCH, and FP or nutrition at the community level at the community level.
- Experience with incorporating gender and youth needs into programming is strongly desirable.
- Fluent in French and at least basic competency in spoken and written English.
- Demonstrate leadership qualities, skills in management, program coordination, and communication, and relevant technical expertise and experience.
- This position may be located in Ouagadougou, with the expectation for this person to spend extensive time in the field.

Applicants are invited to propose and justify an alternative configuration of key personnel, if a different structure is more conducive to achieving the specified strategic and program objective.

CVs of the proposed key personnel which must not exceed two (2) pages for each proposed member of key personnel must be submitted as annexes and will not count against the 30 pages limit.

Should USAID decide that approval of personnel filling other positions from the proposed staffing plan is essential to the successful implementation of the activity, the AO may request that they be designated as key personnel in the final award.

VII. Management Approach and Staffing Plan

Applicants must submit a management and staffing plan that specifies the composition and organizational context of the entire implementation team (including home office support, if any, and sub-awardees) and specify clear lines of supervision, accountability, decision-making and responsibility including management of sub-awards.

The plan must be comprehensive and clearly describes how the proposed structure will contribute towards achieving the objectives and results of their proposed technical approach. It must show the delineation of roles, responsibilities, authority, and processes for decision making, within the Applicant's headquarters team, regional offices and the field. The Applicants should clearly describe how they will work in synergy with other USAID health mechanisms such as Health Systems Strengthening and Health Service Delivery and other USAID projects in education, humanitarian assistance, democracy and governance.

Applicants must indicate the number of positions, their functions, whether they will be local or expatriate hires. The plan must include an approach and timeline to ensure rapid and efficient start-up of both operational and technical aspects of the program. Applicants must also outline a clear scheme on partnerships and collaboration with a diverse range of actors and stakeholders including (but not limited to) U.S. Government and USAID/Burkina Faso, host country government agencies,

other bilateral and multilateral donors, local public/private sector partners, local governmental structures, and communities.

The plan should describe how the management approach will be adaptive and how managers will provide feedback to multiple stakeholders, have the ability to be flexible, and be responsive during implementation. The application must specify the composition and organizational structure of the entire team and describe the role of each staff member, their technical expertise, and the estimated amount of time he/she will devote. It must describe approaches to maximize cost-efficiency and streamline technical integration. Additionally, it must demonstrate how the skills of any proposed staff, under sub-award(s) and Consultants, if any, will complement those of the prime Applicant with defined lines of management, authority, and technical responsibility, including oversight and quality control.

In the staffing plan, the Applicants must demonstrate a solid understanding of key technical and organizational requirements and an appropriate mix of skills, while avoiding excessive staffing. The plan should clearly show how the individuals and proposed staffing mix are appropriate for achieving the program objectives and supports implementation at all levels. It must identify other significant full or part-time technical professional staff and implementing sub-partners and describe how they will complement the skills and expertise of the key personnel. The staffing plan must explain how expertise in both gender and youth is incorporated within senior leadership, who is responsible for each of these areas, and how leadership of these areas will occur within the proposed organizational chart. The application must demonstrate technical staffing expertise in presenting a staffing plan that includes an overall matrix. This matrix will reflect all proposed positions (including key personnel) projected to implement all program components and cross cutting elements. It will clearly demonstrate excellent technical expertise in monitoring and evaluation, as well as financial monitoring and compliance.

Head Office and Regional Bureaus: The CH mechanism (s) is/are expected to have a head office in Ouagadougou and establish 4 regional bureaus to cover all the nine targeted regions. The Applicants should identify regional bureau locations and provide the rationale for their choices. The Applicants should describe how the regional bureaus will be staffed and supported by the head office in Ouagadougou. The Applicants should explain which functions and duties will be performed at the head office and which will be performed in the regional bureaus. Applicants should also describe how CH will handle relationships with the respective MOH central and regional offices, as well as with other projects functioning in the same regions as CH.

VIII. Institutional Capacity and Experience

The Applicant must provide a concise description of their organization, and any proposed sub-recipients, justifying the inclusion of the proposed sub-recipients and other organizations, if it is a consortium. Within the application, the Applicants must provide summary information about significant past and current activities/projects, for themselves and each sub-recipient, related to the set of activities and responsibilities specified in this NOFO. Applicants must describe their and/or their

sub-recipients' demonstrated experience and past performance by demonstrating success in scaling-up integrated, high-impact interventions in community settings, and relevant experience with technical areas including maternal, newborn and child health, family planning, malaria, HIV, and nutrition. The application must show technical expertise in social behavior change programming and improving community-based health systems to support high impact practices, such as in areas of quality improvement, training and supervision, supply systems logistics, and financing. It must demonstrate success in youth programming and in addressing gender issues in programs, including women and girls' empowerment, and engagement of men and boys. Relevant geographic experience, particularly in Burkina Faso and/or West Africa, as required in the Program Description, must be demonstrated. The application must clearly describe the capacity, roles and responsibilities, and integration of the prime Applicant and any proposed sub-recipients, and detail their organizational experience with regard to projects that align with CH, as detailed in the CH Program Description.

Separately, past performance information must be provided using the form provided in the attachments. USAID reserves the right to contact references other than those provided in the application.

IX. Annexes to the Technical Application

The following must be submitted as annexes to the Technical Application. These annexes will not count against the 30 pages of the main body of the Technical Application.

- A. **Draft Activity Monitoring, Evaluation, and Learning Plan (AMELP):** (must not exceed five (5) pages). For the purpose of monitoring and evaluation, the applicant must develop a draft AMELP in accordance with [ADS 201](#). Guidance on how to prepare the AMELP is available here: <https://usaidlearninglab.org/monitoring-toolkit>. The AMELP will underpin a coherent monitoring, evaluation and learning system that will objectively assess the overall progress, outcomes and impact of the proposed activity and its brief summary must be included in the body of the program description (technical approach). The AMELP should reflect a Collaborating, Learning, and Adapting (CLA) approach with systems designed for continual learning and assessment through periodic use of sectoral and cross-cutting analytic tools, and informal dialogue-based inquiry and peer learning approaches. A CLA Toolkit can be found at <https://usaidlearninglab.org/cla-toolkit>. Performance reports to be submitted must be focused on reporting progress against the approved AMELP.
- B. **Draft Year One Work Plan:** (must not exceed five (5) pages). The Applicant must submit a draft first year implementation plan which displays expected activities per month to achieve the annual performance targets (as specified in the MEP) and results required under each requirement. The implementation plan will describe activities to be conducted at a greater level of detail than in the Program Description but shall be cross-referenced with the applicable sections in the Program Description. Inclusion of a Gantt Chart or similar visual descriptions is recommended; however, it must be within the existing page limit (5 pages) for this section.

C. Summary Staffing Plan and Organization Chart

The Applicants must include a matrix of staff skills by technical area (not to exceed ten (10) pages total). Also, the Applicants must include a summary organizational chart demonstrating the totality of positions proposed for all components of the implementation plan, inter-staff relationships, and lines of communication, in addition to how the regional bureaus will be staffed and supported by the head office in Ouagadougou. In addition to the organizational chart, the Annex should include a matrix mapping the proposed personnel against the core technical areas of the mechanism, including but not limited to maternal, newborn and child health, nutrition, family planning, malaria, HIV, SBC, youth, gender, and M&E.

The Organizational Chart must show how the implementation of the proposed program will be managed, not to exceed one (1) page.

D. Key Personnel CV: which must not exceed two (2) pages for each proposed key personnel member. Key Personnel are required to provide signed copies of their CVs and letters of commitment.

E. Letter of commitment of proposed sub-partners (sub-awardee) which must not exceed one (1) page for each.

F. Draft Performance Management Plan

A draft plan will be developed including the management and operation of the activity, a joint workplan with other activities such as HSS and HSD; and adaptive shock response programming. (See detail Section F /4 Other reports) (5 pages)

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 format shown in the SF-424A.

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 200.205. 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 above for requirements)

b) SF 424 Form(s)

The applicant must sign and submit the Cost Application using the SF-424 series. Standard Forms can be accessed electronically at www.grants.gov or using the following links:

Form Name	Adobe Form	Form Instructions
Application for Federal Assistance (SF-424)	PDF	Instructions
Budget Information for Non-Construction Programs (SF-424A)	PDF	Instructions
Assurances for Non-Construction Programs (SF-424B)	PDF	Instructions

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

c) Required Certifications and Assurances

The applicant must complete the following documents and submit a signed copy with their application and for any proposed subawardee:

- (1) "Certifications, Assurances, Representations, and Other Statements of the Recipient" (see [ADS 303mav](#)) .

Note :Please use the 2024 Interim 2024 Interim Certifications, Assurances, Representations, and Other Statements of the Recipient : Attachment H

- (2) Assurances for Non-Construction Programs (SF-424B) (see link in the above table)
- (3) Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).

d) 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, if applicable. Files must not contain any

hidden or otherwise inaccessible cells. Budgets with hidden cells lengthen the cost analysis time required to make an award and may result in a rejection of the cost application. The Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs. The Applicant must ensure the budgeted costs address any additional requirements identified in Section F, such as Branding and Marking. The Budget Narrative must be thorough, including sources for costs to support USAID's determination that the proposed costs are fair and reasonable.

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

- Summary Budget, inclusive of all program costs (federal and non-federal), broken out by major budget category and by year for activities implemented by the Applicant and any potential sub-applicants for the entire period of the program.
- Detailed Budget, including a breakdown by year, sufficient to allow the Agency to determine that the costs represent a realistic and efficient use of funding to implement the applicant's program and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.
- Detailed Budgets for each sub-recipient, for all federal funding and cost share (if applicable), 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.
- 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 200.330 for assistance in determining whether the subtier 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 to this award.
- 7) Other Direct Costs – This may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams and inoculations, as well as any other miscellaneous costs which directly benefit the program proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the 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 200.414. The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most commonly used Indirect Cost Rate methods:

Method 1 - Direct Charge Only

Eligibility: Any applicant.

Initial Application Requirements: See above on direct costs.

Method 2 - Negotiated Indirect Cost Rate Agreement (NICRA)

Eligibility: Any applicant with a NICRA issued by a USG Agency must use that NICRA.

Initial Application Requirements:

If the applicant has a current NICRA, submit your approved NICRA and the associated disclosed practices. If your NICRA was issued by an Agency other than USAID, provide a copy of the NICRA and the current contact information for the approving Agency. Additionally, at the Agency's discretion, a provisional rate may be set forth in the award

subject to audit and finalization. See [USAID's Indirect Cost Rate Guide for Non Profit Organizations](#) for further guidance.

Method 3 - De minimis rate of up to 15% of modified total direct costs (MTDC)

Eligibility: Any applicant that has never received a 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 200.414(f) for further information.

Note: On April 22, 2024, OMB announced a final rule revising the OMB Guidance for Federal Financial Assistance effective as of October 01, 2024. On August 07, 2024, USAID issued AAPD No. 24-06 titled USAID's Early Implementation of 2 CFR Revisions which allows early implementation of the new OMB rule and which makes it effective immediately. According to the OMB announcement, the new rule under "2 CFR 200.414(f) *De minimis rate*" will state that "recipients and subrecipients that do not have a current Federal negotiated indirect cost rate (including provisional rate) may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC)." Please refer to OMB guidance as the MTDC thresholds and definition have changed and these must be used in the new calculations.

Method 4 - Indirect Costs Charged as A Fixed Amount

Eligibility: Non-U.S. non-profit organizations without a NICRA may request this, 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.

9) Cost Sharing (if proposed) – USAID is not requesting a cost share.

e) 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.

f) Approval of Subawards

The applicant must submit information for all proposed 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
- Identification as a subawardee
- Identification as local or international and attestation that it complies with the USAID's definition of "local" found in ADS 303
- Unique Entity Identifier (UEI)
- 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.

Per 2 CFR 200.407, USAID requires prior approval of subawards made by the prime recipient. USAID does not require prior approval of subsequent subawards, or grants made by subawardees since USAID's relationship is with the prime recipient.

In accordance with good practice #8 from [USAID's Locally Led Programs indicator](#), the prime recipient must “demonstrate good faith efforts to maximize subawards to local organizations.”

g) Unique Entity Identifier (UEI) and SAM Registration

Applicants must obtain a Unique Entity Identifier (UEI) and register in the System for Award Management (SAM) (<https://sam.gov/>) in order to be eligible to receive federal assistance, such as grants and cooperative agreements. Unless an exemption applies (see [ADS 303maz](#)), applicants must be fully registered in SAM prior to submitting an application for award for USAID's consideration. Each prime applicant (unless the applicant is an individual or entity that is exempted from UEI/SAM requirements under 2 CFR 25.110) is required to:

1. fully register in SAM before submitting an application, maintain the registration while an application is under consideration, and include the UEI in each application.
2. continue to maintain an active SAM registration with current information at all times during which it has an active Federal award.
3. First-tier subrecipients (i.e., direct subrecipients) must obtain a UEI in order to receive a subaward.

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.

Applicants can find additional resources for registering in SAM, including a Quick Start Guide and a video, on <https://sam.gov/>.

Note: to encourage localization efforts, UEI numbers for local partners subrecipients are not required at the application stage but will be required at the time of award.

h) History of Performance (Past Performance Information - Attachment F)

The Applicant must provide information regarding its own and its subrecipients' history of performance on any cost-reimbursement contracts, grants, or cooperative agreements (prime or subrecipient capacity) with no maximum limit on the number of referenced awards as long as they are recent, relevant (not to exceed ten years), and involving similar or related programs as follows:

The applicant must :

1. Submit (1) page per award/activity) including below information:
 - 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 three years; and
 - Name of at least two 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.
2. Complete and submit three (3) Past Performance Information (PPI) forms for relevant projects or awards for which the Applicant has served as prime in the past 5 years. If the Applicant has not served as the prime for a relevant project/award in the past 5 years, the Applicant may submit the PPI form for any relevant projects/awards on which the applicant has served as a subaward/subcontractor in the past 5 years (please note this clearly on the submission).

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.

Applicants should use the format provided in Attachment F: Past Performance Information of the NOFO to document the detailed information as requested.

i) Branding Strategy & Marking Plan

The apparently successful applicant will be asked to provide a draft Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer and incorporated into any resulting award.

Branding Strategy

Standard USAID branding and marking will apply to this activity. Branding and marking requirements for cooperative agreements are explained in 22 CFR 226. In accordance with the requirements discussed in 22 CFR 226 and [ADS 320](#), implementing partners will acknowledge USAID as the activity donor both verbally and in writing in all documents and media, as well as during meetings, public events and technical assistance sessions with government stakeholders, local partners, and beneficiaries.

Naming

This activity should be named in a manner that will help all audiences understand the purpose of our work. The name should be clear, concise, and represent the work of USAID. As noted in the [USAID Graphic Standards Manual and Partner Co-Branding Guide](#). This activity should adhere to the following guidelines:

- Names should include a basic description of the project in simple language. Activities should use local language names when possible, or in French where a local language name is not feasible
- Names should not include abbreviations or acronyms
- Names may include USAID in the name, if appropriate

Marking Plan

After technical evaluation of application for USAID funding, the USAID Agreement Officer will request the Applicant to submit a Marking Plan, defined in 22 CFR 226.2. **The Marking Plan may include requests for approval of Presumptive Exceptions.** All estimated costs associated with branding and marking USAID programs, such as plaques, labels, banners, press events, promotional materials, and the like, must be included in the total cost estimate of the grant or cooperative agreement or other assistance award, and are subject to revision and negotiation with the Agreement Officer upon submission of the Marking Plan.

Required communications materials

In addition to a Branding Strategy and Marking Plan, Recipients will be required to submit the following communications materials on a timeline specified by USAID, using guidance explained in [USAID's Graphic Standards Manual and Partner Co-Branding Guide](#) and on www.usaid.gov/branding. The following timelines will be adhered to:

- A. Within two weeks of the award:
 1. Press release - announcement of the award in English and French - with feedback from USAID.
- B. Within 90 days of the award:
 1. A Communications Strategy submitted and completed with feedback from USAID and revised as necessary.
 2. Activity Fact Sheet (in English and French) completed with feedback from USAID, which will be updated annually.
- C. Quarterly Updates may include:
 1. Links to media coverage of the program and activities.
 2. Content for social media, with text and captions for photos.
 3. Forecast press events, social media coverage and communication products (newsletter, video, etc.).
 4. Monthly Event plans (in coordination with USAID).
 5. Post-event write up and social media analysis with photos.
- D. The Annual Report will include:
 1. One or two success stories submitted with photos (success stories could be submitted also at any time) to be edited with USAID feedback.

2. A pool of selected high-resolution photos showcasing program milestones and beneficiaries (all photos with identifiable people will have consent forms signed and submitted to USAID).

E. Biannual communications products:

1. One public closeout event where main results, achievements, findings, successes are shared.

Note: Please use the attached template (Attachment B) for the Branding Strategy and Marking plan.

j) Funding Restrictions

Profit is not allowable for recipients or subrecipients under this award. See 2 CFR 200.330 for assistance in determining whether a sub-tier entity is a subrecipient or contractor.

Construction will not be authorized under this award; however, this award may include non-structural, cosmetic work, including painting, floor covering, wall coverings, window replacement that does not include changing the size of the window opening, replacement of plumbing or conduits that does not affect structural elements, and non-load bearing walls or fixtures (e.g., shelves, signs, lighting, etc.). An example of this may include rehabilitation of boreholes.

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.6 of this NOFO and must meet the source and nationality requirements set forth in 22 CFR 228.

k) Conflict of Interest Pre-Award Term

Personal Conflict of Interest

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.

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 calendar days following discovery.

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.

The following pre-awards terms found in [ADS 303maa Pre-Award Terms](#) are incorporated into this NOFO by reference:

1. Branding Strategy – Assistance;
2. Marking Plan – Assistance; and
3. Conflict of Interest Pre-Award Term

[END OF SECTION D]

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SECTION E: APPLICATION REVIEW INFORMATION

1. Criteria

The merit review criteria prescribed here are tailored to the requirements of this particular NOFO. Applicants should note that these criteria serve to: (a) identify the significant matters which the applicants should address in their applications, and (b) set the standard against which all 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 scored by a Merit Review Committee (MRC) using the criteria described in this section.

Applications submitted under this NOFO should propose an approach that satisfies these criteria and exhibits the characteristics set forth below.

Note that the elements listed under the various individual evaluation criterion will only inform the given criterion and will not be evaluated individually.

Once an apparently successful applicant(s) is selected, the USG reserves the right to invite the apparently successful applicant(s) to engage in a round of pre-award co-creation process with USAID which may focus on further refining design interventions, refining work planning, and defining coordination with principal stakeholders, etc. Further information is provided below.

2. Review and Selection Process

a) Merit Review

USAID will form a Merit Review Committee (MRC) to review all applications received that comply with the instructions in this NOFO. The MRC will be composed of USAID personnel, and may include consultants. The AO will make the final selection of the Apparently Successful Applicant based on the recommendation of the MRC. Applications will be reviewed and evaluated in accordance with the following criteria that are listed in **descending order of importance**:

FACTOR	FACTOR DESCRIPTION	IMPORTANCE
Criterion 1	Technical Approach	Most Important (more important than both Criteria 2 and 3)
Criterion 2	Key Personnel, Staffing Plan and Management Approach	Very Important (Less important than Criterion 1 but more important than Criterion 3)
Criterion 3	Organizational Capacity, Experience and Past Performance	Important (less important than both Criteria 1 and 2)

Criterion #1: Technical Approach

The extent to which the proposed technical approach (including the development background, core principles, implementation strategy, proposed activities, cross-cutting issues, and performance management plan):

- a. Reviews the health, political and insecurity context in Burkina Faso and addresses critical barriers to the availability and accessibility of community-based, quality health care services focusing on USAID's priority health areas of maternal, newborn and child health (MNCH), nutrition, malaria, HIV, and emerging infectious diseases in targeted priority geographic focus regions.
- b. Represents a plan that demonstrates a comprehensive understanding of high impact, priority community health interventions addressing maternal and child mortality and morbidity.
- c. Presents a cohesive plan that is technically sound, feasible, and targets beneficiaries consistent with USAD's assistance objectives for the priority geographic focus regions.
- d. Represents a collaborative, strategic, convincing, sound, realistic and sustainable approach to achieve the results and outcomes specified in the Program Description.

Criterion #2: Key Personnel, Staffing Plan and Management Approach

The extent to which:

- a. The key personnel have the demonstrated knowledge, skills, qualifications, and experience required to collectively accomplish the planned activity results and outcomes. Key personnel will be assessed per the degree to which the proposed key personnel positions meet or exceed the personnel qualifications (described in *PD Attachment E. Personnel, organizational capacity and experience*), and their demonstration of expertise and experience working on projects consistent with the designated duties and responsibilities. Submitted past performance references for key personnel will be evaluated to the extent to which they strongly support the candidate's ability to successfully accomplish the requirements of the position they are proposed for.
- b. The staffing plan demonstrates an understanding of the breadth and depth of technical expertise required for the mechanism. The proposed staff, including key personnel, will be evaluated to the extent that the application convincingly demonstrates their qualifications to successfully implement the proposed technical approach. Proposed individuals will be assessed to determine if they are appropriate for achieving the objectives and are capable of supporting implementation at all levels, including cross-cutting elements.

- c. The management approach demonstrates applicants' ability to manage barriers and describe how they will be overcome with effective use and management of partners/sub-partners. The management approach will be evaluated based on how well it demonstrates significant experience to effectively and successfully achieve the results and outcomes detailed in the Program Description.

It will be assessed to the extent it shows how responsibility and lines of authority will be managed within the mechanism and across any proposed partnerships as well as its proposed management and administrative structure, and policies and practices for overall implementation of the mechanism including personnel, financial and logistical support, and coordination.

It will also be evaluated based on how the management plan shows its adaptability, ability to incorporate feedback with multiple stakeholders, and its ability to be flexible and responsive to the fragile local security environment.

Criterion #3: Organizational Capacity, Experience and Past Performance

The extent to which the applicant has:

Demonstrated experience in implementing similar community health services of comparable fragile security context, scale and complexity with multiple public and private sector, civil society, faith-based partner organizations, local and central government entities, and other key stakeholders. Also, it will be assessed based on the presented ability to plan, implement, and support complex integrated reproductive, maternal, and child health programming, and strengthen the capacity of developing local community institutions and individuals. Applicants should possess a track record of developing and maintaining excellent working relationships with the host country, local governments, and key stakeholders. Other relevant characteristics of experience, such as size of the previous programs implemented, will be taken into consideration.

Past performance will be evaluated based on the extent to which the past performance information, for both the Applicant and their sub-recipients, shows success in implementing relevant programs of similar size and scope, including quality of product or service (including consistency in meeting goals and targets; schedule (including timeliness of performance); cost control; business relations; significant achievements and problems and any indications of excellent or exceptional performance in the most critical areas; and management of key personnel.

b) Business (Cost) Review

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

The 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.

Proposed cost share, if provided, will be reviewed for compliance with the standards set forth in 2 CFR 200.306, 2 CFR 200.10, and the Standard Provision "Cost Sharing (Matching)" for U.S. entities, or the Standard Provision "Cost Share" for non-U.S. entities.

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

3. Co-Creation Process

“Co-creation” is a technique that brings people together to collectively produce a mutually valued outcome using a participatory process, which can be used at various points throughout the Program Cycle.⁷

Subject to the availability of funds, USAID/Burkina Faso’s Country Office will invite the apparently successful applicant(s) to engage in a round of pre-award co-creation process with USAID.

The objective of the co-creation process is to provide the opportunity for the apparently successful applicant (s) to further define design interventions, align timelines, finalize budgets, work through areas of weakness, respond to USAID and other stakeholder questions, and clarify aspects of proposed activities, resources, expected results or outcomes that are not clear. Co-creation may also include a discussion of best practices, lessons learned in the relevant technical sectors, and if necessary, pertinent research and evaluations and various other matters. During this phase, the apparently successful applicant(s) will also have the opportunity to detail, in collaboration with USAID, the host country Ministry of Health (MOH) and stakeholders, how USAID-supported health activities will interface and work with other stakeholders in the priority focus regions during implementation, in order to avoid overlap, duplication of efforts.

Through discussions, both the apparently successful applicant(s) and USAID may identify additional resources, partners, or strategies necessary to successfully implement the activity.

The co-creation process may require extensive discussions with USAID/Washington, USAID Mission staff, representatives of the host country government and local stakeholders, or other experts, within or outside of USAID. A co-creation workshop may be conducted in-person or

virtually, through video conference, and phone calls. The goal of co-creation is to explore and validate key challenges and problems, and then jointly develop promising solutions or adapt and expand upon existing solutions.

By applying to this NOFO, applicants give USAID/Burkina Faso's Country Office the right to share applications with appropriate external partners/stakeholders for the purposes of evaluation or co-creation. All parties privy to the contents of submitted applications, whether within or outside of USAID, will be required to keep these contents in confidence.

Note: Communication with USAID during the co-creation phase should NOT be interpreted as a commitment to funding or a guaranteed award. Any expenses incurred by applicants during this time are solely the responsibility of the applicants, unless otherwise stated in writing by USAID.

If USAID decides to continue with the proposed activities following the co-creation phase, USAID will request a revised application from the applicant, inclusive of all modifications, expansions, discussions, etc. resulting from the co-creation phase.

See [USAID's Discussion Note: Co-Creation Additional Help](#).

[END OF SECTION E]

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

a. Federal Award Notices

Award(s) 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, Applicants are hereby notified of these requirements and conditions for the award.

b. Administrative & National Policy Requirements

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

[2 CFR 200](#), [2 CFR 700](#), [ADS 303](#), and [ADS 303mab](#).

These documents may be accessed through the internet as follows:

- 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- 2 CFR 700 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:
<https://www.ecfr.gov/cgi-bin/text-idx?SID=531ffcc47b660d86ca8bbc5a64eed128&mc=true&node=pt2.1.700&rgn=div5>
- ADS 303 Grants and Cooperative Agreements to Non-Governmental Organizations:
<https://www.usaid.gov/about-us/agency-policy/series-300/303>
- ADS 303mab Standard Provisions for non-U.S. Nongovernmental Recipients:
<https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/303mab>

See Section H, Attachment C, for a list of the Standard Provisions that will be applicable to the award(s) resulting from this NOFO.

c. Reporting Requirements

- **Financial Reporting:**

The recipient must account for expenditures for activities carried out to ensure funds are used for their intended purposes. Financial reports must be in accordance with 2 CFR 200.327.

1. Quarterly Reports

The recipient will submit a SF-425 Federal Financial Report, via electronic format to the U.S. Department of Health and Human Services (<https://pms.psc.gov/>) within 30 calendar days following the end of each quarter of the United States Government fiscal year. A copy of this form must be simultaneously submitted to the Agreement Officer's Representative and the USAID/Senegal Office of Financial Management.

2. Final Report

The recipient will submit within 90 calendar days following the estimated completion date of this award the original and three copies of the final SF-425 Federal Financial Reports to: (a) USAID/Washington, M/CFO/CMP-LOC Unit; (b) the Agreement Officer, (c) Agreement Officer's Representative . The electronic version of the final SF 425 will be submitted to the U.S. Department of Health and Human Services (<https://pms.psc.gov/>) in accordance with paragraph (a) above.

Links to the PDF version of SF-425 and to Instructions can be found at:

<https://www.grants.gov/forms/forms-repository/post-award-reporting-forms>

3. Cost Reporting

The Recipient must comply with the cost data collection and reporting as outlined in USAID's Cost Reporting [Guidance](#) and [Annexes](#). In collaboration with USAID, the Recipient will select from the list of categories found in the USAID Cost Reporting Guidance to create cost codes relevant for the scope of work under the agreement. Sub-codes for non-recurrent costs (creation of the intervention) and recurrent costs (implementation of the intervention) for categories with substantial non-recurrent costs must be included. Management and operations expenditure also must be reported in separate sub-categories. The USAID Cost Reporting Guidance provides a list of additional optional sub-codes.

The cost data noted above must be collected on a continual basis by the Recipient following standard procedures, to ensure that the entirety of activity expenditure is captured. The Awardee must document details of the cost reporting system in a Cost Reporting Manual, to be submitted to USAID by the end of the first quarter of the Award. The Awardee must deliver a financial report and supporting data in Excel format following standard financial reporting format according to the

schedule specified in the agreement, with additional disaggregation by cost categories. The report must include expenditure for the reporting period, with the standard financial reporting categories (labor (local and international reported separately), fringe, materials procured, rent, travel, and overhead recovery) for each cost sub-category. The report must indicate which expenditure was incurred through a sub-award to another organization as well as local versus international expenditure.

Additionally, the Awardee must document and report estimates of activity-critical and substantial inputs from other sources, including donated resources such as volunteer time, in-kind equipment/ infrastructure and services, and any beneficiary/stakeholder inputs and other unpaid inputs that are often not accounted for in the budget. The USAID Cost Reporting Guidance provides information and templates for capturing these data. The Awardee is not responsible for monetizing these inputs, unless this information is readily available. The Awardee must follow templates in the Cost Reporting Guidance. The Awardee must document and report details of the intervention, both as outputs and the dosage at the beneficiary level, following templates in the Cost Reporting Guidance.

- **Performance Reporting**

The recipient will be required to submit by email performance reports. The performance reporting requirements will be compliant with 2 CFR 200.329 – Monitoring and Reporting Program Performance.

Recipients are encouraged to choose Standard Foreign Assistance Indicators and develop custom indicators that help them to manage and learn from their work; such indicators should include both output and outcome indicators.

1. Quarterly Reports

The recipient will submit quarterly reports, covering each calendar quarter, within thirty (30) calendar days following the end of each calendar quarter (i.e. January 30, April 30, and July 30), limited to ten (10) pages, not including annexes. The report should include the following components:

- Bulleted list of achievements in the quarter (1 page)
- Background and details of some of the key achievements, including potential impacts on target populations. Any identified best practices and or lessons learned should be included here (4-5 pages)
- Description of collaborative activities with other USAID implementing partners and/or stakeholders (1-2 pages)
- Description of key problems or issues encountered, how they were or will be resolved, and, as needed, recommended USAID interventions to facilitate their timely resolution (1-2 pages)

- Bulleted list of planned activities for the next quarter to include dates and locations of major events and meetings (1-2 pages)
- Quantitative and qualitative analysis of progress against objectives, results, and targets;
- Summary of key activities for the following quarter;
- Discussion of lessons learned, good practices and success stories; and
- Challenges outside the scope of the program, which affect implementation.

Further, notification must be given in the case of problems, delays or adverse conditions which materially impair the ability to meet the objectives of the award. These notifications must include a statement of the action taken or contemplated and any assistance needed to resolve the situation.

Following receipt of the report, a “quarterly review” meeting with the AOR and other relevant Mission staff will be held to discuss results, challenges and the way forward.

In addition, the following are required Annexes for the quarterly reports:

- Annex 1: Table of indicators targets and results to date showing progress made during the quarter, cumulative for the fiscal year, and cumulative for the life of project toward set targets. Use a color scheme for table highlighting indicators in red if target is not met or to signal that it is in danger of not being met and green for indicators met. Provide explanations for targets exceeded and targets unmet.
- Annex 2: Include a financial table which contains expenses of the reported period, year to date amount, and remaining budget line-item amount.
- Annex 3: Provide one or two success stories with relevant high-resolution photos. Stories should highlight the high-level impact and/or scalability of the activity's successes. If a story could not be done during the reporting period, explain why. (one page per story)
- Annex 4: Quarterly Environmental Mitigation and Monitoring Report

2. Annual Reports

The annual report will consist of both a narrative and a quantitative section and reporting against all indicators. The narrative section is limited to 30 pages, not including annexes, and should cover key achievements and high level impacts, synergistic results, scalability of results, collaborative activities, best practices, lessons learned, challenges encountered, and priorities for the next year. Annexes must include:

1. a comprehensive property inventory list;
2. reporting against all indicators;
3. financial table;
4. at least two success stories with relevant photos;
5. Annual Environmental Mitigation and Monitoring Report; and
6. Annual Shock Response Report detailing rapid response.

The Annex 2 table for indicators must be submitted on or before October 15th of each year in order to be included in USAID's annual performance reporting requirements. For all results that either exceed or fall short of the annual target by 10% or more, a narrative explanation must be included. Please highlight in a different color all indicators that exceeded (green) or fell short (red) of their target so they can be easily distinguished from the rest.

The Recipient will benefit from using USAID IPs Development Information Solution (DIS) platform to ensure effective qualitative, quantitative, and GIS data reporting in DIS. USAID will provide the partner with DIS access for direct data reporting into the system. Implementing partners should report data directly into DIS in accordance with reporting deliverable deadlines.

3. Final Report

The Recipient will be required to submit a final report by e-mail. Specific instructions for the submission of the final report will be included in the resulting award from this NOFO.

4. Other Reports

1. Security Conditions

The recipient must be aware of security conditions in the country of implementation, and by entering into the agreement, assumes full responsibility for the safety of its employees. Before commencing work, the recipient must ensure that it has adequate procedures (a security plan) in place to advise its employees of situations or changed conditions that could adversely affect their security. A security plan will not be included as a deliverable, but it is expected to be available upon request by the Agreement Officer.

In order to keep abreast of security conditions in the country of implementation, but particularly before any employee commence travels, especially in areas of security concerns, the recipient must seek information from all available sources, including USAID in the country of implementation, 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. The recipient is also responsible for immediately notifying USAID and the US Embassy American Citizen Services section in the event a US citizen employee does not return from travel as expected. In the event that USAID requests the recipient to do so, the recipient's Chief of Party must assume responsibility for contacting all of its employees. The recipient must provide the Agreement Officer's Representative the name, current address, and current home and/or cellular telephone number of the Chief of Party and of an alternate designated employee.

The recipient is responsible for ensuring that the information provided to the AOR is up to date so that in an emergency, the Chief of Party or alternate representative can be reached immediately, and they can rapidly contact all other affected employees. In the event of an adverse work or

project related security situation affecting any recipient's staff/activity, the recipient is responsible to notify the Agreement Officer's Representative or their alternate (as well as the A&A Specialist and the Agreement Officer) within 24 hours or as soon as it is practicable.

2. *Short-Term Consultant and Technical Reports*

USAID expects regular updates from the recipient with respect to each short-term consultancy procured under this award. Upon completion of the services of each short-term consultant, the recipient must submit a short report to the Agreement Officer's Representative summarizing the activities, deliverables, and recommendations of the consultant no later than 21 calendar days after the completion of the consultancy. This can be either in written or verbal form as determined by the Agreement Officer's Representative. In addition, the recipient must provide copies of all technical reports including analyses, policy recommendations, comparative studies, etc. to the Agreement Officer's Representative once these are developed. At the time of procuring consultants or technical assistance providers, the recipient should consult with USAID regarding the need for French-language translations of any deliverables.

3. *Geographic Information System (GIS) data*

SAID is required to make nonproprietary geospatial data available to the public. Data must be consistent with US Federal Geographic Data Committee (FGDC) level 1 metadata standards. Implementers are to work in collaboration with these USAID hired mapping specialists and ensure that they have mapping capabilities within activity staff or procured through consultants.

All spatial and geographic information system activities financed by USG federal funds must comply with:

- a. OMB Circular A-16, Executive Order 12906;
- b. Automated Directives System (ADS) 507 (Freedom of Information Act);
- c. ADS 551 Data Administration; and
- d. ADS 557 Public Information.

Therefore, the Implementer must submit to USAID the following one year after the start date of the award and on October 30th of each subsequent year:

- a. Digital spatial data according to Federal Geographic Data Committee (FGDC) Level 1 metadata standards capturing GIS at the regional, administrative, commune, and village level for their zones of intervention;
- b. Digital copies of spatial data with accompanying metadata; and
- c. Make spatial data available to the public at the cost of reproduction.

4. *Development Experience Clearinghouse (DEC) Requirements*

USAID recipients are required to comply with the submission requirements for the Development Experience Clearance (<http://dec.usaid.gov>) pursuant to the Standard Provision entitled "Submissions to the Development Experience Clearinghouse and Publications (June 2012)."

In addition, the recipient must submit one electronic copy of development experience documentation to the AOR.

- ***Annual Work Plans (AWPs)***

The Annual Work Plan will form the basis for activities to be initiated in each year of the award. For the purpose of the AWP, “Annual” is defined according to the U.S. Government fiscal year: i.e. October 1st to September 30th. Draft AWP for subsequent years after Year One must be submitted no later than September 1st of each year.

The AWP will be reviewed by the AOR within two weeks of submission. Following review and comment by USAID, the Implementer shall prepare a Final Work Plan for each year, to be submitted no later than October 30th. The AWP will provide a detailed description, schedule, and expected results for activities in support of each objective under the award. The Implementer must also address:

- Any proposed actions to strategically collaborate with other USAID implementing partners in-country. How knowledge gaps in the theory of change, the technical implementation approach, operating environments, assumptions and risks, will be filled using activities such as, but not limited to, monitoring, research, evaluation and analytical studies.
- How specific interventions will be adapted for insecure zones.

Modifications to the AWP may be made during the year subject to the approval of the AOR.

- ***Activity Monitoring, Evaluation, and Learning Plan (AMELP)***

The Activity Monitoring, Evaluation, and Learning Plan (AMELP) outlines how the recipient will track progress, identify learning opportunities, and effectively adapt programming to anticipate and respond to challenges and opportunities that arise. The AMELP must demonstrate how the Applicant will routinely assess the status of interventions; whether these interventions are resulting in their intended outcomes; if those outcomes are leading to the desired objectives; whether critical assumptions remain valid; and whether course corrections should be made.

Within the AMELP, the recipient will be expected to establish benchmarks upon which progress will be measured based on acceptable, quantitative, and qualitative measures of activity outputs and outcomes. AMELP indicators should include the relevant indicators from the U.S. Foreign Assistance Framework. All people level indicators must be sex and age disaggregated as per USAID standards. In addition, other customized indicators for this particular activity should be proposed by the implementer as needed in conjunction with the approved technical activity.

The monitoring system must include both performance and context monitoring. Partners are responsible for collecting baseline data for their performance indicators. Performance monitoring refers to monitoring the quantity, quality, and timeliness of activity outputs within the control of the implementer, as well as the monitoring of activity outcomes that are expected to result from the combination of these outputs. Performance monitoring includes operational monitoring such as determining whether completed interventions have been sustainable.

Recipients will benefit from USAID IPs Development Information Solution (DIS) training sessions to ensure effective qualitative, quantitative, and GIS data reporting in DIS. USAID will provide the recipient with DIS access for direct data reporting into the system

Context monitoring is the monitoring of local conditions that may directly affect implementation and performance (e.g. non-USAID activities operating within the same sector as USAID activities) or external factors that may indirectly affect implementation and performance (e.g. macro-economic, social, or political conditions). Context monitoring should be used to monitor assumptions and risks identified during activity planning and implementation. In order to have a sound monitoring system, Applicants will propose indicators, determine how best to set baselines, establish realistic targets, and install effective procedures for internal data quality control.

The Recipient will submit its detailed, life-of-program AMELP, in a format approved by USAID/Burkina Faso (refer to following link: [USAID Burkina Faso Health Program AMELP Template](#)), **within 90 days of the award**. This plan should be updated annually and **submitted to USAID for approval 30 days prior to the beginning of each fiscal year**. The AMELP will be reviewed and approved by the AOR. Specific data required are those to measure indicators as provided in the approved AMELP. The AOR will request any modifications required. The AMELP will include a robust set of indicators and targets to measure both short-, medium-term outcomes and long-term impacts. It will also describe relevant data collection and assessment procedures and quality control mechanisms. The plan will describe how relevant data and analysis will inform adaptive management of the program.

The AMELP is a living document. The Recipient is expected to recommend and make revisions to the AMELP in response to changing conditions and emerging lessons in consultation with the AOR.

The Monitoring and Evaluation Plan should be organized according to the Program Objectives described in this Program Description. This award is anticipated to generate a large number of performance, financial, and other reports. The Recipient is encouraged to propose an alternative online file management system to streamline the electronic submission of reports and ensure reliable accessibility to the Agreement Officers and AORs. Existing “off-the-shelf” information technology products and/or services would be preferred. Such a system would not alter the responsibility of the Recipient to submit documentation to the Development Experience Clearinghouse as required (see ADS 540).

With regards to CLA, recipients must address:

1. How the products and result of collaboration will improve implementation approaches and development practice broadly
2. Approaches that improve USAID implementing partner’s ability to respond to target groups’ needs by using learning
3. How the application of learning will influence decision making, resource allocation, and contextual shifts
4. How to increase the efficiency of activity implementation

- ***Sustainability Plan***

The recipient will be expected to submit a sustainability plan incorporating key sustainable principles during activity implementation. These principles include, but are not limited to, ensuring institutional level ownership of activity interventions, building broad-based community consensus on strategic approaches and actions, enforcing mutual accountability, increasing targeted capabilities of key stakeholders, ensuring financial sustainability, and promoting autonomous and self-sustaining principles.

- **Final Performance Management Plan**

Management and Operations

There must be a management and operational structure that is cost-effective and able to operate effectively in a variety of contexts, including insecure areas. The recipient must be able to engage in dialogue at the policy level while maintaining a focus and presence in the areas of intervention.

The recipient should maximize their field presence by working as close as possible to communities in the target zones, while maintaining the ability to work closely with national MOH counterparts. They are strongly encouraged to co-locate with or near/adjacent to MOH structures, other USAID partners HSS and HSD to maximize collaboration. This will also require the applicant to work with HSS and HSD to develop a joint work plan that outlines their collaboration and synergies.

Shock and Response Programming

Burkina Faso is regularly subject to shocks, both natural and man-made, which can have a significant impact on health and nutrition outcomes. The recipient should demonstrate that they have the capacity to respond to a wide range of emergency situations and to rapidly identify and (re)deploy staff or relevant technical expertise, in close consultation with USAID and the appropriate structures responsible for coordinating the emergency response.

The recipient must incorporate a contingency plan that outlines 1) the activities they will undertake to reduce health system vulnerabilities and better prepare the health system to respond to emergencies and/or outbreaks, 2) the monitoring and consultation they will undertake to track potential and emerging threats and trigger thresholds for activating a response, 3) the activities they will scale up or initiate in response to each type of emerging shock, and 4) the staff who will be responsible for preparing for and leading the shock response.

USAID may activate the Crisis Modifier and provide additional funding as needs arise and funds are available.

Given the decentralized health systems, remote communities, and lack of resource transfer from central to local levels, the applicant will demonstrate how community governments will be intentionally engaged in the proposed management plan to improve the community health system.

- ***Gender Analysis and Gender and Social Inclusion (GESI) Action Plan***

The U.S. government “Women’s Entrepreneurship and Economic Empowerment (WEEE) Act” underscores the importance of gender equality and empowering women to participate fully in the

formal economy, which leads to more peaceful and prosperous societies. This activity is consistent with the USAID Gender Equality and Female Empowerment Policy that advances equality between females and males, and empowers women and girls to participate fully in and benefit from development, through the integration of gender in the entire project cycle -- from project design and implementation to monitoring and evaluation. This integrated approach focuses on achieving the following overarching outcomes:

1. Reduce gender disparities in access to, control over, and benefit from resources, wealth, opportunities, and services - economic, political, and cultural;
2. Reduce gender-based violence and mitigate its harmful effects on individuals;
3. Increase the capability of women and girls to realize their rights, determine their life outcomes, and influence decision-making in households, communities, and societies;
4. Support interventions that secure private property rights and land tenure for women in developing countries; and
5. Improve the access of women and girls to education.

To operationalize these overarching outcomes, the activity is expected to adopt any one of the seven output and outcome indicators, as applicable, on gender equality, female empowerment, and gender-based violence as provided in the [USAID Gender Policy](#), and [ADS 205 Integrating Gender Equality and Women's Empowerment in USAID's Program Cycle](#), or develop custom indicators appropriate to projects/activities. All people-level indicators must be disaggregated by age, sex, groups and included in activity reports.

The gender analysis/assessment is mandatory. It feeds the GESI Plan, which is due within 90 days of the start date of the award. It must describe how the recipient will use the findings from the gender assessment to address GESI issues. It includes roles and Responsibilities matrix, timeline, resources, expected results and how those will be measured. The GESI Plan will be approved by the AOR and updated as necessary.

6. Youth Consideration

This activity is rooted in a Positive Youth Development (PYD) approach, which is based on the belief that, “given guidance and support from caring adults, all youth can grow up healthy and productive, making positive contributions to their families, schools, and communities.” PYD programs intentionally focus on developing competencies and behaviors that support pro-social attitudes, a clear and positive personal identity, and positive belief in the future. PYD programs encourage youth leadership and experiential learning, as well as adult approachability and champions. Services and opportunities are designed to support young people in developing a sense of competence, usefulness, belonging and empowerment. For many, the PYD approach is a paradigm shift in the way that they think about youth, education, employment, leadership, health and environment and its resources. The activity will include concrete and practical approaches that will not only address the challenges that youth face to accomplish the activity results, but will also involve and support young people in the decision-making, management and leadership of this activity.

- ***Close-out Plan***

No later than 180 days before the end of the Award, the Implementer must submit a close-out plan that details all equipment and provides a proposed disposition plan according to USAID regulations. The Close-out Plan must also specify actions that will be taken to hand over or transition activities to other partners, including local communities and governments. The Plan must specify sequencing of the closure of offices (if applicable), discuss sequencing of staff reductions, and include a communications strategy, activities, and products to highlight accomplishments.

- ***Branding Strategy and Marking Plan***

Branding and marking requirements for Awards under this NOFO must conform to 22 CFR 226 and [ADS 320 Branding and Marking](#). 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 grant or cooperative agreement or other assistance award or subaward, must be marked appropriately with the USAID Identity. USAID will require the submission of a Branding Strategy and a Marking Plan for any successful applications. For more information, see: <http://www.usaid.gov/branding/assistance.html>.

The recipient will also need to acknowledge USAID as the donor both verbally and in writing in all activity documents and media, as well as during meetings, public events, and technical assistance sessions with government stakeholders, local partners, and beneficiaries. This includes radio and TV spots, billboards and other signage, and documents/materials developed by the project.

d. Environmental Compliance and Climate Risk Management

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

In addition, the recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter will govern.

No activity funded under this Cooperative Agreement (CA) 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) duly signed by the Bureau Environmental Officer (BEO). Here is the [Approved IIE](#) for activities under the resulting award.

Furthermore, in accordance with Mandatory Reference for ADS Chapter 201 on Climate Risk Management, a climate risk screening must be done at the activity level stating how climate risk will be addressed during the implementation phase.

As part of the Final Annual Workplan, and all subsequent Annual Work Plans thereafter, the recipient, in collaboration with the USAID AOR and MEO, REA or BEO, as appropriate, must submit an Environmental Mitigation Management Plan that will address all ongoing and planned activities that 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, if the life of activity funding ceiling will be eclipsed, or if a time extension is required, it must prepare an amendment to the documentation for USAID review and approval. No such new activities must 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.

USAID anticipates that environmental compliance and achieving optimal development outcomes for the proposed activities will require environmental management expertise. Recipients to the NOFO must include as part of their application their approach to achieving environmental compliance and management, to include:

- The recipient's approach to developing and implementing an Environmental Mitigation Management Plan (EMMP)
- The recipient's approach to providing necessary environmental management expertise, including examples of past experience of environmental management of similar activities.
- The recipient's illustrative budget for implementing the environmental compliance activities. For the purposes of this solicitation, applicants should reflect illustrative costs for developing the EMMP and environmental compliance implementation and monitoring in their cost proposal.

SUMMARY OF REPORTS/DELIVERABLES		
Reports	Due Dates	Submission Requirements
Draft Year One Work Plan	Submit with the technical application	Submit electronically with technical application
Final Year One Annual Workplan (including sustainability plan and EMMP)	Submit within 45 days after award	submit electronically to AOR
Activity Monitoring, Evaluation, and Learning Plan (AMELP)	Draft due with the technical application as Annex A and final within 60 days after award	Submit draft electronically with technical application, and final to AOR
Subsequent Annual Work Plans (AWP)	Draft due by September 1st, and final due by October 30th	submit electronically to AOR
Branding Strategy and Marking Plan (BSMP)	• The apparently successful applicant will be asked to submit BSMP before award. • Within 2 weeks after award: 1. Press release - announcement of the award - with feedback from USAID/DOC. Within 60 days of the award: 1. An activity communications strategy submitted and completed with feedback from USAID/DOC and revised annually as program matures. 2. Activity Fact Sheet completed with feedback from USAID, which will be updated annually.	Submit BSMP electronically as required by Agreement Officer, and subsequent documents to AOR.

Quarterly Financial Reports	Within 30 days after each calendar quarter	Submit SF-425 to the Department of Health and Human Services, with a copy to AOR and OFM
Final Financial Report	90 days after the completion date of award	Submit the original and three copies of the final SF-425 to: (a) USAID/Washington, M/CF O/CMP-LOC Unit; (b) the Agreement Officer, (c) Agreement Officer's Representative (AOR). The electronic version of the final SF-425 will be submitted to the

		U.S. Department of Health and Human Services
Quarterly Performance Reports	Within 30 days after each calendar quarter	Submit electronically to AOR
Annual Performance Reports	90 days after the end of the reporting period; Annex 2 for indicators due on or before October 15th of each year via the DIS system.	Submit electronically to AOR, and indicator data through DIS.
Draft Performance Management Plan	Submit with the Technical Application	Submit electronically to AOR
Final Performance Management Plan (Shock response /Contingency Plan)	Instructions will be specified in the Award	
Security Plan	Recipient must make it available at USAID's request	Submit electronically to AOR
Geographic Information System (GIS) data	One year after the start date of the award and on or before October 30th of each subsequent year - Digital spatial data according to Federal Geographic Data Committee (FGDC) Level 1 metadata standards capturing GIS at the regional, administrative, commune, and village level for their zones of intervention; - Digital copies of spatial data with accompanying metadata; and - Make spatial data available to the public at the cost of reproduction.	Submit through DIS
Development Experience Clearinghouse (DEC) Requirements	Submission required pursuant to the Standard Provision entitled "Submissions to the Development Experience Clearinghouse and Publications (June 2012)"	Submit through DEC submissions and electronically to AOR
Gender Analysis and Gender and Social Inclusion Action (GESI) Plan	Within 90 days after award	Submit electronically to AOR and AO
Close-out Plan	No later than 180 days before the end of the award	Submit electronically to AOR and AO

e. Other Requirements:

This solicitation and any resultant award(s) is subject to the requirements of section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2019 (Pub. L. 115–232).

[END OF SECTION F]

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SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

1. Refer to cover letter for names and email addresses of contacts.

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

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SECTION H: OTHER INFORMATION

1. Other Information:

USAID reserves the right to fund or not to fund the application submitted. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. Any award and subsequent incremental funding will be subject to the availability of funds and continued relevance to Agency programming.

Applications with Proprietary Data

Applicant who includes 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.”

2. List of Attachments :

Attachment A - Program Description

Attachment B - USAID Branding and Marking Template

Attachment C - Standard Provisions

Attachment D - SAM Quick Start Guide For New Foreign Registration

Attachment E - SAM Quick Start Guide For New Grantee Registration

Attachment F - Past Performance Information

Attachment G - Illustrative Budget Template

Attachment H – 2024 Interim Certifications ,Assurances, Representations ,and Others Statements of the Recipient

[END OF SECTION H]

ATTACHMENT A - PROGRAM DESCRIPTION

USAID/BURKINA FASO HEALTH PROGRAM, 2024-2029 COMMUNITY HEALTH PROGRAM DESCRIPTION

INTRODUCTION

The USAID/Burkina Faso Health Office has developed Component Activity 1, entitled Community Health (CH), under the ***Improving Health Status and Well-being of the Burkinabe People*** Program for FY 2024-FY 2029. As part of USAID's strategic and comprehensive response to the key challenges facing the host country's health sector, this new bilateral activity is designed to strengthen Burkina Faso's capacity and commitment to deliver and finance healthcare in partnership with local public, private sector, civil society, and community and faith-based organizations, thus contributing to building local ownership for, and sustainability of, program results. The Community Health Activity is focused on providing comprehensive support to strengthen the capacity and commitment of the health system, including its key actors, at the regional, district and tertiary levels to improve the health status and well-being of the Burkinabe people. It aligns with the Government of Burkina Faso (GOBF)'s strategic objectives and priorities contained in the National Health Development Plan (*Plan National de Développement Sanitaire 2021-2030 (PNDS)*) and with the overall vision for the Ministry of Health (MOH)'s national health development plan, which is: ***"to improve the health status for all Burkinabe people through an accessible, high-performing and resilient health system by 2027."***

1. BACKGROUND

Significant progress has been recorded in Burkina Faso over the past 15 years in reducing preventable maternal and child deaths and combating infectious diseases as part of the country's efforts, with sustained donors' assistance including from USAID. However, the ability to achieve the 2030 Sustainable Development Goals (SDGs) is now being jeopardized by recent political instability, increasing fragility in terms of climate change, epidemics, food insecurity, conflicts and armed attacks, and a weak health system.

Continued insecurity in Burkina Faso has had a major adverse impact on the health sector. Population displacements due to armed conflicts and insecurity have disrupted the access to, and delivery of, health care services. As of December 31, 2023, organized armed group (OAG) attacks led to the closure or reduced capacity operations of 413 health centers, while an additional 336 facilities were barely functioning, depriving 3.8 million people access to health services. As of March 31, 2023, an estimated 2,062 million internally displaced persons (IDPs) and 3.8 million people requiring humanitarian assistance were reported by the United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA). Insecurity is also a key driver of growing food insecurity, which in turn affects the nutrition and health status of affected populations. According to UNOCHA, 3.5 million people are in "Phase 3" food security crisis, as these populations are facing acute food insecurity, disrupted livelihoods and restricted household access to markets. The large number of

IDPs adds pressure to host communities, who are already in dire need for support, due to disruption of health service delivery and functioning. With 40 percent of the country considered to be outside of government control, and the number of schools closed due to insecurity nearly doubling over the past year to over 6,200, the Norwegian Refugee Council (NRC), has referred to Burkina Faso as home to the world's most neglected displacement crisis.

Despite recent progress in the health sector, Burkina Faso still ranks among countries with the highest rates of maternal mortality, under-five and newborn mortality, fertility, chronic malnutrition, and food insecurity. The Burkinabe health system faces many challenges that constrain its ability to fulfill the MOH's vision of ***"improving the health status for all Burkinabe people through an accessible, high-performing, and resilient health system by 2027."*** The PNDS highlights several key challenges in the health sector that must be addressed. These include the need to strengthen the building blocks of the health system and to improve the availability and accessibility of quality health care services. The PNDS also identifies several fundamental risks that could jeopardize the achievement of this vision, including the erosion of social cohesion and peace, social and political instability, worsening insecurity, emerging infectious diseases, and climatic shocks. The country's key drivers of poor health indicators include limited geographic access to health facilities as well as poor and/or inconsistent quality of care and lack of care seeking behaviors. The major issues affecting health outcomes in Burkina Faso also include the following:

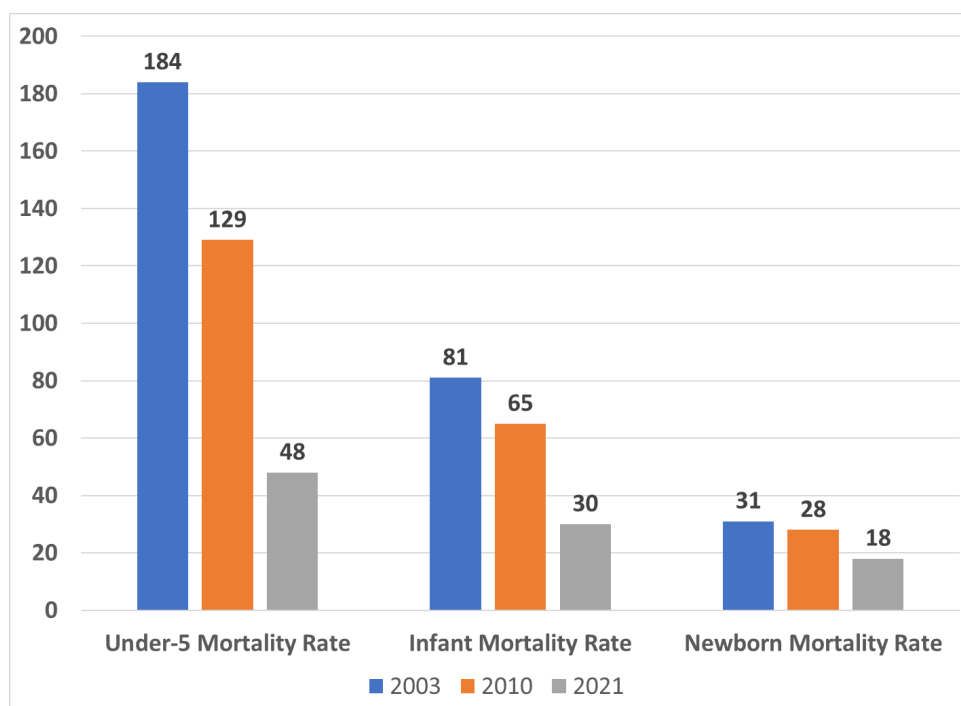
- Maternal Health

Facility-based deliveries increased remarkably, from 38 percent in 2003, to 66 percent in 2010, and to 94 percent in 2021. Recent progress is driven in part by the policy of free maternal care for pregnant women. Similarly, the percentage of women attending four (ANC) visits increased from 18 percent in 2003, to 34 percent in 2010, and to 72 percent in 2021 but only 0,9% women received 8 contacts in 2021. Given the free care policy and the high percentage of facility-based deliveries, there is an opportunity to further increase ANC4 in Burkina Faso. The maternal mortality ratio (MMR) was last estimated at 347 per 100,000 live births in 2010. MMR is estimated at 198 per one thousand live births (DHS 2021).

- Newborn and Child Health

Table 1 shows the trends in child mortality according to the three most recent DHS reports in 2003, 2010 and 2021.

Table 1: Child Mortality Trends 2003 to 2021 (per 1,000 live births)



Source: Demographic and Health Surveys: 2003, 2010, and 2021

Data on immunizations indicate a more worrisome trend and may, at least partially, demonstrate the impact of COVID-19 on the routine immunization system. Overall, 79 percent of children aged 12 to 23 months received the eight basic vaccinations; however, the percentage of fully-vaccinated children dropped from 81 percent in 2010 to only 36 percent in 2021 (DHS 2021). The vaccination schedule changed during the period under review and new vaccinations were added, making it difficult to draw comparisons. Nevertheless, there is a clear need for strengthening the routine immunization system.

Continued progress in reducing child mortality will be increasingly challenging as the health system must address more complex and difficult drivers, such as infection/pneumonia and asphyxia. Recent data from the health information system in Burkina Faso shows an increase in the number of reported deaths in hospitals. This could be caused by multiple factors, including an increase in sick children being referred to hospitals, delays in seeking care, an increase in malnutrition due to conflicts leading to food insecurity, issues with the quality of care, etc. Regardless, further reductions in child mortality will require carefully targeted investments in the health system.

- **Nutrition**

Burkina Faso has made continued progress in nutrition practices. The percentage of children under five years classified as stunted (less than two standard deviations below the mean height-for-age for healthy, well-nourished populations) declined from 39 percent in 2003, to 34.6 percent in 2010, and 22.6 percent in 2021. Similarly, the percentage of children under five years classified as wasted (less than two standard deviations below the mean weight-for-height) decreased from 19 percent in 2003, to 15.5 percent in 2010, to 10.6 percent in 2021.

Despite this progress, other indicators stagnated: the percentage of children exclusively breastfed from zero to six months fell from 59 percent in 2010 to 51.6 percent in 2021. And while the early initiation of breastfeeding (within the first hour after birth) rose to 60 percent in 2021, given the high facility delivery rate of 94 percent, there is an opportunity to address this gap.

- Family Planning and Reproductive Health

Overall, the total fertility rate (TFR) decreased from 6.2 in 2003 to 4.4 in 2021. The use of modern contraceptives (mCPR) among married women aged 15 to 49 steadily increased from 8.6 percent in 2003, to 14 percent in 2010, to 32 percent in 2021. The unmet need among all women aged 15 to 49 fluctuated and was estimated at 30 percent in the most recent DHS (2021). The percentage of young women aged 15 to 19 who have already been pregnant and gave birth decreased slightly from 23 percent in 2003 to 20 percent in 2021. Young women are at an increased risk during pregnancy, especially those in the youngest portion of this age cohort. National averages mask variation in the data; in general, women in rural areas have a higher TFR and lower mCPR than their counterparts in urban areas.

- Malaria

According to the 2021 Demographic and Health Survey (DHS), 83 percent of households reported having at least one insecticide-treated bed net (ITN), with 64 percent of the population having access to an ITN. The night preceding the survey, 79 percent of children under five and 83 percent of pregnant women slept under an ITN. In order to prevent malaria in pregnancy, 57 percent of women received three or more doses of sulfadoxine/pyrimethamine (SP) for Intermittent Preventive Treatment of Malaria for Pregnant Women (IPTp) in 2021. According to the routine health data, in 2022, there were more than 11.6 million confirmed cases of malaria, with nearly 37 percent among children under the age of five.

- HIV

Per 2017 PEPFAR estimates, approximately 96,000 adults and children were living with HIV in Burkina Faso, a prevalence rate of 0.46 percent. Among men who had sex with men (MSM) and female sex workers (FSW) the prevalence rates were higher, at 1.9 percent and 5.4 percent, respectively, according to an Integrated Biological and Behavioral Surveillance Survey in 2017. Per UNAIDS 2022 report, 80 percent of PLHIVs knew their HIV status in 2021. Of those, 95 percent were on antiretroviral therapy (ART) and of those on ART, 90 percent were virologically suppressed. In order to achieve the first “95 ”(percent), significant efforts will be needed to identify the 15 percent of PLHIVs who do not know their status.

- Global Health Security

Pandemics are increasingly becoming more frequent, adversely impacting the health and safety of people and underscoring the importance of preparedness and response to a broad range of threats to global health security. Burkina Faso experiences periodic disease outbreaks, such as meningitis and dengue. From September to November 2020, the country experienced an outbreak of acute hepatitis E, the first time it had been reported in Burkina

Faso. According to the Joint External Evaluation (JEE) conducted in 2017, Burkina Faso has a foundation in place and the political will to prevent, detect, and respond to emerging infectious diseases (EIDs), with a modest budget line. However, there were numerous systemic challenges that required support from partners.

- Underperforming Health System

Achieving universal health coverage and universal health insurance and effectively implementing a multi-sectoral nutrition policy and strategies for combating HIV/AIDS and malaria in 2024-2029 will likely be inhibited by systemic weaknesses in accountability, affordability, accessibility, and reliability of health services. Obstacles include poor mobilization and use of public and private resources, including financial resources, human resources, and commodities. Issues with health workforce capacity, recruitment, retention, and distribution lead to problems in service access, quality, and equity. Capacity-building for both private and public providers neither addresses the latest policies and technologies nor includes the full range of skills required for managing health services. These include administration, management, use and interpretation of health data, and working with communities and local authorities. Accountability and civil society engagement also remain a challenge. In general, community oversight in the management and monitoring of health facilities and the health system is weak, and there is an inability to hold health systems and local governments accountable for providing quality services. Timely care-seeking is discouraged by social norms and/or limited accessibility of health facilities due to physical or insecurity factors. In addition, unaffordable user fees, limited insurance coverage, long wait times to see a provider, and stock-outs of essential medicines persist.

2. PROGRAM DESCRIPTION

A. Overview

The overall goal of the USAID Health Program in Burkina Faso is ***to sustainably improve the health and well-being of the Burkinabe people***. This will be done by partnering with the GOBF, communities, local organizations (including the private sector), and other stakeholders to strengthen quality, integrated, and resilient primary health care systems. These partnership efforts will focus on primary health care systems that address HIV/AIDS, malaria, maternal and child health, nutrition, voluntary family planning, reproductive health, and health systems strengthening (HSS), and are capable of preventing, detecting, and responding to emerging infectious diseases, with particular attention to health equity and advancing women's, adolescents' and children's health.

The purpose of this new community health activity is ***to strengthen the access to, use, and quality of community-based health services***, which is supporting the overall health program goal.

Strategic approaches in support of the activity purpose and goal will include strengthening and protecting the community health workforce; partnering with communities in the management of their health; reducing gender and other barriers to care seeking and promoting healthy behaviors, including through context-specific and appropriate behavior change; and expanding multi sectoral partnerships with local leaders, organizations, and platforms for community health. With Global

Health Security in Development (GHSD) funding, this activity will also support integrated, community-based surveillance as a component of broader efforts to strengthen integrated disease surveillance and response and the interoperability of early warning systems with other sectors through other USAID- and non-USAID funded activities.

B. Theory of Change

To achieve the overarching goal of ***sustainably improving the health status and well-being of the Burkinabe people***, the Community Health activity directly supports USAID/Burkina Faso's broader theory of change that:

***If a coordinated set of investments is provided; and
If access to, and use of, quality service delivery is strengthened; and
If local communities are engaged in the management of their health; and
If support is provided for resilient health systems that address priority health interventions and national health security concerns,
Then the health status and well-being of the Burkinabe people will be sustainably improved.***

C. Relationship to USAID/Burkina Faso Health Development Strategy

This activity aligns with USAID/Burkina Faso's Health portfolio goal, objectives, and strategy and with the health-responsive objectives under US Embassy of Ouagadougou's Integrated Country Strategy (ICS). USAID's health-responsive objectives fall under ICS Goal 3, ***Promote Equitable, Economic Opportunity and Social Development*** and under Goal 3, Objective 3.2, ***Assistance and development programs improve the health of the people of Burkina Faso***.

Under ICS Objective 3.2, this community health activity will significantly advance USAID/Burkina Faso's Health Program goal by partnering with the GOBF, communities, local (including public and private sector) organizations and health structures, and other stakeholders within and outside the health sector to strengthen quality, integrated, and resilient primary health care systems that address HIV/AIDS, malaria, maternal and child health, nutrition, voluntary family planning and reproductive health, and health systems strengthening. Cross-cutting priorities and drivers for this support include advancing health equity, including in terms of gender; addressing the specific needs of the country's growing youth, urban, and internally displaced populations; and strengthening national and global health security by preventing, detecting, and responding to persistent and emerging infectious diseases.

USAID is an active member of Burkina Faso's Health Donor Coordination Group, which is used as a platform for donor investment coordination, alignment, and complementarity. The Mission will use investments in this new community health activity and other health and non-health activities to leverage other donor investments, including from the World Bank for community health, and from the Global Fund for malaria, HIV/AIDS and TB, and also community health workforce strengthening as a growing area of Global Fund investment.

D. Management and Implementation Plan

1. The USAID Health Portfolio

The Community Health Activity is part of three component activities forming the core of USAID bilateral health investments in Burkina Faso for the 2024-2029 period. The three component activities are complementary, reinforcing and leveraging an array of other ongoing activities, within

the USAID Burkina Faso Health Portfolio, by the MOH and other development partners. These bilateral component activities are:

(a). Community Health (CH).

Activity described in detail herein.

(b). Health Systems Strengthening (HSS)

This activity will focus on strengthening key pillars of the health system at the central level and assist with implementation in regions targeted by the Health Service Delivery and Community Health mechanisms. Key areas will include governance, financing, human resources for health, and health information systems. The mechanism will also support the central level to address oversight and support for private sector health providers, provide critical coordination with the central level MOH, and organize periodic (e.g. quarterly) reviews and other key meetings.

(c). Health Service Delivery (HSD)

This activity seeks to strengthen the quality of health care at all health facility-levels, from health posts to district and regional hospitals. Designed to primarily assist the GOBF in developing key policies at the central level, the mechanism will also support integrated services, including MCH, malaria, nutrition and family planning. The HSD activity will cover urban and peri-urban areas in selected regions and will work with the private sector, especially in urban areas.

2. Other ongoing USAID activities

Following are other ongoing USAID-Field-Support mechanisms, with a community health component, which may overlap with the new bilateral health portfolio:

- Integrated Health Service (IHS), which will continue assisting the Central West, Central East, and South East regions and providing malaria, maternal and child health, nutrition, voluntary family planning and reproductive health services to the community level until 2026.
- Momentum Integrated Health Resilience (MIHR), will continue to provide malaria, maternal and child health, nutrition, voluntary family planning and reproductive health services at community level to the Central West, Central East, and South East regions through September 2024.
- Promoting Results and Outcomes through Policy and Economic Levers (PROPEL) Health, which supports community health development, implementation, evaluation of strategies, policies, governance, and coordination at the central government level and in the Central West, Central East, and South East regions until 2025.
- PREPARE, which is a Sahel Regional Office (SRO) coordination mechanism supporting the MOH's community health and nutrition (CHN) activities in the resilient focus regions of the East, Sahel, and Central North until 2025.
- Country health Information Systems and Data Use (CHISU), which will strengthen health information systems (HIS) and improve interoperable information architecture and data use by building capacity for local leadership and engagement in health data use until 2026.

The synergy of all these interventions is enhanced through joint planning, which allows these various implementing partners to identify areas of complementarity and opportunities to leverage existing resources. USAID Burkina Faso Health Office organizes regular performance reviews and monthly meetings to monitor activity progress and reinforce the coordination of interventions. It is expected

that the CH Activity will progressively take over most of the community health interventions as the IHS, MIHR, PREPARE, and PROPEL Health mechanisms are phased out.

E. Estimated Life of Program Funding and Awards Contemplated

USAID intends to make one award to a consortium of local partners through competitive procedures for the technical and financial implementation of the Community Health Activity. The total USAID/Burkina Faso estimated contribution is **\$50,000,000**, with a period of performance of five years, beginning on or around **December 1st , 2024**.

Of the total ceiling of \$50 million for the award, up to \$5 million will be set aside for a crisis modifier that will allow the Implementing Partners to undertake additional early actions or shock response in the event of a projected or current shock, public health emergency, and/or in case of insecurity risks due to conflicts or violent attacks.

3. EXPECTED RESULTS

A. Results Framework (RF)

A results framework for this new bilateral Community Health Activity is presented below. The framework includes three high-level results and nine intermediate results, in line both with the above-mentioned activity goal and purpose and with USAID/Burkina Faso's broader Health Strategy and results framework developed in 2022. These expected results are as follows:

Result 1: Improved Access to, and Use of, Community-based Health Interventions

- o *IR 1.1. Increased Use of Quality, Priority Health Interventions and Care at Individual, Household and Community Levels*
- o *IR 1.2. Improved Readiness of Public and Private Sector Health Structures to Support Quality, Evidence-informed, Community-based Interventions and Care*
- o *IR 1.3. Sustained Equitable Access to, and Use of, Priority, Community-based Interventions during Shocks and Stresses*

Result 2: Increased Engagement of Local Institutions and Civil Society in Community-based Health Interventions and Disease Control

- o *IR 2.1. Increased Local Capacity to Implement Relevant Health Policies and Practices*
- o *IR 2.2. Increased Effectiveness of Civil Society, Local Institutions and Systems to Plan, Coordinate and Manage Quality, Shock-responsive, Priority, Community-based Health Interventions*
- o *IR 2.3. Increased Participation by Women, Youth and Marginalized Groups in Community Health*

Result 3: Adaptive Learning and Use of Evidence for Priority Health Interventions and National Health Security Strengthened

- o *IR 3.1. Improved Availability of Quality, Timely, Community-based Health Information*

- o IR 3.2. *Increased Community Capacity and Ownership for Health Information Analysis and Use*
- o IR 3.3. *Optimized Use of Community-based Health Surveillance and Reporting Systems*

B. RF Narrative

Result 1: Improved Access to, and Use of, Community-based Health Interventions

The Community Health Activity plans to support resilient primary health care systems in nine priority regions by strengthening their capacity and commitment to improve the health status of the target populations through evidence-informed, quality, priority health care interventions and by addressing health security threats and climate change effects at the community level.

The Burkinabe people face many obstacles to accessing and using quality health services. These obstacles are further exacerbated by frequent shocks and stresses. Barriers include a weak health infrastructure system, a lack of health staff, weak and delayed provision of health care services, a lack of equipment, supplies, and medicine, insufficient financial means, socio-cultural norms and behaviors, distance, and personal safety and security, particularly for women and girls. Burkina Faso is regularly subjected to shocks, both natural and man-made, that can have a significant impact on health outcomes. These include seasonal factors such as droughts, floods, routine disease outbreaks, public health emergencies such as dengue outbreaks, and ongoing insecurity in regions that may require urgent responsiveness. The Community Health Activity will need to respond to such a wide array of emergency situations by incorporating resilience-building into its approach. Under this resilient health system, when appropriate, the Activity will rapidly identify and (re)deploy health and non-health staff or relevant technical expertise in close consultation with USAID and the appropriate structures responsible for coordinating emergency responses to shocks and stressors, such as disease outbreaks, extreme climate events, large population displacements and migration, recurrent terrorist attacks, conflicts, etc. These efforts will complement Burkina Faso's MOHPH's resilient health emergency plan aimed at ensuring the continuity of a minimum essential package of health services in insecure, fragile zones.

Community health holds a pivotal place in the GOBF's MOHPH strategy to improve the health status of the Burkinabe people through universal health coverage. The MOH is currently finalizing its Community Health Strategy, which USAID anticipates will be ready for implementation during the life of the Community Health Activity. This MOH strategy will be key to helping advance the implementation of the Community Health Activity.

Within this context, an approximately 17,000 Community-based Health Workers (CHWs) in 13 administrative regions are a significant workforce, delivering essential, quality, integrated, community-based primary health care services across Burkina Faso. This initiative was first stood up and entirely supported by the local government. USAID and Global Fund joined this effort to reinforce the primary health services. CHWs are nominated by community members and serve under the leadership and guidance of the local government. By design, the local government elected to provide stipends for the CHWs, vice salaries, so that this workforce, while overseen and managed by the local

government, are not considered civil servants. In addition, the MOHPH has accredited 236 community based organizations (CBOs) to deliver a package of community-based services of health prevention and promotion through 686 educators. In 2023, the MOHPH significantly increased the coverage of community health interventions to urban areas by recruiting 15,000 community volunteers. It is critical that these CHWs have the required skills to deliver the needed package of services and that they are equipped, supported, and motivated to appropriately provide the services expected from them. CHWs provide a range of promotional, preventive, and curative services, including health promotion, community surveillance, screening for acute malnutrition, referrals, community-based distribution of mosquito nets and family planning commodities, and implementation of community-based integrated management of childhood illness (C-IMCI), among other services.

The CH Activity will also strengthen the link between community services and the community health posts and the health and social promotion centers (CSPS), under the oversight of the health district management team. The current model is well suited to rural environments, where communities are more easily defined by geographic boundaries. As Burkina Faso urbanizes, the community health approach needs to adapt to urban and peri-urban areas. To achieve the CH Activity health targets and the SDGs, it is essential to extend community services to urban and peri-urban areas with growing numbers of IDPs in need of health care. The CH Activity will play a key role in adapting the current model to urban and peri-urban environments and supporting the implementation of the national community health strategy that is currently under development. The CH Activity will support the implementation of innovative approaches for community health provider payments such as strategic purchasing and other strategies to incentivize CHWs, consistent with the government's new Community Health Strategy.

Given the important role of social and community norms in shaping health behaviors both positively and negatively in Burkina Faso, the CH Activity will systematically address key drivers in the adoption of health-seeking behaviors and work closely with communities to identify approaches to address barriers that inhibit uptake. The Activity mechanisms will work with communities to generate locally-owned solutions for improving and increasing community-to-health facility linkages.

Increasing access to quality health care at the community level is essential to sustainable improvements in health outcomes and building resilient communities in Burkina Faso through engagement of the local populations, leaders, and key stakeholders, including public and private sector health structures, civil society, and faith-based organizations. To be successful, the Community Health Activity will need to improve service readiness of public, private, and local community-level actors; address health behaviors at the individual, family and community levels; and enhance resilience to shocks and stresses.

Therefore, **access to, and use of, community-based health interventions will be improved** through achievement of the following intermediate results:

- ***IR 1.1: Increased Use of Quality, Priority Health Interventions and Care at Individual, Household and Community Levels***
- ***IR 1.2: Improved Readiness of Public and Private Sector Health Structures to***

Support Quality, Evidence-informed, Community-based Interventions and Care

- ***IR 1.3: Sustained Equitable Access to, and Use of, Priority Community-based Interventions during Shocks and Stresses***

Result 2: Increased Engagement of Local Institutions and Civil Society in Community-based Health Interventions and Disease Control

The Community Health Activity will focus on assisting local communities, civil society organizations, government entities, and private sector structures to increase their participation in the management and provision of health services at the local level. Communities, local governmental structures, such as the community health management committees (*Comités de Développement Sanitaire* (COGES), CSPS, civil society organizations, as well as informal structures, play a variety of important roles in that regard. Leaders may be influencers, and local structures have a critical role in the management and provision of health care in their communities. They influence and reinforce the practice of healthy behaviors and the utilization of health products and services. All of these actors should actively participate in expanding their partnerships with the GOBF, local communities, local organizations, including the public and private sector health structures, and other key stakeholders to strengthen quality, integrated, and resilient primary health care systems across the country that address HIV/AIDS, malaria, maternal and child health and nutrition, voluntary family planning and reproductive health, Global Health Security concerns, and HSS, with particular attention to health equity and preventing, detecting, and responding to emerging infectious diseases and climate change effects.

The Activity will support approaches focused on developing and reinforcing systems that increase engagement of civil society in the health sector, specifically at local community level, with particular focus on advocacy and accountability. It will also support local organizations to play a pivotal role in implementing key social and behavior change (SBC) activities; in identifying and assessing effective strategies for strengthening community participation and SBC in urban and peri-urban settings; and in identifying new and innovative modalities for reaching underserved, marginalized segments of the populations, including women and youth, with key services. In all these efforts, expanding and enhancing the involvement of local communities, public and private sector health service facilities, and civil society organizations and leveraging their resources and/or expertise in the provision and management of health services will be key to building management and technical capacities, sharing ownership for local community health, and ensuring sustainability of project results.

Therefore, **the engagement of local institutions and civil society in community-based health interventions and disease control will be increased** through the achievement of the following intermediate-level results:

- ***IR 2.1: Increased Local Capacity to Implement Relevant Health Policies and Practices***
- ***IR 2.2: Increased Effectiveness of Civil Society, Local Institutions and Systems to Plan, Coordinate and Manage Quality, Shock-responsive, Priority, Community-based Health Interventions***

- **IR 2.3: *Increased Participation by Women, Youth and Marginalized Groups in Community Health***

Result 3: *Adaptive Learning and Use of Evidence for Priority Health Interventions and National Health Security Strengthened*

The Activity will support approaches to strengthen quality, integrated, and resilient primary health care systems that address HIV/AIDS, malaria, maternal and child health and nutrition, voluntary family planning and reproductive health, Global Health Security concerns, and HSS, through research, innovations, and efforts to disseminate and share those advances among implementing partners, the GOBF, local communities, public and private sector health service facilities, and civil society organizations within the Community Health Activity and across the health portfolio. The CH Activity will reinforce the community health system capacity to detect unusual events through effective event-based surveillance to prevent and respond to health threats. The Activity also will work to increase the systematic collection and analysis of data, knowledge management, and use of data and evidence for improved primary health care policies and programs. Efforts to strengthen the health information system should take into account current opportunities for digitalization. This will be key to effective collaboration and data sharing between the various implementing partners and key stakeholders involved in monitoring, evaluation, and learning management to ensure systematic analysis, assessment, and sharing of lessons learned and use of informed decision making at community and country levels, especially for project implementation purposes or to respond to emergency situations.

This will be achieved through:

- **IR 3.1: *Improved Availability of Quality, Timely, Community-based Health Information***
- **IR 3.2: *Increased Community Capacity and Ownership for Health Information Analysis and Use***
- **IR 3.3: *Optimized Use of Community-based Health Surveillance and Reporting Systems***

C. Expected Outcomes:

Expected outcomes under the Community Health Activity could include but are not limited to:

- **Outcome 1: *Management and Coordination of the Community Health System Improved***

USAID will support efforts that improve planning, budgeting, coordination, management, administration, and oversight of the community health interventions at the district level and below. Local community health actors should work in close coordination and synergy with HSS activities to support central-level strategies and policies related to community health. There should also be strong coordination, synergy and oversight of all donor resources and interventions. This should involve other USAID- and donor-supported activities, such as HSS, HSD, BHA, Ag/Nutrition, and key local actors, i.e., COGES, CSPS and civil society, who are actively engaged in the management of community health interventions.

- **Outcome 2: Human Resources Developed and Engaged**

USAID is seeking to support appropriate solutions to the myriad challenges that plague human resources for health at the community level. Specifically, USAID will support locally-developed approaches to resolving issues related to the recruitment, training, retention, and motivation of community health actors, with emphasis on those issues that drive the access to, and quality of, healthcare. These approaches will target the public and private sector support to community health and emphasize underserved areas. USAID expects that proposed approaches will address not only community health actors' knowledge and competencies, but also normative, attitudinal, and structural factors to the extent possible.

- **Outcome 3: Improved Availability and Management of Essential Commodities and Equipment**

At the community level, USAID seeks to support approaches to encourage the rational use of medicines and commodities, address localized stock outs, and ensure proper storage and handling with controls that minimize the risk of leakage or falsification. USAID is also interested in approaches that address the proper maintenance and upkeep of equipment. Under certain circumstances, USAID may also support procurement of critically needed equipment where these investments will have a significant impact on reducing child and maternal morbidity and mortality.

- **Outcome 4: Community Health System Financing and Affordability of Healthcare Services Improved**

USAID will strengthen health financing at the local community level to improve efficiency and ensure transparency and accountability for both budgeting and expenditures and leverage local resource mobilization for funding SBC activities, referral and counter-referral systems, coordination with HSS activities, and promotion of subscriptions to local health insurance schemes. Thus, USAID will address issues of affordability within the health system through support to community-based health insurance organizations and implementation of new approaches under the country's health financing strategy.

- **Outcome 5: Community Health Information Systems Strengthened**

USAID/Burkina Faso will support appropriate, cost-effective approaches that strengthen data quality and use at the regional and district levels and below to inform services, policy, budgeting, and decision-making. The CH Activity will support districts to strengthen the community-based surveillance to detect, prevent and respond to outbreaks and other health threats. The CH Activity will also support efforts to build up and strengthen community-level health governance through *comités de gestion (COGES)*, *clubs de santé communautaire*, *comités villageois de développement (CVD)* and the use of community score cards.

Efforts to strengthen the health information system and its digitization should take into consideration issues of interoperability, scaling up mobile health (mHealth) and sustainability of these interventions in the digital community health areas by the TGOBF at the appropriate level.

- **Outcome 6: Access to Primary Health Care Increased and Improved**

USAID will support districts with both technical and financial assistance through their work plans to scale up with fidelity high-impact interventions at facility and community levels, while focusing increased attention on urban and peri-urban areas, which are home to increasing segments of the population; foster linkages between the CHWs, the community health posts and CSPs; strengthen the delivery of integrated health care service packages, supply chains at community-levels, and supervision of CHWs; and the management and deployment of health care outposts and outreach services in resilient geographic focus regions (see Table 2). USAID seeks cost-effective approaches that can be reliably sustained by the TGOBF. Support from USAID should complement assistance from other donors and leverage maximum TGOBF contributions to further advance the sustainability of the Community Health Activity.

The CH mechanisms will support cost-effective efforts to improve the performance of local community-based health care facilities and CHWs, avoiding off-site workshops and training that take health workers out of the facility and away from providing supervision and support of community actors. USAID will also support appropriate quality improvement processes that help drive reductions in maternal, newborn, and child mortality. USAID also seeks to improve the knowledge and skills of service community-based facilities and CHWs to deliver high-impact interventions and provide care in a respectful and client-friendly environment, reflecting emerging best practices in improving CHW motivation and performance. Interventions under outcomes 1 through 5 will be critical to ensuring quality service provision. Engagement of local actors, such as COGES, CSPs, and civil society will help ensure oversight and accountability for quality of care. Efforts under this outcome will link closely with, and be complemented by, activities developed to address Outcomes 1 through 5.

- **Outcome 7: Enhanced participation by Communities, CSOs and Local Governments**

At the community level, USAID will build and strengthen the management capacities of local community health actors, community-based, civil society, and faith-based organizations, and local governments to participate in the development and timely submission, implementation and oversight of health work plans, and for needed oversight of health activities. USAID will also support engagement by these entities in the management of the health system; ideally this engagement will be built into the work plans.

- **Outcome 8: Improved Enabling Environment and Increased Adoption of Priority Behaviors**

USAID will support local organizations to play a pivotal role in implementing key SBC and advocacy activities; in identifying effective strategies for strengthening community participation and SBC in urban and peri-urban settings; and in identifying new and innovative modalities for reaching underserved, marginalized segments of the populations, including women and youths, with key services; recognizing that these SBC organizations are closely in touch with their communities and understand the specific factors that influence and drive priority and gateway behaviors. USAID will support these local CBOs (*GASPA, clubs de santé, écoles des maris*) to deliver SBC activities.

D. Level of Effort:

USAID anticipates the following Level of Effort (LOE) by Outcome:

- Outcomes 1 through 5 (health systems) should be approximately 25 percent.

- Outcome 6 (access and quality) should be approximately 35 percent.
- Outcomes 7 and 8 (community and stakeholder engagement) should be approximately 40 percent.

4. MONITORING, EVALUATION AND LEARNING

A. Collaboration, Learning and Adaptation (CLA)

The CH Activity is a critical component of the USAID Health portfolio in Burkina Faso, which will contribute vital information and learning to enhance approaches to improving the performance of the health sector. The monitoring, evaluation, and learning (MEL) system should use USAID's Collaboration, Learning, and Adapting (CLA) principles (see ADS 201.3.5.19) to effectively integrate real-time monitoring and learning back into activity implementation and ensure knowledge is shared with the broader health community. As a matter of principle, the CH Activity will rely on and reinforce, wherever possible, existing data collection systems and avoid the creation of parallel reporting systems. USAID Health activities will, within their respective scopes of work, seek to strengthen the ability of people at all levels to access and utilize data for informed decision-making. USAID will facilitate CLA across the health portfolio through several approaches. First, USAID will continue to hold regular (quarterly) performance review meetings with the MOH. Second, USAID will hold routine (quarterly) joint meetings to discuss successes, challenges and lessons learned, with Implementing Partner staff, MOH counterparts, health providers, and community leaders. Third, where conditions permit, USAID will conduct joint site visits to the field to monitor progress and also work with MRCS to conduct third party monitoring. Fourth, the team will utilize the mission-wide MRCS activity to assist with the compilation, analysis and sharing of data collected by the MOH and IPs to closely monitor health system performance. The MRCS activity implements a comprehensive methodology to track results and progress toward achieving the USAID Burkina Faso's strategic goal and objectives.

B. Activity Monitoring, Evaluation and Learning Plan (AMELP)

The CH Activity will utilize a comprehensive AMELP to track progress, identify learning opportunities, and effectively adapt programming to respond to challenges and opportunities that arise. The AMELP will be updated regularly, prioritize gender and inclusivity, and include a data analysis plan.

Implementation of the CH Component activities and strategies, as summarized in the program description and further developed in IP work plans, is expected to contribute to the achievement of the Health Program Purpose and CH planned results (Rs) and intermediate results (IRs) listed in Section 3.A, the Results Framework (RF). The USAID/Burkina Faso Health Team has identified a preliminary list of illustrative indicators (PIs) to monitor the performance of the CH Activity over the five-year life-of-program, 2024-2029. (See Annex A. Activity Monitoring, Evaluation and Learning Plan (CH AMELP, Table 2)).

The status of achievement of the Community Health results and outcomes will be measured based on established program indicators, using baselines and midterm and/or end-of-program targets. The IPs will be encouraged to propose additional and/or alternative indicators and targets, including milestones accomplishments as part of their specific Activity Monitoring, Evaluation and Learning

Plans (AMELPs) for the CH Component Activity, including the IPs' approved outcome monitoring approach.

Implementing Partners (IPs) will collect on a regular (quarterly, semi-annual, and annual) basis and analyze contextual, impact, and performance data to monitor the progress of the CH Project and, if necessary, update the CH AMELP. Baseline data for the proposed indicators addressing Maternal and Child Health (MCH), Family Planning (FP) and malaria will be collected by the Demographic and Health Survey (DHS), as scheduled for 2026. Additional data on malaria will be collected through the Malaria Indicator Survey (MIS) scheduled in 2025. Performance and monitoring data on HIV will continue to be collected as part of the PEPFAR program. The CH IPs will emphasize the DHIS2 routine data collection system for its information needs, reinforcing this important TGOBF system to model the data used to inform decision-making. Other indicators in the Project MEL Plan will be collected through routine data collection, including monitoring data collected by the IP and the DHIS2. The IP will ensure regular data quality audits are conducted by the CH IP to ensure the quality and accuracy of the data. Endline data will be collected through the DHS, DHIS2, depending on the timing of these studies, and by the IPs, as deemed necessary.

C. Evaluation

USAID will commission an evaluation (to include baseline, midline, and endline) of the health activities. In addition, USAID may commission a third-party midterm and final performance evaluation of the health activities. The CH Activity will work closely with the evaluators to provide context as well as access to relevant staff and information. Results of performance evaluations may lead to changes in implementation and be shared in a public report.

D. Learning

The CH Activity will develop a preliminary learning agenda that identifies a limited number of questions related to the activity's theory of change. These questions will inform USAID's health learning agenda in Burkina Faso.

Close and systematic collaboration with other USAID IPs, the government of Burkina Faso, decision-makers, and institutional bodies among the target communities, and other key stakeholders will be critical to maximize the use of learning and ensure that monitoring and evaluation systems are as cost-effective as possible and do not create a parallel system. The CH Activity will be expected to collaborate closely with the USAID MRCS mechanism and actively participate in meetings, workshops, and learning-related activities, identify a CLA focal point among its staff, and support attendance by local stakeholders at key learning events with health activity partners.

5. CROSS-CUTTING PRINCIPLES AND PRIORITIES

The Health Program and its components will be guided by the following critical, cross-cutting principles and priorities, which are essential to achieving USAID's expected results and outcomes in Burkina Faso:

A. Localization

Burkina Faso faces a unique set of complex circumstances, which impact the health and well-being of the communities that USAID strives to assist. Equitable, inclusive, and sustainable responses to these challenges must be built around the priorities, knowledge, experiences, aspirations, and expertise of the people who live them every day. USAID is committed to supporting partnerships and programs that equitably empower local actors, strengthen local systems, and facilitate local leadership so that USAID's assistance is more effective and sustainable. USAID will seek to strengthen local systems, support local actors, including communities and private sector health providers, and improve the quality and availability of healthcare at both the health facility and community levels.

B. Primary Health Care

USAID's approach to improving health outcomes in Burkina Faso is grounded in a strong and integrated primary health care approach with a focus on equity and progress towards universal health coverage (UHC) and resilient health systems, which are central to the achievement of the PNDS and the 2030 sustainable development goals (SDGs).

C. Private Sector Engagement

The private sector is a key provider of health, particularly in urban areas. Moreover, private sector entities have expertise, networks, and resources that can spur the demand for care-seeking; improve access to, and quality of, healthcare products and services; enhance supply chain efficiencies; expand sustainable use of digital technologies; strengthen reporting systems; and enhance access to, and efficient use of, financial capital. USAID will engage local private sector health providers to increase access to quality health services and to address challenges throughout the health system.

D. Environmental Analysis

As required by the 22 CFR 216, an Initial Environmental Examination (IEE) will be completed to ensure that proposed USAID activities adhere to USAID and host countries' environmental regulations prior to a final decision to proceed, and that appropriate environmental safeguards are adopted to prevent negative environmental consequences of USAID investment. The IEE will be completed prior to the commitment of USAID funds into the planned implementing partner awards. It will provide a brief statement of factual basis for the Threshold Decision and define whether (an) Environmental Assessment(s) or (an) Environmental Impact Statement(s) will be required.

A Categorical Exclusion is recommended per 22 CFR 216.2(c)(2)(i) for activities involving education, technical assistance, or training programs except to the extent such programs include activities directly affecting the environment; per 22 CFR 216.2(c)(2)(ii) for activities involving controlled experimentation exclusively for the purpose of research and field evaluation which are confined to small areas and carefully monitored; per 22 CFR 216.2(c)(2)(xiv) for studies, projects or programs intended to strengthen Government of Burkina Faso's health Services.

A Negative determination With Conditions is recommended per 22 CFR 216. 3(a)(2) for activities which could have negative impacts on the physical or biological environment; this will involve all activities that may generate bio-medical wastes or solid wastes. For these activities, the awardee

implementing partner (IP) will be required to develop an Environmental Mitigation and Monitoring Plan (EMMP) and other environmental documentation. Awardees will be responsible for submitting the EMMP and other required environmental documentation to the Agreement/Contracting Officer Representatives (A/CORs) for clearance by the Agreement/Contracting Officer (A/CO), Mission Environment Officer (MEO), Regional Environment Officer (REO). EMMPs will document, in a format provided by the MEO, how their project will implement and verify all IEE conditions that apply to their activities, and how the IP will assure that IEE conditions that apply to activities supported under financing instruments will be implemented (in the case of large subgrants or subcontracts, the IP may elect to require the sub grantee/subcontractor to develop their own EMMP for USAID approval).

As required by ADS 204.5.4, the USAID team and IPs are responsible for actively monitoring and evaluating whether the environmental mitigation measures from the 22 CFR 216 process are being implemented effectively. They are equally responsible for communicating whether new or unforeseen consequences arise during implementation that were not identified or reviewed in the IEE.

E. Climate Change

Climate change exacerbates water and food scarcity, displacement, and the need for humanitarian assistance; contributes to conflicts; disrupts economic stability; and has cascading effects on the physical, mental, social, and cultural health of individuals, families, and communities, especially among those in vulnerable situations. Climate-sensitive diseases, such as malaria, dengue, and many food- and water-borne diseases, are spreading at an alarming rate, expanding geographically, with seasonal and increased incidence. The increased frequency and severity of heat waves have a direct impact on child and adult mortality and morbidity, especially among older adults and pregnant women, birth outcomes, and newborn health. USAID will work with partners to address health impacts from climate change through climate change mitigation and adaptation, as well as through health promotion, illness prevention, and treatment.

F. Gender Equality and Social Inclusion

USAID will focus on three overarching objectives to focus on: 1) empowering women and girls; 2) constructive engagement of men and boys, and 3) reducing gender-based violence (GBV).

Gender is a key cross-cutting technical criterion, and all implementing mechanisms across the USAID health portfolio will be required to work together to identify strategic and synergistic opportunities to make significant progress, including building on existing work with other partners. Investing in gender equality and women's empowerment can unlock human potential on a transformational scale. For societies to thrive, women and girls, men and boys must have equal access to health, education and technology; equal control over their resources, lands, and markets; and equal rights and opportunities. USAID will incorporate gender and women's empowerment as a core element across all activities and engage women, men, girls, and boys in gender equality and women's empowerment efforts to increase access to health services and address gender-based violence. While normalized and often accepted, GBV remains a priority health concern for women and girls across Burkina Faso, particularly in rural areas and those afflicted by conflict. Marginalized groups, including but not limited to persons with disabilities, face additional forms of violence and exclusion, which limits their ability to seek health care services. The CH Activity mechanisms will support various

approaches through engagement with the GOBF, key local community leaders and actors to promote support to GBV victims, positive behavior and norm change aimed at ending GBV.

Engaging men and boys as part of gender equality and women's empowerment efforts is essential to long-lasting social change. USAID will focus on broadly integrating youth friendly service delivery approaches into family planning, reproductive, and maternal child health programs, all of which reach both married and unmarried adolescents and youth. To ensure that young women are able to delay first pregnancy to at least age 18, space subsequent pregnancies, and improve child health outcomes, more focus should be given to the needs of young married women and first-time parents. To support and encourage youth to engage in positive health behaviors, including access to and use of available health services, the CH Activity mechanisms should improve young people's access to information and skills development opportunities on healthy sexuality, relationships, reproductive health, and family planning.

G. Collaboration, Learning and Adaptation (CLA)

According to USAID's Program Cycle guidance (ADS 201.3.5.19), "Strategic collaboration, continuous learning, and adaptive management link together all components of the Program Cycle." Integrating CLA into the work helps to ensure that the programs are coordinated with others, grounded in a strong evidence base, and iteratively adapted to remain relevant throughout implementation. The systematic application of CLA approaches, led by people who have the knowledge and resources to carry them out, enables USAID to be an effective learning organization and thereby a more effective development organization.

Collaborating

Collaboration enables cross-sector integration, convergence, and effective interventions to maximize development resources and enhance development results. The Awardee shall collaborate with USAID-supported activities in common regions of operation and engage with stakeholders (defined collaboratively with USAID AOR) to deliver integrated services to target populations.

Learning

Learning is intentional, systematic and resourced. Sources for learning include data from monitoring, portfolio reviews, findings of research, evaluations, analyses conducted by USAID or third parties, knowledge gained from experience, stocktaking exercises, and other sources. Those documents produced by USAID will be shared with the Awardee by the AOR for consideration in the learning phase of CLA.

Adapting

These sources shall be used to develop and implement plans, manage adaptively, and contribute to the USAID knowledge base in order to improve development outcomes. A collaborating, learning, and adapting focus helps to ensure that programming is coordinated, grounded in evidence, and adjusted as necessary to remain relevant and effective throughout implementation.

Knowledge generated by learning should be applied throughout programming to implementation.

H. Crisis modifier

Burkina Faso is subject to shocks and stresses such as droughts, floods, insect invasions, diseases, market volatility, price and currency fluctuations, political instability, and violent conflicts. USAID Burkina Faso Community Health (CH) Activity must have experienced staff with local knowledge, relationships, and specialized expertise and a pre-approved Shock Response Plan, so the activity can respond to shocks more quickly than a new partner.

- A crisis modifier provision in the IP award, which is subject to the availability of funds, when activated by USAID, will authorize the Implementer to incur costs in response to a shock, crisis, ongoing stressor, or to scale up responses to address worsening security situations and the drivers of support for violent extremist groups.

I. Do No Harm

All proposed activities will be screened and assessed to avoid undermining existing functional systems. Examples include commercial systems, ongoing government efforts, and other donor programs working under similar principles. To be avoided are subsidies, donor-dependent practices, or other approaches that undermine the development of local solutions and engender a culture of dependence or disempowerment. Working with partners should involve a true sense of engagement, rather than an undue imposition of activities.

6. GEOGRAPHIC SCOPE

A. Overview

As indicated in **Table 2** below, USAID will support integrated tailored health intervention packages in the following nine priority geographic focus regions, where conditions permit maximized coverage: (1) Central East; (2) Central West; (3) South-West; (4) Central (Ouagadougou urban areas); (5) Hauts Bassins (Bobo Dioulasso urban areas); (6) Central North; (7) East; (8) North; and (9) Sahel. The selection of these regions is based on health, governance, security, humanitarian criteria, or opportunity to consolidate ongoing high-performing activities, leverage, or co-locate with, other USAID investments.

Specifically, the CH Activity will intervene in areas such as Ouagadougou and Bobo-Dioulasso, given the increased attention needed for community health in urban and peri-urban settings, which are home to increasing segments of the population; and will work in select resilient focus regions in the East and North with growing IDP populations. This is especially important as growing insecurity, climate change, and other factors drive migration towards urban centers. **Urban and peri-urban environments represent both an opportunity and a challenge, requiring innovative approaches, especially where community structures and local systems are less well defined by geography.**

The USAID implementing mechanisms will support quality, integrated, and resilient primary healthcare in areas of regions characterized by insecurity and large numbers of IDPs. While USAID health development activities may not be operationally suited for insecure, fragile settings, these activities can support the MOH to provide services to IDPs in urban and peri-urban environments, relieving the pressure on humanitarian actors. Support to IDPs is not limited to specific regions but

based on needs; implementing partners should be prepared to work in any region, as needed, in consultation with USAID. USAID will carefully balance this need for geographic flexibility with the need to demonstrate continuity and rigor in results reporting over the period of performance, including through routine monitoring and through potential population-based surveys, cohort studies, and/or evaluations.

USAID will work closely with the MOH and other key partners, including the BHA, to determine where health development activities can complement humanitarian efforts. In these regions, the Mission will seek opportunities to layer, sequence, and integrate community health activities with food security, democracy and governance, and other sector programming—particularly where these multiple sectors are working with common community platforms and actors, and where there have been untapped opportunities to engage non-health, sector-specific, local government counterparts, such as the municipal councils (*mairies*) and the Ministry of Territorial Administration, Decentralization, and Security, who might play a role in strengthening community health governance and social accountability.

B. Activity implementation in insecure geographic areas

Violent extremist organizations (VEOs) are currently active in certain geographic areas of Burkina Faso, particularly in the regions of Central North, Sahel, and East. USAID implements Countering Violent Extremism (CVE) programs in these areas, as part of a comprehensive anti-terror strategy in the West African Sahel Region. These programs are aimed at: (1) strengthening West African countries' capacity to counter violent extremism; (2) amplifying moderate voices across the region; and (3) increasing community cohesion in geographic areas at greater risk.

The CH Activity will work closely with USAID-supported HSS and HSD to strengthen the capacity of the GOBF to provide essential health services in specified areas of the Central North, Sahel, and East regions, while also engaging local civil society to assist as appropriate. Drawing from the technical approach developed, CH will work closely with HSD and HSS to identify a strategy that is appropriate for a dynamic and insecure environment. CH in conjunction with HSD and HSS may support multiple modalities for supporting the delivery of essential services. For example, in certain geographic areas where there are no health personnel, mobile services may be appropriate. In other situations, health personnel may be present but lack sufficient support, supervision and essential supplies and medicines. Social and behavior change in that environment may also differ, and CH will work closely with HSD and HSS to adapt and/or develop appropriate tools and approaches to address critical behaviors.

These efforts will require strong collaboration with other stakeholders to ensure the safety and security of both the health providers and the citizens accessing services. CH will collaborate closely with HSD, HSS, and BHA, and with host government authorities when implementing activities in those fragile, insecure settings.

Implementers should propose interventions that have a track record of working in insecure geographic areas, as well as innovative approaches to be piloted, evaluated, modified, and scaled up. In particular, USAID seeks approaches that engage and build the capacity of government health

systems to respond in insecure locations, while also harnessing civil society capacities. The CH IP(s) should additionally be informed of these approaches through consultation with government, local community partners and other stakeholders, and by conducting a comprehensive barrier analysis that identifies factors negatively impacting the provision of health services in insecure locations. These consultations and barrier analyses should identify cost-effective, feasible, and locally-owned mitigation measures. It may also be necessary to explore how to support retention of health workers in remote or conflict-affected geographic areas, how to set up alternative health care delivery modalities, and how to promote health services that are sensitive and responsive to individuals exposed to violence or insecurity.

TABLE 2: PRIORITY GEOGRAPHIC FOCUS AREAS, USAID HEALTH PORTFOLIO 2024-2029

REGIONS/LOCALITIES	COVERAGE	HEALTH PROJECTS
Central East	Entire region	CH, HSD, HSS*
Central West	Entire region	CH, HSD, HSS
South-West	Entire region	CH, HSD, HSS
Ouagadougou (Central)	Urban/peri-urban areas	CH, HSD, HSS
Bobo-Dioulasso (Hauts-Bassins)	Urban/peri-urban areas	CH, HSD, HSS
Central North	Resilient areas	CH, HSD
East	Resilient areas	CH, HSD
Sahel	Resilient areas	CH, HSD
EXAMPLES OF IDP SUPPORT LOCATIONS (POTENTIAL NATIONWIDE EXPANSION):		

Ouahigouya (North)	IDP Support	CH, HSD, (HSS)
Fada (East)	IDP Support	CH, HSD, (HSS)
Kaya (Central North)	IDP Support	CH, HSD, (HSS)
Djibo, Dori et/ou Gorom Gorom (Sahel)	IDP Support	CH, HSD, (HSS)

*** CH: Community Health**

HSD: Health Service Delivery

HSS: Health Systems Strengthening

ATTACHMENT B - USAID BRANDING AND MARKING TEMPLATE

Marking Plan & Branding Implementation Plan/Strategy *(for grants and cooperative agreements)*

Instructions

All text in blue color and in italics is for your guidance only; please delete it from your final version. The text aims to give you guidance about designing your Marking Plan and the Branding Implementation Plan/Strategy.

Please consult with USAID ADS Chapter 320, USAID's [Graphic Standards Manual](#), and other resources available via USAID's [Branding Page](#). It is recommended that you consult these resources regularly as you plan for and implement public outreach components of your activity. The ADS Chapter 320 applies to all programs, projects, activities, public communications, and commodities funded by USAID, including through subcontracts.

The overall purpose of the Branding Implementation Plan and Marking Plan is to lay out how existing or prospective contractors and implementing partners will promote the activity to beneficiaries, stakeholders, and various other audiences - and how you will connect these back to the American government and people.

This document should address the following:

- How will you incorporate the message "This assistance is from the American people" in communication and materials directed to target audiences?
- What is the overall approach and strategy that will guide the project's outreach and communication effort?
- What types of communication products will be developed, and how will these be distributed among which audiences?
- How will you create and acquire professional and high-quality content for your communication products?
- What kind of events and outreach activities, if any, will be implemented to achieve your communication and outreach goals?
- How will you monitor and evaluate the success of your outreach and communication activities?
- What will be the key project milestones or opportunities anticipated to generate awareness that the activity is being made possible thanks to the generosity of the American people?

It is not our aim to receive from you formulaic responses; rather, we're interested in hearing how you will concretely give visibility to your work, results, and successes among target audiences.

You may use co-branding and co-marking in accordance with ADS 320.3.3.1 for visual, textual and verbal materials and communications, which may be translated into host-country languages as appropriate.

Feel free to add additional text or sections to accommodate your ideas or needs. Also, feel free to change our standard text (i.e. text in black and not in italics) within reason as necessary.

Presumptive exceptions will be outlined in the Marking Plan (below) and if/when a situation arises that is not considered in the Marking Plan, it will be evaluated on a case-by-case basis by the Agreement Officer's Representative (AOR) and Agreement Officer (AO).

Award Title: *(Name of the activity as it appears in the award/agreement.)*

Agreement Number:

Period of Duration Activity: *(Month/Year to Month/Year)*

Award Budget Amount:

Implementing Organization Name:

Activity Title in English and Local Languages

This is the official name of the project. This is the name that will be used to designate the project among all audiences, including government counterparts, the general public, and the media.

The standard naming structure is the “USAID insert name Project/Activity/Initiative/Program/etc.” Please make sure that the name selected is short, understandable, and translates well into local languages. It is recommended that the project name is translated into local languages.

The name of the activity should not be a project description. It does not need to explain what it is doing, why, or how. The name can be evocative of what the project is about or to what topic/sector it relates to.

Other organizations to be acknowledged

You may propose to acknowledge other organizations during project activities such as host country government counterparts. The proposed Marking Plan may also outline these situations as well. Situations that arise that are not considered in the Marking Plan, will be evaluated on a case-by-case basis by the Agreement Officer’s Representative (AOR) and Agreement Officer (AO).

Desired level of visibility

Select high, medium or low visibility determined by considerations for each project and its communication strategy.

Audiences

Explain who your audiences are and what it is that you want them to know. In the communication material section below, you may explain how you will reach these audiences. You may break down your audiences into primary, secondary, and tertiary groups. Typically, for a USAID project, it should be something like this:

- **Direct beneficiaries or aid recipients**, so they know where the assistance is coming from, and that it is being made possible by the generosity of the American people. This could include recipients of technical assistance, training, conference participants, etc.
- **Indirect beneficiaries or stakeholders**, such as local government officials who may not be directly involved, but will be required to allocate access to facilities, equipment, people, etc. for the smooth implementation of the project. It could include the media, local NGOs, specific private entities/businesses, etc.
- **The general public** in the host country so it understands what is the activity and why it is being implemented in the country. This should be done in partnership with USAID’s who share this audience with a view to informing the public about what is the nature of the agency, why it is in the country, what kind of work it is doing, and nurture a favorable opinion of it.
- **Host Government**, for which there are plenty of reasons to inform about your activity
- **Other Donors**, to help USAID publicize its technical leadership, etc.
- **Washington Stakeholders**, such as USAID HQ, the U.S. State Department, the National Security Council, Congressional Committees - so they are aware of the great work done by USAID, support financing its activities in the sector where your activities are involved, elevate the profile of your team/organization, etc.
- **Local Media** can relay project information to the public using mass media platforms and reach large segments of the population.
- **Other audiences may include** religious leaders, artists/famous people, academics, influencers, opinion leaders, businesses, entrepreneurs, youth clubs, professional associations, and many others. It is better to have fewer audiences than more because reaching them can require a lot of resources.

Main Activity Message

Describe the intended message(s) of the activity – if you had to sum up the purpose of your activity in one brief statement, addressed to its key audiences, what would it be?

Messaging should answer questions. For example: what is the problem that the project will work on? What is the solution? How will it work? What are the main targets/objectives? Please refer to the [USAID Message Manual](#) to create messages that answer What Why, and How questions relating to your activity.

Consider breaking down messaging by audiences. For example, for direct beneficiaries, the key is that they understand that the assistance is coming from USAID and made possible with the generosity of the American people. For secondary audiences whose support is important for the successful implementation of the project, then you might want to have messages that answer questions pertaining, as explained above, to the what/why/how of the project. For USAID and US-Based audiences, messaging might be designed in a way that explains how the project fits into a broader narrative or how it helps achieve large/regional development or security or policy objectives.

It is expected that USAID's logo will be adequately visible and that USAID will be mentioned, acknowledged, and credited across all outreach and communication efforts. However, in a context where there can be hundreds of donors, projects, NGOs, agencies, platforms, etc. how will we know if that will be enough to ensure that audiences know what is USAID? What we mean is that it is very possible that if we ask a random beneficiary "what is USAID" they might respond "it is an American charity", or "It is a European NGO", etc. For this reason, aspects of messaging might be designed with a view to explain to beneficiaries that USAID is a US Government Agency, funded by US taxpayers, with an investment portfolio with X dollars in the country, in sectors ABC, etc.

Communications Materials

Guidelines: This section covers what materials, communications products or tools will be used to explain or market the activity to beneficiaries, such as training materials, posters, pamphlets, public service announcements, billboards, websites (note: websites to be created by an activity require prior USAID approval), e-invitations, or other emails sent to group lists, or any other communications channels you have in mind.

The modern media and communication landscape is increasingly digital, diverse, and competitive. As a result, audiences tend to limit their attention to highly attractive, engaging, and professional-looking content. For this reason, it is important to create or acquire high-quality, original, and compelling content and distribute it on modern platforms. In addition to this, most donors/NGOs/agencies/projects tend to use the same type of content (photos, videos, text) that all look and feel the same, which makes it hard for audiences to tell USAID apart from other organizations.

To ensure that communication tools meet USAID's standards and expectations, please consider the text below for this activity. Feel free to adapt, remove, or add items as needed.

Between 100 and 200 photographs per year that illustrate, document, or are evocative of the project's work, objectives, and results.

- *These photos should be created by professional photographers selected in coordination with USAID. Ideally, the photographers should be trained and/or experienced documentary photographers or photojournalists with publishing experience with international news outlets or are associated with reputable photography agencies.*
- *The photos will be acquired through 4 to 6 different field-based assignments to avoid that they are all depicting the same thing.*
- *Photography will be created along outreach and communication principles promoted by USAID. As such they will focus on how people are concretely benefitting from the project. The location of photography should be the everyday places where people live, work, study, etc. Therefore, photo submissions will avoid images of workshops, training, conferences, roundtables, official events, meetings, speeches, etc.*
- *The photography will follow the guidance presented in the USAID Video and Photography Shooting Guide*
- *A USAID Standard Release Form will be filled and signed by every person appearing in the photos delivered to USAID.*

Between 1 and 4 short videos per year.

- *Each video will have two versions. The first one will be between 30-60 seconds and the other one, about 3 minutes.*
- *Videos will be produced by a professional media or PR company with a portfolio that includes content created with international organizations and donor agencies. The videos will be created to explain to a wide public what the project is doing and highlight its work and achievements.*

- The videos will focus on documenting how people are concretely benefitting from the activity. The location of video production will be the everyday places where people live, work, study, etc. Therefore, video submissions will not include workshops, official events, training, conferences, roundtables, meetings, speeches, etc.

Photo-Stories

- At least 2 digital publication packages per year for USAID's publication platforms (Medium, Exposure, or Storytelling Hub). Each package will include one gallery of professional photographs acquired as per the guidelines detailed under the "photography" section. These photographs can be counted against the annual 100 to 200 photos per year requirement as detailed above. The package will also include text with a target length of 600-800 words.

Opportunities and challenges

Describe the communication opportunities that you will use for your communication and outreach efforts. Please be specific with regards to the area where the project will be implemented. This can include, for example, deep social media penetration, excellent press relations, a safe environment with good infrastructure, a legacy or history of project recognition that helps beneficiaries associate the USAID logo with positive development outcomes, good relations with local government, etc.

Do the same with constraints/challenges and explain how you will address them.. For example, in a context where there is insecurity or an acute COVID-19 outbreak, how will you access the field to document your activities with photos or video? If most of your training is online through Zoom, Webex, Google Meet, etc. then how will you ensure adequate marking and branding?

Promotion of the activity among host country citizens

Guidelines: Please include a brief description of your overall approach to outreach efforts: what will the focus be, what media (online, regional or national, print or TV, or radio) you will primarily engage, etc. – and only then discuss specifics as suggested below. Please note the creation of activity logos is not permitted.

Please specifically describe the following:

- What key anticipated milestones or opportunities the activity will use to generate awareness about the activity (or a specific intervention). Such milestones may be linked to specific points in time, such as the beginning or the end of an initiative, or an opportunity to showcase various publications. These may include launching the activity, announcing research findings, publishing reports or studies, highlighting success stories, featuring beneficiaries as spokespeople, showcasing before-and-after photographs, marketing agricultural products or locally produced crafts or goods, securing endorsements from ministries or local organizations, promoting final or interim reports, communicating activity impact/overall results, etc.

You may consider conveying this information via a table such as the one that follows. If you wish, you may include a marking column and move it to the Marking section below.

Communication Product or Tool, Event or Milestone	Start/End Date	Frequency	Audience	Dissemination mechanisms
<i>Activity Launch and Close-Out Events</i>	<i>November 1, 2014 -September 2017</i>	<i>Twice</i>	<i>NGO Community, local government, USAID target audiences in the host country</i>	<i>Local media</i>

<i>Activity Fact Sheet and Brochure</i>	<i>December 1, 2014</i>	<i>Revised twice a year</i>	<i>Government, USAID, USAID target host country audiences</i>	<i>Given to beneficiaries, other groups at meetings and events, included in material packages for all events</i>
<i>Community Launch Ceremonies</i>	<i>March 1, 2015</i>	<i>80 grants across the region</i>	<i>Local community, local government, media, community members</i>	<i>Local press invited to each, press release prepared and disseminated</i>
<i>Success Stories</i>	<i>December 1, 2015</i>	<i>At least 2 per year</i>	<i>NGO community, government counterparts</i>	<i>Translated into local languages and sent to local media, included in information packages for relevant training and other events</i>
<i>T-shirts to promote the activity (500)</i>	<i>January 1, 2015</i>	<i>Annually</i>	<i>USAID target audiences in the host country</i>	<i>Disseminated at all public events</i>
<i>PSAs on programmatic issues (5)</i>	<i>October 2014</i>	<i>One for each country</i>	<i>Mothers with children under 5</i>	<i>Disseminated through TV channels in each country</i>
<i>Leaflets on health issues (50,000)</i>	<i>June 2015</i>	<i>Annually</i>	<i>Mothers with children under 5</i>	<i>Disseminated at activity events</i>
<i>Banners, Folders, Pins, and Other Products</i>	<i>January 1, 2015</i>	<i>Ordered as necessary</i>	<i>USAID target audiences in the host country</i>	<i>Disseminated at all public events</i>

Conveying the Message “From the American people” through Public Communications

Guidelines: Please indicate how the activity will incorporate the message, “This assistance is from the American people” in communications and materials directed to beneficiaries as well as to other host country audiences, or provide an explanation if this message is not appropriate or possible.

At each public event, including *(please include appropriate examples such as conferences, seminars, training events, and other events)*, USAID branding will be appropriately displayed and the support from the American people will be verbally acknowledged in language laid out in the accompanying Marking Plan. In addition, *(implementing partners)* will ensure that all staff can speak about the activity and explain USAID and the American peoples’ role in the process.

Please be sure to add your additional ideas about effective communications. Will you develop videos? Host roadshows? Pursue a weekly radio show? There is not a predetermined right answer here, just be sure to think through what will make your activity’s communications most effective.

The activity will use the USAID Identity in all public communications. Additionally, all publications will include the following note in the relevant language:

All public printed, video and audio materials will also include a disclaimer (text included in the accompanying Marking Plan) to identify parties responsible for publication contents. USAID reserves the right to request a pre-production review of USAID-funded public communications materials.

Design of Publicity Materials and the Use of the USAID Identity:

For all printed matter, including publications, official and/or public activity communications, banners and other signs, and promotional products developed to increase the visibility of the activity among its target audiences, the activity will use guidance laid out in the USAID [Graphic Standards Manual](#). This includes the use of the USAID Identity, color scheme, design, and typeface for any outreach materials.

The activity will submit all public communications materials to the AOR for preproduction review for branding and content before costs are incurred or designs are finalized. All costs associated with branding and marking are included in the overall activity budget.

Please note that newspaper or other media ads recruiting staff or administrative announcements for grants/tenders should not include the USAID logo. Rather, they can reference the USAID-funded activity. Also, activity personnel business cards should not include the USAID logo.

Acknowledgment of Other Organizations

Guidance: Please explain how you will acknowledge governmental partners and other cooperating organizations or partners, including those (if any) listed in the Marking Plan. It is perfectly acceptable and often encouraged to “co-brand” interventions with host country ministries or other organizations.

Will there be any direct involvement from a host-country government ministry or other organization? If yes, please indicate which one/ones. Are there any other partners whose logo or identity the recipient will use on program materials and related communications? Please specify how these organizations will be acknowledged.

Other program partners (*please identify who they are/might be*) will be mentioned in written documents that are related directly to them, and their logos will be displayed during events in which they are participating (*please adjust this sentence as appropriate*). USAID policy is that all programs, projects, activities, public communications, and commodities, partially or fully funded by a USAID grant or cooperative agreement or other assistance award or sub-award must be marked appropriately overseas with the USAID Identity, of a size and prominence equivalent to or greater than the recipient’s, other donor’s or any other third party’s identity or logo. USAID reserves the right to require the USAID Identity to be larger and more prominent if it is the majority donor, or to require that cooperating country government’s identity be larger and more prominent if circumstances warrant; any such requirement will be on a case-by-case basis depending on the audience, program goals, and materials produced.

Coordination with USAID on Outreach and Communications

The activity will clear any press releases, media events, and media interviews with USAID (COR and DOC in the relevant country office). *Note, Mission communications guidance requests notification on and materials related to events that will include press and/or USAID senior participation up to 4 weeks before any public event.*

In the event of changed circumstances for implementation of this Branding Implementation Plan, (*implementing organization*) will submit to USAID via the COR a request to modify this plan and/or other related documents, such as the Marking Plan.

Marking Plan

With reference to ADS 320.3.3 and 2 CFR 700, below is the required Marking Plan.

The table below outlines the types of materials and activities that may be produced under the USAID [Name] Project. Any materials and activities that are not anticipated below, but are produced under the initiative, will also be subject to branding guidelines and AOR approval, as appropriate.

All materials, activities, and deliverables marked with the USAID logo for the [Name] Project will follow design guidance for color, type, and layout in the USAID Graphic Standards Manual and Partner Co-Branding Guide as related to equipment, reports, studies, events, and public communication (including printed products, audio, visual, and electronic materials), etc. The USAID logo will be used for programmatic correspondence. The recipient's letterhead will be used for administrative correspondence and will not have the USAID logo. Business cards will not show the USAID logo but may use text: USAID Recipient.

Please provide graphic examples of visual marking of materials, activities, and deliverables using the USAID logo and project name in situations of co-branding and no-branding, in both English and French.

There are two criteria used to determine when the disclaimer provision must be used:

- As per 2 FR 700.16(c) (1) Studies, reports, publications, Web sites, and all informational and promotional products not authored, reviewed, or edited by USAID;*
- As per the discretion of the AOR and Recipient's consideration of a specific situation.*

The provision is as follows in English and French:

This study/report/Website (specify) is made possible by the support of the American People through the United States Agency for International Development (USAID). The contents of this (specify) are the sole responsibility of (name of organization) and do not necessarily reflect the views of USAID or the United States Government.

Cette étude / Ce rapport / Ce site Web (préciser) est possible grâce au soutien du peuple américain par l'intermédiaire de l'Agence des États-Unis pour le Développement International (USAID). Le contenu de ce (préciser) est la responsabilité exclusive (nom de l'organisation) et ne reflète pas nécessairement les points de vue de l'USAID ou du gouvernement des États-Unis.

Please note the creation of activity logos is not permitted.

Category/Material	Type of Marking	Visual, Verbal, Textual	Disclaimer
Administrative			
<i>Program-related stationery products</i>	<i>The USAID logo will be used.</i>	<i>Visual Textual</i>	<i>NA</i>
<i>Contract Deliverables: documents, publications, studies, reports, papers, technical assistance consultant reports</i>	<i>Follow guidelines for exclusive marking. Use specific language for deliverables when submitted to USAID for review.</i>	<i>Visual Textual</i>	<i>NA</i>
Program Communication			

<i>Technical reports, publications, documents, studies</i>	<i>The USAID logo will appear on the cover; the design follows guidelines for exclusive branding unless co-branding is acceptable or an exemption is provided for no branding.</i>	<i>Visual Textual</i>	<i>Consider Disclaimer</i>
<i>Training materials, manuals, and sessions</i>	<i>The USAID logo will appear on the cover of documents and verbal branding will be used at training sessions; design follows guidelines for exclusive branding unless co-branding or an exception for no marking is indicated.</i>	<i>Visual, Textual, Verbal</i>	<i>Consider Disclaimer for Visual & Textual</i>
<i>Audiovisual: Video, CDs-ROM, Animated Infographics</i>	<i>The USAID logo will be printed on CD labels, splash screen/menus, and packaging; design follows guidelines for exclusive branding unless co-branding or an exemption is indicated for no marking.</i>	<i>Visual</i>	
<i>PowerPoint presentations</i>	<i>The USAID logo is required as per the USAID presentation template; design follows guidelines for the exclusive branding unless co-branding is acceptable or an exemption for no branding is indicated. Templates available at usaid.gov/branding/resources</i>	<i>Visual</i>	
<i>Posters, banners, exhibition booth signs, event signage</i>	<i>The USAID logo will appear on the material; design follows guidelines for exclusive branding unless co-branding or an exemption for no branding is indicated.</i>	<i>Visual</i>	
<i>Program public awareness, advocacy, and behavior change materials and activities</i>	<i>The USAID logo will appear on each material based on the purpose and type of material, target audience, and how to be used. Design follows guidelines for exclusive branding unless co-branding or an exemption for no branding is indicated.</i>	<i>Visual, Textual or Verbal</i>	
<i>Web portal and social media platforms (Facebook, Twitter, Flickr, blogs, others)</i>	<i>Follow guidelines in ADS 558 for appropriate branding and marking.</i>	<i>Visual Textual</i>	
Program Communication			
<i>Photographs, Infographics, Illustrations</i>	<i>The USAID logo or “USAID” in-text will appear on the material; design follows</i>	<i>Visual Textual</i>	<i>Consider Disclaimer on</i>

	<i>guidelines for exclusive branding unless co-branding or an exemption for no branding is indicated.</i>		<i>Infographics</i>
<i>Collateral, print information material (i.e., success stories, fact sheets, articles, feature stories, others)</i>	<i>The USAID logo will appear on printed materials; the design follows guidelines for exclusive branding</i>	<i>Visual Textual</i>	<i>Consider Disclaimer</i>
Commodities and Equipment			
<i>Items</i>	<i>The USAID logo will appear on items; exclusive branding unless co-branding is acceptable or an exemption for no branding is indicated.</i>	<i>Visual</i>	

Exceptions to Marking Requirements

Presumptive exceptions should be outlined in this marking plan - please fill the table below. Exceptions should also be requested if/when a situation arises and evaluated on a case-by-case basis by the Agreement Officer's Representative (AOR) and Agreement Officer (AO).

The following exceptions summarize USAID's usual, non-emergency practices in not marking certain communication materials. The AO, in consultation with the Activity Manager/AOR, has the authority to determine that marking in accordance with the ADS Chapter 320 is not appropriate:

- Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is inherent.*
- Diminish the credibility of audits, reports, analyses, studies, or policy recommendations.*
- Undercut host-country government ownership.*
- Impair the functionality of an item, such as sterilized equipment or spare parts.*
- Incur substantial costs or be impractical*
- Offend local cultural or social norms*
- Conflict with international law*
- Deter achievement of program goals*

Category/Material for Exception	Explanation/ADS 320 Reference	Text, Visual, Audio, etc.
Administrative		
Program Communication		

Institutional Communication		
Commodities/Equipment		
Other		

ATTACHMENT C - STANDARD PROVISIONS

The award will include the latest **Mandatory Standard Provisions** for Non-U.S. Nongovernmental organizations. The full text of these provisions may be found at: <https://www.usaid.gov/sites/default/agency-policy/303mab.pdf>

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

2024 Interim Standard Provisions for Non-U.S. Nongovernmental Organization

- M1. ALLOWABLE COSTS (AUGUST 2024)
- M2. ACCOUNTING, RECORD RETENTION AND ACCESS, AND AUDITS (AUGUST 2024)
- M3. AMENDMENT OF AWARD, REVISION OF BUDGET AND PROGRAM PLANS (AUGUST 2024)
- M4. NOTICES (JUNE 2012)
- M5. PROCUREMENT POLICIES (AUGUST 2024)
- M6. USAID ELIGIBILITY RULES FOR PROCUREMENT OF COMMODITIES AND SERVICES (MAY 2020)
- M7. TITLE TO AND USE OF PROPERTY (AUGUST 2024)
- M8. SUBMISSIONS TO THE DEVELOPMENT EXPERIENCE CLEARINGHOUSE AND DATA RIGHTS (JUNE 2012)
- M9. MARKING AND PUBLIC COMMUNICATIONS UNDER USAID-FUNDED ASSISTANCE (DECEMBER 2014)
- M10. AWARD SUSPENSION AND TERMINATION (AUGUST 2024)
- M11. RECIPIENT AND EMPLOYEE CONDUCT (OCTOBER 2023)
- M12. DEBARMENT AND SUSPENSION (JUNE 2012)
- M13. DISPUTES AND APPEALS (DECEMBER 2022)
- M14. PREVENTING TRANSACTIONS WITH, OR THE PROVISION OF RESOURCES OR SUPPORT TO, SANCTIONED GROUPS AND INDIVIDUALS (MAY 2020)
- M15. TRAFFICKING IN PERSONS (AUGUST 2024)
- M16. VOLUNTARY POPULATION PLANNING ACTIVITIES - MANDATORY REQUIREMENTS (MAY 2006)
- M17. EQUAL PARTICIPATION BY FAITH-BASED ORGANIZATIONS (JUNE 2024)
- M18. NONDISCRIMINATION (AUGUST 2024)
- M19. USAID DISABILITY POLICY - ASSISTANCE (JUNE 2012)
- M20. LIMITING CONSTRUCTION ACTIVITIES (AUGUST 2023)
- M21. USAID IMPLEMENTING PARTNER NOTICES (IPN) PORTAL FOR ASSISTANCE (JULY 2014)
- M22. ENHANCEMENT OF GRANTEE EMPLOYEE WHISTLEBLOWER PROTECTIONS (AUGUST 2024)
- M23. SUBMISSION OF DATASETS TO THE DEVELOPMENT DATA LIBRARY (OCTOBER 2014)

M24. PROHIBITION ON REQUIRING CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS OR STATEMENTS (MAY 2017)

M25. SAFEGUARDING AGAINST EXPLOITATION, SEXUAL ABUSE, CHILD ABUSE, AND CHILD NEGLECT (OCTOBER 2023)

M26. MANDATORY DISCLOSURES (AUGUST 2024)

M27. NONDISCRIMINATION AGAINST BENEFICIARIES (NOVEMBER 2016)

M28. CONFLICT OF INTEREST (AUGUST 2024)

M29. PROHIBITION ON CERTAIN TELECOMMUNICATION AND VIDEO SURVEILLANCE EQUIPMENT OR SERVICES (AUGUST 2024)

M30. EXCHANGE VISITORS VISA REQUIREMENTS (DECEMBER 2022)

M31. CONTRACT AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (AUGUST 2024)

M32. OMB APPROVAL UNDER THE PAPERWORK REDUCTION ACT (OCTOBER 2023)

M33. SYSTEM FOR AWARD MANAGEMENT (SAM.GOV) AND UNIQUE ENTITY IDENTIFIER (UEI) REQUIREMENTS (AUGUST 2024)

Below are certain Mandatory Provisions from [ADS 303mab Standard Provisions for Non US Nongovernmental Organizations](#) in full text to emphasize their importance:

M14. PREVENTING TRANSACTIONS WITH, OR THE PROVISION OF RESOURCES OR SUPPORT TO, SANCTIONED GROUPS AND INDIVIDUALS (MAY 2020)

- a. In carrying out activities under this award, except as authorized by a license issued by the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury, the recipient will not engage in transactions with, or provide resources or support to, any individual or entity that is subject to sanctions administered by OFAC or the United Nations (UN), including any individual or entity that is included on the Specially Designated Nationals and Blocked Persons List maintained by OFAC (<https://www.treasury.gov/resource-center/sanctions/SDNList/Pages/default.aspx/>) or on the UN Security Council consolidated list (<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>).
- b. Any violation of the above will be grounds for unilateral termination of the agreement by USAID.
- c. The Recipient must include this provision in all subawards and contracts issued under this award.

M15. TRAFFICKING IN PERSONS (August 2024)

- (a) The recipient, its employees, contractors at any tier, subrecipients under this award, and subrecipient and contractor employees must not engage in:

- (1) Severe forms of trafficking in persons during the period of this award;

(2) Procurement of a commercial sex act during the period of performance of this award;

(3) Use of forced labor in the performance of this award; or

(4) Acts that directly support or advance trafficking in persons, including the following acts:

(i) Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;

(ii) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless

(A) exempted from the requirement to provide or pay for such return transportation by USAID under this award; or

(B) the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;

(iii) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;

(iv) Charging recruited employees a placement or recruitment fee; or

(v) Providing or arranging housing that fails to meet the host country housing and safety standards.

(b) USAID may terminate this award, without penalty, or take any remedial actions authorized by 22 U.S.C. 7104b(c), if the recipient under this award:

(1) Is determined to have violated a prohibition in paragraph (a); or

(2) Has an employee that is determined to have violated a prohibition in paragraph (a) through conduct that is either:

(i) Associated with the performance under this award; or

(ii) Imputed to the recipient or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” as implemented by USAID at 2 CFR 780.

(c) USAID’s right to unilaterally terminate this award as described in paragraph (b)(1) implements the requirements of [22 U.S.C. chapter 78](#), and (2) is in addition to all other remedies for noncompliance that are available to USAID under this award.

(d) The recipient must immediately notify the Bureau for Management, Office of Management Policy, Budget, and Performance, Responsibility, Safeguarding, and Compliance Division (M/MPBP/RSC) at disclosures@usaid.gov, the AO, and the USAID Office of Inspector General immediately of any information it receives from any source alleges credible information that the recipient, any subrecipient, contractor, or subcontractor of the recipient, or any agent of the recipient or of such a subrecipient, contractor, or subcontractor, has engaged in conduct described in paragraph (a). The recipient must fully cooperate with any Federal agencies responsible for audits, investigations, or corrective actions relating to trafficking in persons.

(e) If the estimated value of services required to be performed under the award outside the United States exceeds \$500,000, the recipient must certify annually that:

(1) The recipient has implemented a plan to prevent the activities described in paragraph (a) of this provision, and is in compliance with this plan;

(2) The recipient has implemented procedures to prevent any activities described in paragraph (a) of this provision and to monitor, detect, and terminate any subrecipient, contractor, subcontractor, or employee of the recipient engaging in any activities described in paragraph (a) of this provision; and

(3) To the best of the recipient's knowledge, neither the recipient, nor any subrecipient, contractor, or subcontractor of the recipient or any agent of the recipient or of such a subrecipient, contractor, or subcontractor, is engaged in any of the activities described in paragraph (a) of this provision.

(f) Any plan or procedures implemented pursuant to paragraph (e) must be appropriate to the size and complexity of the award and to the nature and scope of the activities, including the number of non-United States citizens expected to be employed. The compliance plan must include, at a minimum, the following:

(1) An awareness program to inform recipient employees about the U.S. Government’s policy prohibiting trafficking-related activities described in

paragraph (a), the activities prohibited, and the actions that will be taken against the employee for violations. Additional information about Trafficking in Persons and examples of awareness programs can be found at the website for the Department of State's Office to Monitor and Combat Trafficking in Persons at <http://www.state.gov/j/tip/>.

(2) A reporting process for employees to report, without fear of retaliation, activity inconsistent with the policy prohibiting trafficking in persons.

(3) A recruitment and wage plan that only permits the use of recruitment companies with trained employees, prohibits charging of recruitment fees to the employees or potential employees, and ensures that wages meet applicable host-country legal requirements or explains any variance.

(4) A housing plan, if the recipient, subrecipient, contractor, or subcontractor intends to provide or arrange housing, that ensures that the housing meets any host-country housing and safety standards.

(5) Procedures to prevent agents, subrecipients, contractors, or subcontractors at any tier and at any dollar value from engaging in trafficking in persons, including activities in paragraph (a) of this provision, and to monitor, detect, and terminate any agents, subawards, or subrecipient, contractor, or subcontractor employees that have engaged in such activities.

(g) The recipient must provide a copy of the plan to the AO upon request and must post the useful and relevant contents of the plan or related materials on its website (if one is maintained) and at the workplace.

(h) The AO may direct the recipient to take specific steps to abate an alleged violation or enforce the requirements of a compliance plan.

(i) For purposes of this provision:

(1) *"Abuse or threatened abuse of law or legal process,"* as defined at section 103 of the TVPA, as amended (22 U.S.C. 7102), means the use or threatened use of a law or legal process, whether administrative, civil, or criminal, in any manner or for any purpose for which the law was not designed, in order to exert pressure on another person to cause that person to take some action or refrain from taking some action.

(2) *"Coercion,"* as defined at section 103 of the TVPA, as amended (22 U.S.C. 7102), means:

(i) Threats of serious harm to or physical restraint against any person;

(ii) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or

(iii) The abuse or threatened abuse of the legal process.

(3) “*Commercial sex act*,” as defined at section 103 of the TVPA, as amended (22 U.S.C. 7102), means any sex act on account of which anything of value is given to or received by any person.

(4) “*Debt bondage*,” as defined at section 103 of the TVPA, as amended (22 U.S.C. 7102), means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined.

(5) “*Employee*” means either:

(i) an individual employed by the recipient or subrecipient who is engaged in the performance of the project or program under this award; or

(ii) another person engaged in the performance of the project or program under this award and not compensated by the recipient including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing requirements.

(6) “*Involuntary servitude*,” as defined at section 103 of the TVPA, as amended (22 U.S.C. 7102), includes a condition of servitude induced by means of:

(i) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such condition, that person or another person would suffer serious harm or physical restraint; or

(ii) The abuse or threatened abuse of the legal process.

(7) “*Recruitment Fee*” means fees of any type, including charges, costs, assessments, or other financial obligations, that are associated with the recruiting process, regardless of the time, manner, or location of imposition or collection of the fee.

(i) Recruitment fees include, but are not limited to, the following fees (when they are associated with the recruiting process) for:

(A) Advertising;

(B) Obtaining permanent or temporary labor certification, including any associated fees;

(C) Processing applications and petitions;

(D) Acquiring visas, including any associated fees;

(E) Acquiring photographs and identity or immigration documents, such as passports, including any associated fees;

(F) Accessing the job opportunity, including required medical examinations and immunizations; background, reference, and security clearance checks and examinations; and additional certifications;

(G) An employer's recruiters, agents or attorneys, or other notary or legal fees;

(H) Language interpretation or translation, arranging for or accompanying on travel, or providing other advice to employees or potential employees;

(I) Government-mandated fees, such as border crossing fees, levies, or worker welfare fund;

(J) Transportation and subsistence costs:

(1) While in transit, including, but not limited to, airfare or costs of other modes of transportation, terminal fees, and travel taxes associated with travel from the country of origin to the country of performance and the return journey upon the end of employment; and

(2) From the airport or disembarkation point to the worksite;

(i) Security deposits, bonds, and insurance; and

(ii) Equipment charges.

(ii) A recruitment fee, as described in the introductory text of this definition, is a recruitment fee, regardless of whether the payment is:

(A) Paid in property or money;

(B) Deducted from wages;

(C) Paid back in wage or benefit concessions;

(D) Paid back as a kickback, bribe, in-kind payment, free labor, tip, or tribute; or

(E) Collected by an employer or a third party, whether licensed or unlicensed, including, but not limited to:

(1) Agents;

- (2) Labor brokers;
- (3) Recruiters;
- (4) Staffing firms (including private employment and placement firms);
- (5) Subsidiaries/affiliates of the employer;
- (6) Any agent or employee of such entities; and
- (7) Subcontractors at all tiers.

(8) “*Severe forms of trafficking in persons*,” as defined at section 103 of the TVPA, as amended (22 U.S.C. 7102), means:

- (i) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion or in which the person induced to perform such act has not attained 18 years of age; or
- (ii) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage or slavery.

(9) “*Sex trafficking*,” as defined at section 103 of the TVPA, as amended (22 U.S.C. 7102), means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act.

(10) Terms not defined in this provision have the same meaning as provided in 2 CFR part 200, subpart A.

- (j) The recipient must include in all subawards the requirements of paragraph (a) of this award term, this paragraph (j), and a notification requirement to the recipient similar to that described in paragraph (d). The recipient must forward such notifications as required in paragraph (d).

M25. CHILD SAFEGUARDING (June 2015)

(a) Because the activities to be funded under this award may involve children, or personnel engaged in the implementation of the award may come into contact with children, these activities could raise the risk of child abuse, exploitation, or neglect within USAID-funded programs. The organization agrees to abide by the following child safeguarding core principles:

- (1) Ensure compliance with host country and local child welfare and protection legislation or international standards, whichever gives greater protection, and with U.S. law where applicable;

- (2) Prohibit all personnel from engaging in child abuse, exploitation, or neglect;
- (3) Consider child safeguarding in project planning and implementation to determine potential risks to children that are associated with project activities and operations;
- (4) Apply measures to reduce the risk of child abuse, exploitation, or neglect, including, but not limited to, limiting unsupervised interactions with children; prohibiting exposure to pornography; and complying with applicable laws, regulations, or customs regarding the photographing, filming, or other imagegenerating activities of children;
- (5) Promote child-safe screening procedures for personnel, particularly personnel whose work brings them in direct contact with children; and
- (6) Have a procedure for ensuring that personnel and others recognize child abuse, exploitation, or neglect; mandating that personnel and others report allegations; investigating and managing allegations; and taking appropriate action in response to such allegations, including, but not limited to, dismissal of personnel.

M29. PROHIBITION ON CERTAIN TELECOMMUNICATION AND VIDEO SURVEILLANCE EQUIPMENT OR SERVICES (AUGUST 2024)

- (a) In accordance with the cost principles in 2 CFR § 200.471, obligating or expending costs for covered telecommunications and video surveillance equipment or services as described in 2 CFR § 200.216 are unallowable. Recipients and subrecipients are prohibited from using award funds, including direct and indirect costs, cost share and program income, for such equipment or services.
- (b) Except as provided by paragraph (c), the recipient or subrecipient understands and will comply with the prohibition on certain telecommunication and video surveillance equipment or services. The recipient affirms the understanding of this prohibition by accepting this award and by submitting payment requests and financial reports, as applicable.
- (c) This provision implements temporary waivers granted to USAID under Section 889(d)(2) that allow the recipient to use award funds for costs incurred on or after October 1, 2022, through September 30, 2028, for covered telecommunications and video surveillance equipment or services as described in 2 CFR § 200.216, only if the recipient has determined that there is no available alternate eligible source for such equipment or services.
- (d) After September 30, 2028, in accordance with 2 CFR § 200.471 costs for all covered telecommunications and video surveillance equipment or services as described in 2 CFR § 200.216 will be unallowable.
- (e) The recipient must include this provision in all subawards and contracts issued under this award.

[END OF PROVISION]

The award will also contain the following “**required as applicable**” Standard Provisions:

2024 INTERIM REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS

Required	Not Required	Standard Provision
TBD		RAA1. ADVANCE PAYMENT AND REFUNDS (AUGUST 2024)
		RAA2. REIMBURSEMENT PAYMENT AND REFUNDS (AUGUST 2024)
TBD		RAA3. INDIRECT COSTS – NEGOTIATED INDIRECT COST RATES PROVISIONAL & FINAL (AUGUST 2024)
		RAA4. INDIRECT COSTS – CHARGED AS A FIXED AMOUNT (NONPROFIT) (AUGUST 2024)
TBD		RAA5. INDIRECT COSTS – DE MINIMIS RATE (AUGUST 2024)
TBD		RAA6. RESERVED
		RAA7. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (AUGUST 2024)
Yes		RAA8. SUBAWARDS (AUGUST 2024)
Yes		RAA9. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)
Yes		RAA10. OCEAN SHIPMENT OF GOODS (JUNE 2012)
Yes		RAA11. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2022)
Yes		RAA12. PATENT RIGHTS (DECEMBER 2022)

Yes		RAA13. RESERVED
Yes		RAA14. INVESTMENT PROMOTION (DECEMBER 2022)
	No	RAA15. COST SHARING (AUGUST 2024)
Yes		RAA16. PROGRAM INCOME (AUGUST 2024)
Yes		RAA17. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
	No	RAA18. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
Yes		RAA19. PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012)
Yes		RAA20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (June2012)
Yes		RAA21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
Yes		RAA22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
Yes		RAA23.VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
	No	RAA24. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
	No	RAA25. RAA25. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
	No	RAA26.PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
Yes		RAA27. LIMITATION ON SUBAWARDS TO NON-LOCAL ENTITIES (JULY 2014)
Yes		RAA28. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2022)

		RAA29. RESERVED
		RAA 230. RESERVED
Yes		RAA31 NEVER CONTRACT WITH ENEMY (NOVEMBER 2020)

ATTACHMENT D - SAM QUICK START GUIDE FOR NEW FOREIGN REGISTRATION



Quick Start Guide For New Foreign Registrations

Helpful Information

SAM is the official **free, government-operated website** – there is **NO** charge to register or maintain your entity registration record in SAM.

What is an Entity?

In SAM, your company / business / organization is referred to as an "Entity." You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

What do I need to get started?

1. **DUNS Number:** You need a Data Universal Numbering System (DUNS) number to register your entity in SAM. DUNS numbers are unique for each physical location you want to register.
2. **NATO Commercial and Government Entity (NCAGE) Code:** Foreign entities must obtain a NCAGE code for each DUNS number they plan to register in SAM **before** you start the registration process.

How do I get a DUNS number?

If you do not have one, you can request a DUNS number for **free** to do business with the U.S. Federal government by visiting Dun & Bradstreet (D&B) at <http://fedgov.dnb.com/webform>. It takes up to 5 business days to obtain an international DUNS number.

How do I get an NCAGE code?

For instructions on obtaining a NCAGE, visit: http://www.dlis.dla.mil/Forms/Form_AC135.asp. Make sure the name and address information you provide to get your NCAGE code is the same as what you used to get your DUNS number. It takes up to 3 business days to obtain a NCAGE code.

What about a Taxpayer Identification Number (TIN)?

You only need a TIN if your entity pays U.S. taxes. If you are a foreign entity that does not pay taxes in the U.S., do **not** enter a number in the TIN field during registration.

Steps for Registering

1. Type www.sam.gov in your Internet browser address bar.
2. Create a SAM Individual User Account (be sure to validate your e-mail address to activate the user account), then Login.
3. Select "Register New Entity" under "Register/Update Entity" on your "My SAM" page.
4. Select your type of Entity, most likely "Business or Organization." Definitions are in the Content Glossary on the right side of the page.
5. Tell the system **why** you are registering in SAM. This determines what information you have to provide.
 - Are you interested in bidding on Federal contracts? If you say "Yes," you will complete all four sections in SAM.
 - Are you just interested in becoming eligible to apply for grants or other Federal financial assistance? If you say "No" to the contracts question and "Yes" to the grants question, you will only have to complete the grant-related information.

6. Complete your registration. On each page, required information that you must provide has a red asterisk (*) next to the name of the field.

Here are a few helpful hints:

- On the Business Information page, you will create a Marketing Partner Identification Number (MPIN). Write your MPIN down. It is used as a password in other government systems.
- If you do not pay U.S. taxes, do not enter a TIN or select a TIN type. Leave those fields blank.
- Only use the NCAGE code you got for your DUNS number. Remember, the name and address information **must** match on the DUNS and NCAGE records.
- Make sure to select "Foreign Owned and Located" on the General Information page.
- As a foreign entity, you do not need to provide Electronic Funds Transfer (EFT) banking information on the Financial Information page. If you do choose to provide this electronic banking information, it **must** be for a U.S. bank: SAM cannot accept foreign banking information. The remittance name and address are the only mandatory information for you on this page.
- In the "Points of Contact" section, list the names of people **in your organization** who know about this registration in SAM and why you want to do business with the U.S. Federal government. These are called "Points of Contact" or POCs.

7. Make sure to hit [Submit] after your final review. You will get a Congratulations message on the screen. If you do not see this message, you did not submit your registration. What happens next?

- Once approved by the IRS (if you entered a TIN) and the Commercial and Government Entity (CAGE) system, you will get an email from SAM.gov when your entity registration is active.

Please give yourself plenty of time before your contract or grant application deadline. Allow up to 10 business days after you submit before your registration is active in SAM, then an additional 24 hours for other systems such as Grants.gov to recognize your information.

For help registering in SAM, contact the supporting Federal Service Desk (FSD) at <https://www.fsd.gov/>.



ATTACHMENT E - SAM QUICK START GUIDE FOR NEW GRANTEE REGISTRATION



Quick Start Guide For New Grantee Registration

Helpful Information

What is an Entity?

In SAM, your company / business / organization is referred to as an "Entity." You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

SAM is the official **free, government-operated website** – there is **NO** charge to register or maintain your entity registration record in SAM.

What do I need to get started?

DUNS Number

You need a Data Universal Numbering System (DUNS) number to register your entity in SAM. DUNS numbers are unique for each physical location you are registering.

If you do not have one, you can request a DUNS number for **free** to do business with the U.S. Federal government by visiting Dun & Bradstreet (D&B) at <http://fedgov.dnb.com/webform>. It takes no more than 1-2 business days to obtain a DUNS number.

Taxpayer Identification Number

You need your entity's Taxpayer ID Number (TIN) and taxpayer name (as it appears on your most recent tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN. Your TIN is usually your Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS).

Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) as their TIN, but are strongly encouraged to obtain a free EIN from the IRS by visiting: <http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/How-to-Apply-for-an-EIN>. Allow approximately two weeks before your new EIN is ready for use when registering in SAM.

Steps for Registering

1. Type www.sam.gov in your Internet browser address bar.
2. Create a SAM Individual User Account (be sure to validate your e-mail address), then Login.
3. Select "Register New Entity" under "Register/Update Entity" on your "My SAM" page.
4. Select your type of Entity. Definitions are in the Glossary to the right.
5. If you are registering in SAM.gov so you can apply for a Federal financial assistance opportunity on Grants.gov, and are **not** interested in pursuing Federal contracts, you will have a much shorter registration path. To chose this "grants only" path:
 - Select "No" to "Do you wish to bid on contracts?"
 - Select "Yes" to "Do you want to be eligible for grants and other federal assistance?"
6. Complete the "Core Data" pages:
 - Validate your DUNS information.
 - Enter Business Information (TIN, etc.) This page is also where you create your Marketing Partner Identification Number (MPIN). Write the MPIN down as it will serve as a password for you in other government systems. You will need it for your Grants.gov registration.
 - Enter your CAGE code if you have one, but remember, CAGE codes are tied to DUNS numbers and cannot be reused. Don't worry if you don't have a CAGE code for the DUNS number you are registering: one will be assigned to you after your registration is submitted. Foreign registrants must enter their NCAGE code before proceeding.
 - Enter General Information (business types, organization structure, etc.) about your entity.
 - Provide your entity's Financial Information, i.e. U.S. bank Electronic Funds Transfer (EFT) Information for Federal government payment purposes. Foreign entities do not need to provide EFT information.
 - Answer the Executive Compensation questions.
 - Answer the Proceedings Details questions.
7. Complete the "Points of Contact" pages:
 - Your Electronic Business POC is integral to your Grants.gov registration and application process. Your Government POC will be used by other government systems, such as CAGE, when they contact you. List someone with direct knowledge of this registration for both of those POCs.
8. Make sure to hit [Submit] after your final review. You will get a Congratulations message on the screen. If you do not see this message, you have not submitted your registration.
 - There are two external validation steps, one with the IRS and another with CAGE, after you submit. You will receive an email from SAM.gov when your registration is active.

Please give yourself plenty of time before your grant application submission deadline. Allow up to 7-10 business days **after you submit** before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information.

For help registering in SAM, contact the supporting Federal Service Desk (FSD) at <https://www.fsd.gov/>.



ATTACHMENT F - PAST PERFORMANCE INFORMATION

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

ATTACHMENT G - ILLUSTRATIVE BUDGET TEMPLATE

Below is an illustrative budget format:

Cost Elements	Summary Budget					
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
1. Salaries and Wages						
2. Fringe Benefits						
3. Travel, Transportation, and Per Diem						
4. Equipment						
5. Supplies						
6. subawardees /or subcontractor						
7. Other Direct Costs						
8. Total Direct Costs (sum line 1 to Line 7)						
9. Indirect Costs						
TOTAL ACTIVITY BUDGET						

ATTACHMENT H-2024 INTERIM CERTIFICATIONS,ASSURANCES,REPRESENTATIONS AND OTHER
STATEMENTS OF RECIPIENT



2024 Interim Certifications, Assurances,
Representations, and
Other Statements of the Recipient

Partial Revision Date: 08/07/2024

Responsible Office: M/OAA/P

2024 Interim Certifications, Assurances, Representations, and Other Statements of the Recipient

NOTE: When these Certifications, Assurances, Representations, and Other Statements of Recipient are used for cooperative agreements, the term “Grant” means “Cooperative Agreement.”

Part I – Certifications and Assurances

1. Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs

Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.

(a) The recipient hereby assures that no person in the United States will, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the **assistance award** for which application is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or

sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

(b) If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and must be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

2. Certification Regarding Lobbying (22 CFR 227)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subawards, and

contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

“The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned must complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.”

3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)

USAID reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140. The undersigned must review USAID ADS 206 to determine if any certifications are required for Key Individuals (see Part II below) or Covered Participants (see Part III below).

If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to or take other appropriate measures with respect to, any participant approved by USAID who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

4. Certification Regarding Support to Terrorists

(1) The undersigned represents, to the best of its knowledge, that:

Except as otherwise disclosed to the Agreement Officer in writing and included with this application, the applicant did not, within the previous three years, knowingly engage in transactions with, or provide material support or resources to, any individual or entity who was, at the time, subject to sanctions administered by the Office of Foreign Assets Control (OFAC) within the U.S. Department of Treasury pursuant to the Global Terrorism Sanctions Regulations ([31 CFR Part 594](#)), and the Foreign Terrorist Organizations Sanctions Regulations ([31 CFR Part 597](#)), or sanctions established by the United Nations Security Council, collectively, "U.S. or U.N. sanctions." Note: USAID intends to retain the information disclosed to the Agreement Officer pursuant to this paragraph in any award file and use it in determining whether to provide the applicant with an assistance award. USAID will not make such information available publicly unless required by law.

(2) The representation in paragraph (1) does not apply to:

(a) Transactions entered into or material support and resources provided pursuant to an OFAC license;

(b) The furnishing of USAID funds, or USAID-financed commodities or other assistance, to the ultimate beneficiaries of USAID-funded humanitarian or development assistance, such as the recipients of food, non-food items, medical care, micro-enterprise loans or shelter, unless the applicant knew or had reason to believe that one or more of these beneficiaries was subject to U.S. or U.N. terrorism-related sanctions; or

(c) The procurement of goods and/or services by the Recipient acquired in the ordinary course of business through contract or purchase, such as utilities, rents, office supplies, or gasoline, unless the applicant knew, or had reason to believe, that a vendor or supplier of such goods and services was subject to U.S. or U.N. sanctions.

This certification includes express terms and conditions of the award, and any violation of it will be grounds for unilateral termination of the agreement by USAID. This certification does not preclude any other remedy available to USAID.

(3) For purpose of this certification:

(a) "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

(i) "Training" means instruction or teaching designed to impart a specific skill, as opposed to general knowledge.

(ii) "Expert advice or assistance" means advice or assistance derived from scientific, technical, or other specialized knowledge.

(b) "Entity" means a partnership, association, corporation, or other organization, group, or subgroup.

5. Certification Regarding Trafficking in Persons, Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013

Note: This certification must be completed prior to receiving an award if the estimated value of services required to be performed under the award outside the United States exceeds \$500,000. This certification must also be submitted annually to the Agreement Officer during the term of the award.

By signing below, the applicant or recipient, as applicable, through its duly designated representative, after having conducted due diligence, hereby certifies the following:

1. The applicant/recipient has implemented a compliance plan to prevent the prohibited activities identified in section (a) of the Mandatory Provision "Trafficking in Persons" and is in compliance with that plan;

2. The application/recipient has implemented procedures to prevent any activities described in section (a) of the Mandatory Provision “Trafficking in Persons” and to monitor, detect, and terminate any contractor, **subrecipient**, employee, or other agent of the applicant/recipient engaging in any activities described in such section; and
3. To the best of the representative’s knowledge, neither the applicant/recipient, nor any employee, contractor, or **subrecipient** of the applicant/recipient, nor any agent of the applicant/recipient or of such a contractor or **subrecipient**, is engaged in any of the activities described in section (a) the Mandatory Provision “Trafficking in Persons.”

6. Certification of Recipient

By signing below the recipient provides certifications and assurances for (1) the Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying, (3) the Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206), (4) the Certification Regarding Terrorist Financing Implementing Executive Order 13224, and (5) the Certification Regarding Trafficking in Persons above.

These certifications and assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States will have the right to seek judicial enforcement of these assurances. These assurances are binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign these assurances on behalf of the recipient.

Request for Application or

Annual Program Statement No. _____

Application No.

Date of Application

Name of Recipient

Typed Name and Title

Signature

Date

Part II – Key Individual Certification Narcotics Offenses and Drug Trafficking

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

2. I am not and have not been an illicit trafficker in any such drug or controlled substance.

3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature:

Date:

Name:

Title/Position:

Organization:

Address:

Date of Birth:

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

Part III – Participant Certification Narcotics Offenses and Drug Trafficking

1. I hereby certify that within the last ten years:

a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

b. I am not and have not been an illicit trafficker in any such drug or controlled substance.

c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature:

Name:

Date:

Address:

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

Part IV – Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction

(a) As required by sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), and similar provisions, if contained in subsequent appropriations acts, none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

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

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

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

(b) Applicant Representation:

1. The Applicant represents that it is [] is not [] an organization that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

2. The Applicant represents that it is [] is not [] an organization that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability

Part V – Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements – Representation (May 2017)

(a) Definitions.

“Contract” has the meaning given in 2 CFR Part 200.

“Contractor” means an entity that receives a contract as defined in 2 CFR Part 200.

“Internal confidentiality agreement or statement” means a confidentiality agreement or any other written statement that the recipient requires any of its employees or subrecipients to sign regarding nondisclosure of recipient information, except that it does not include confidentiality agreements arising out of civil litigation or confidentiality agreements that recipient employees or subrecipients sign at the behest of a Federal agency.

“Subaward” has the meaning given in 2 CFR Part 200.

“Subrecipient” has the meaning given in 2 CFR Part 200.

(b) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions), Government agencies are not permitted to use funds appropriated (or otherwise made available) for federal assistance to a non-Federal entity that requires its employees, subrecipients, or contractors seeking to report waste, fraud, or abuse to sign internal confidentiality agreements or statements that prohibit or otherwise restrict its employees, subrecipients, or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or

agency authorized to receive such information.

(c) The prohibition in paragraph (b) of this provision does not contravene requirements applicable to Standard Form 312, (Classified Information Nondisclosure Agreement), Form 4414 (Sensitive Compartmented Information Nondisclosure Agreement), or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d) Representation. By submission of its application, the prospective recipient represents that it will not require its employees, subrecipients, or contractors to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting its employees, subrecipients, or contractors from lawfully reporting waste, fraud, or abuse related to the performance of a Federal award to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information (for example, the Agency Office of the Inspector General).

Part VI – Other Statements of Recipient

1. Authorized Individuals

The recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the recipient in connection with this application or grant:

Name
Title
Telephone No.
Facsimile No.

2. Taxpayer Identification Number (TIN)

If the recipient is a U.S. organization, or a foreign organization which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., please indicate the recipient's TIN:

TIN: _____

-3. Unique Entity Identifier/SAM (2 CFR 25)

Applicants must obtain a Unique Entity Identifier (UEI) and be fully registered in the System for Award Management (SAM.gov) before submitting an application for USAID's consideration. See the "System for Award Management (SAM.gov) and Unique Entity Identifier (UEI) Requirements" standard provision for more information.

USAID may exempt certain applicants and recipients from the UEI and SAM.gov registration requirements, in accordance with [2 CFR 25.110](#).

An applicant must include its UEI in each application it submits to USAID, unless an exception applies.

Applicant's UEI: _____

4. Letter of Credit (LOC) Number

If the recipient has an existing Letter of Credit (LOC) with USAID, please indicate the LOC number:

LOC: _____

5. Procurement Information

(a) Applicability. This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the award, and not to assistance provided by the recipient (i.e., a subaward) to a subrecipient in support of the subrecipient's program. Provision by the recipient of the requested information does not, in and of itself, constitute USAID approval.

(a) Amount of Procurement. Please indicate the total estimated dollar amount of goods and services which the recipient plans to purchase under the award:

\$ _____

(b) **Equipment**. If the recipient plans to purchase equipment **that** requires the approval of the Agreement Officer, indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. **E**quipment for which the Agreement Officer's approval to purchase is required is any article of tangible personal property charged directly to the **award**.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year, and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient for financial statement purposes, or of \$10,000.

i) **General purpose equipment** means equipment that is not limited to research, medical, scientific, or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.

ii) **Information technology systems** means computing devices, ancillary equipment, software, firmware, and related procedures, services (including support services), and resources.

iii) **Special purpose equipment** means equipment that is used only for research, medical, scientific, or other similar technical activities. Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, spectrometers, and associated software.

TYPE/DESCRIPTION (Generic) _____

QUANTITY _____

ESTIMATED UNIT COST _____

(d) **Source** If the recipient plans to purchase any goods/commodities which are not in accordance with the Standard Provision "USAID Eligibility Rules for Procurement of Commodities and Services," indicate below (using a continuation page, as necessary)

the types and quantities of each, estimated unit costs of each, and probable source. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located in the cooperating country at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Additionally, "available for purchase" includes "offered for sale at the time of purchase" if the commodity is listed in a vendor's catalog or other statement of inventory, kept as part of the vendor's customary business practices and regularly offered for sale, even if the commodities are not physically on the vendors' shelves or even in the source country at the time of the order. In such cases, the recipient must document that the commodity was listed in the vendor's catalog or other statement of inventory; that the vendor has a regular and customary business practice of selling the commodity through "just in time" or other similar inventory practices; and the recipient did not engage the vendor to list the commodity in its catalog or other statement of inventory just to fulfill the recipient's request for the commodity.

TYPE/DESCRIPTION	_____
QUANTITY	_____
ESTIMATED GOODS	_____
PROBABLE GOODS	_____
PROBABLE (Generic)	_____
UNIT COST	_____
SOURCE	_____

(e) Restricted Goods. If the recipient plans to purchase any restricted goods, indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals, Pesticides, Used Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

TYPE/DESCRIPTION	_____
QUANTITY	_____
ESTIMATED	_____

PROBABLE	_____
INTENDED USE (Generic)	_____
UNIT COST	_____
SOURCE	_____

(f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in accordance with the Standard Provision "USAID Eligibility Rules for Procurement of Commodities and Services," indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier.

TYPE/DESCRIPTION	_____
QUANTITY	_____
ESTIMATED	_____
PROBABLE SUPPLIER	_____
NATIONALITY	_____
RATIONALE (Generic)	_____
UNIT COST (Non-US Only)	_____
FOR NON-US	_____

6. Past Performance References

On a continuation page, please provide past performance information requested in the RFA.

7. Type of Organization

The recipient, by checking the applicable box, represents that -

(a) If the recipient is a U.S. entity, it operates as ☐ a corporation incorporated under the laws of the State of, ☐ an individual, ☐ a partnership, ☐ a nongovernmental nonprofit organization, ☐ a state or local governmental organization, ☐ a private college or university, ☐ a public college or university, ☐ an international organization, or ☐ a joint venture; or

(b) If the recipient is a non-U.S. entity, it operates as ☐ a corporation organized under the laws of _____ (country), ☐ an individual, ☐ a partnership, ☐ a nongovernmental nonprofit organization, ☐ a nongovernmental educational institution, ☐ a governmental organization, ☐ an international organization, or ☐ a joint venture.

8. Estimated Costs of Communications Products

The following are the estimate(s) of the cost of each separate communications product (i.e., any printed material [other than non-color photocopy material], photographic services, or video production services) which is anticipated under the grant. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.

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