



**U.S. DEPARTMENT OF STATE
EMBASSY HARARE
Notice of Funding Opportunity (NOFO)**

Funding Opportunity Title: Ambassador's Special Self-Help (SSH) Program – PEPFAR Small Grants Fund
Funding Opportunity Number: 005/2022
Deadline for Applications: January 15, 2023
Assistance Listing Number: 19.029 (*The U.S. President's Emergency Plan for AIDS Relief Programs*)
Total Amount Available: \$60,000

A. PROGRAM DESCRIPTION

The U.S. Department of State, through the U.S. Embassy in Harare, announces an open competition for organizations to submit applications to carry out a small, community-based development program. Please follow all instructions below.

Priority Region: Zimbabwe (*all 10 provinces*)

Program Objectives:

The Ambassador's Special Self-Help (SSH) Program through the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) awards grants to registered non-governmental, non-profit, community-based organizations to implement short-term (12-month), small-scale (between \$15,000 and \$20,000) development projects that include significant community involvement.

Priority consideration is given to income generating projects with a health component that improve basic economic or social conditions at the village level.

Project activities and spending should be completed within 12 months with an anticipated start date between September 1 and September 30, 2023, depending on when funding is made available.

The SSH Program receives hundreds of applications for funding each year. All submissions are reviewed in a competitive and transparent manner. However, given the limited funding available through the SSH Program, we can only fund a small number of projects each year.

BACKGROUND

Started in 1964 in Togo, the SSH Program spread across Africa as a grassroots program that allows U.S. embassies to respond quickly to local requests for small, community-based development projects that have an immediate impact. In 1980, the Ambassador's Special Self-Help Program started in Zimbabwe.

SPECIFIC PROGRAM DESCRIPTIONS

The SSH Program in Zimbabwe has several funding sources, each with a specific mandate. When applying for funding, clearly identify which fund you are applying to.



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1. President's Emergency Plan for AIDS Relief (PEPFAR) Small Grants Fund

The PEPFAR Small Grants Fund focuses on income generating activities that improve care, support, and economic conditions for people living with HIV (PLHIV) and those directly affected by HIV/AIDS such as grandparents caring for grandchildren orphaned due to HIV/AIDS.

- *Examples of previous projects:* Agricultural training, nutritional gardens, grinding mills, artisan activities, sewing project for PLHIV, distribution system for nutritional supplements, HIV/AIDS prevention information.

B. FEDERAL AWARD INFORMATION

Length of performance period: *12 months*

Number of awards anticipated: 3 awards (dependent on amounts)

Award amounts: awards may range from a minimum of \$15,000 to a maximum of \$20,000

Total available funding: \$60,000 (dependent on final figures from PEPFAR)

Type of Funding: *FY23 Economic Support Funds under the Foreign Assistance Act*

Anticipated program start date: *September 1 and September 30, 2023*

This notice is subject to availability of funding.

Funding Instrument Type: Grant.

Program Performance Period: Proposed programs should be completed in *12 months* or less.

C. ELIGIBILITY REQUIREMENTS

a. Eligible Applicants

- The applicant must be a Zimbabwe registered non-governmental, non-profit, or community-based organization. **Individuals, businesses, and government entities do NOT qualify.**
- All applications must include and identify a significant community contribution (cash, labor, and/or materials).
- The beneficiary members must be Zimbabwean citizens.
- Applicants must display sound management in the form of financial and administrative procedures that protect against fraud, waste, and abuse.

b. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a NCAGE code, unique entity identifier (UEI), as well as a valid registration on www.SAM.gov . Please see Section D.3 for information on how to obtain these registrations.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package



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Application forms required below are available at the U.S. Embassy Harare website:
<https://zw.usembassy.gov/education-culture/ambassadors-special-self-help-program/>

OR [grants.gov](https://www.grants.gov)

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms

- **SF-424 (*Application for Federal Assistance – organizations*) at the U.S. Embassy Harare website**
- **SF-424A (*Budget Information for Non-Construction programs*) at the U.S. Embassy Harare website**
- **SF-424B (*Assurances for Non-Construction programs*) at the U.S. Embassy Harare website (*note: the SF-424B is only required for individuals and for organizations not registered in SAM.gov*)**

2. Summary Page: Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. Proposal (10 pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. It must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies/other donor organizations.
- **Problem Statement:** Clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed.
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.



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- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles, and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability:** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

4. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments:

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters or MOUs with District Administrators, community leaders, local development committee, tribal authority, and/or local town or district council the grantee will be working with on program activities, and proof of land ownership if there will be any use of land.
- Budget template provided (Annex B)
- Copy of the organization's registration certificate
- Completed proposal narrative (Annex A)
- Attach original pro-forma invoices/quotations for budgeted items. Three quotes for each item are required.

D.3 Unique Entity Identifier and System for Award Management (SAM) (NOTE: This section is required and not optional)

All prime organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI), formerly referred to as DUNS, and an active registration with SAM.gov **before submitting an application**. U.S. Embassy Harare may **not** review applications from or make awards to applicants that have not completed all applicable UEI and SAM.gov requirements. A UEI is one of the data elements mandated by Public Law



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109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

The 2 CFR 200 requires that sub-grantees obtain a UEI number. Please note the UEI for sub-grantees is not required at the time of application but will be required before the award is processed and/or directed to a sub-grantee.

Note: The process of obtaining a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a NATO CAGE (NCAGE) code and UEI number prior to registering in SAM.gov.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- NCAGE/CAGE Code
- Unique Entity Identifier from SAM.gov
- SAM.gov registration

Step 1: Apply for a NCAGE Code

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto:

<https://www.sam.gov>.

All prime organizations must, at all times during which they have an active Federal award or application under consideration by any Federal awarding agency, maintain an active SAM.gov registration with current information. SAM.gov requires all entities to renew their registration once a year to maintain an active registration status in SAM.gov. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov and to maintain that active registration. If an applicant has not fully complied with the requirements at the time of application, the applicant may be deemed technically ineligible to receive an award and use that determination as a basis for making an award to another applicant.



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D.3.1 Exemptions

An exemption from these requirements may be permitted on a case-by-case basis.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO in Section G at least **two weeks prior to the deadline stated in the NOFO and provide a justification for their request.** UEI/SAM.gov Exemption must be approved by a warranted Grants Officer before the application can be deemed eligible for review.

Note: Foreign organizations will be required to register with the NATO Support Agency (NSPA) to receive a NCAGE code in order to register in SAM.gov. NSPA will forward your registration request to the applicable National Codification Bureau (NCB) if your organization is located in a NATO or Tier 2 Sponsored Non-NATO Nation. As of September 2021, NATO nations included Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, United Kingdom, and the United States of America. As of September 2021, Tier 2 nations included Argentina, Australia, Austria, Brazil, Colombia, Finland, India, Indonesia, Israel, Japan, Republic of Korea, Malaysia, Morocco, New Zealand, Serbia, Singapore, Sweden, Ukraine, and United Arab Emirates.

*NSPA and/or the appropriate NCB forwards all NCAGE code information to all Allied Committee 135 (AC/135) nations, which as of September 2021 also included Algeria, Belarus, Bosnia & Herzegovina, Brunei Darussalam, Chile, Egypt, Georgia, Jordan, Oman, Pakistan, Peru, Qatar, Saudi Arabia, South Africa, and Thailand. **All organizations are strongly advised to take this into consideration when assessing whether registration may result in possible endangerment.***

The U.S. Department of State will not make an award to an applicant until the applicant has complied with all applicable UEI and SAM requirements by the time the Department is ready to make an award.

3. Submission Dates and Times

Applications are due no later than Tuesday, January 15, 2023 at 5:00 pm. Any applications received after this deadline will not be considered.

4. Funding Restrictions **a. Ineligible Expenses**

PEPFAR funds cannot be used:

- For religious or military activities, as well as those relating to police, prisons, or other law enforcement.
- For surveillance equipment.
- For creating, continuing, or supplementing technical assistance programs.
- To duplicate other U.S. Government programs.



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- To benefit, either personally or politically, any employee (e.g. direct hire, contractor, part-time) of the U.S. Government, or the spouse or family member of a U.S. Government employee.
- For the relocation or expansion outside the U.S. of an enterprise located in the U.S. if such activity results in the reduction of U.S. production or reduces the number of U.S. employees.
- For the production of agricultural commodities for export that can be expected to have a significant impact on competing U.S. exports.
- To contribute to the violation of internationally recognized rights of workers.
- To support educational or other facilities used to a significant degree by U.S. employees or their dependents.
- For abortion-related facilities and services.
- For used equipment – to avoid recurring maintenance and support costs. There is a general policy for financing only new equipment unless it is simple in design and spare parts are available locally, thus providing operational and maintenance advantages in less developed countries.
- For luxury goods and gambling equipment; or playgrounds and similar projects.
- For toxic or otherwise unsafe products such as pesticides or hazardous chemicals.
- To assist any individual or entity involved in illegal drug trafficking as noted in Section 487 of the Foreign Assistance Act.
- For the support, benefit, or other services associated with those persons or entities listed under Executive Order 13224¹, or determined to be subject to this order or other subsequent laws or orders, who commit, threaten to commit, or support terrorism.
- For any activity barred under the FAA and legislation appropriating funds for foreign assistance.

5. Other Submission Requirements

All application materials must be submitted by email to selfhelp_harare@state.gov (or: Applications may be submitted electronically through www.Grants.gov)

If you are unable to email your application, please deliver your application to:

U. S. Embassy Harare
Attn: Ambassador's Special Self-Help Program
2 Lorraine Drive
Bluffhill
Harare, Zimbabwe

Applications will be reviewed on a rolling basis. The grants team must receive all applications by 5:00 pm, January 15, 2023. Applications received after this deadline will be held and considered for 2024 funding.

¹ EO 13224 is a list of groups and individuals who sponsor terrorism. Information about the list, and links to the current list may be found at <http://www.state.gov/j/ct/rls/other/des/122570.htm>.



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Retain a copy of your entire application for your own records.

Application Deadline: January 15, 2023

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

EVALUATION CRITERIA

Full applications will be evaluated against the evaluation criteria described below.

- A. *Alignment with SSH Program Goals:* Shows responsiveness to identified SSH or PEPFAR program goals. Is appropriate for the country context. Exhibits originality, substance, and includes a clear plan for community involvement and sustainability.
- B. *Feasibility of Design:* Clearly articulates how the activities will lead to the overall objectives. Objectives must be SMART – specific, measurable, attainable, relevant, and time bound. The objectives must be results-focused. Proposed timeline for project is reasonable.
- C. *Impact on Target Group:* Envisions how the proposed activity corresponds to the needs and requests of the target group. Clearly defines how many men and women will benefit with a gender awareness to include women.
- D. *Sustainability/Financial Self-Reliance:* Focused on results building and strengthening the capacity of the community. Include a detailed plan for sustaining the activities beyond the life of the grant. Includes evaluation of community contribution (cash, labor, materials) and their involvement with a plan to continue and build on project results.
- E. *Responsible and Reasonable Budget:* Aligning Annex B budget with proposal narrative. Ensure accuracy and feasibility with the majority of the budget going to the project activities not administrative expenses of the organization.
- F. *Organizational Capacity:* Shows evidence of organization's capability to accomplish the proposed activities. Organization clearly designates project manager with current contact information and demonstrates adequate financial and project management oversight.
- G. *Past Performance:* Demonstrate previous and ongoing experience implementing similar activities with or without financial support. Include where previous programs are today.

2. Review and Selection Process

A review committee will evaluate all eligible applications. Applicants with proposals that meet the evaluation criteria will receive a follow-up email from the grants team. Because this program is very competitive, with hundreds of applicants each year, it may take some time



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between submission and follow-up. A panel will determine the shortlisted applicants. Those who make it to the panel shortlist will receive next steps in the application process. The grants team will notify the non-eligible applicants and those who do not make it to the final shortlist by the end of the entire review process.

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates: *September 20, 2023*

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the



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preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: All payments are made through electronic funds transfer (EFT) the grantee's nostro bank account. Payments will be made in batches, with the initial request not exceeding 80 per cent of the total grant amount. Most grantees operate on a payment advance system, rather than a reimbursement system. To request the first advance payment, grantees must submit a SF270 Advance/Reimbursement Request Form along with the original quotations for the expected services or supplies.

2. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- President's September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Combating Race and Sex Stereotyping* (E.O. 13950);
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:



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- Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
- Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
- Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
- Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
- Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted. Two written reports are expected over the duration of the grant (mid-term and final report).

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: MachimbizofaM@state.gov.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.



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Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.