

Appendix III-Questions and Answers (Q&A) : STIP APS Addendum: Zambia: Teaching for Transformation

USAID is pleased to provide the following answers to the questions submitted by the various prospective applicants. Furthermore, the Addendum has been updated with highlighted changes to demonstrate areas that were affected by the Q&A.

1. Is the scope of the project limited to local language literacy or English literacy?

USAID Response: *The project is focused on strengthening literacy instruction in local language, according to Zambia's primary literacy curriculum (referred to as the Primary Literacy Program, or PLP). The curriculum requires instruction in Zambia's seven official languages of instruction at the early primary level, with English taught as a subject before transitioning to instruction in English at the upper primary level. Local language literacy is the area of greatest need in teacher training colleges and universities; however, applicants may also consider proposing strategies to transition from instruction in local language to English.*

2. Are applicants to assume that the Ministry of General Education's primary school curriculum is considered to be of high quality by USAID?

USAID Response: *The Grade 1 and 2 curricula are fairly well-developed. There is further need for development of the early childhood (pre-primary) and Grade 3 curricula. The Teaching for Transformation consortia will be expected to collaborate with the USAID Let's Read Project partner/contractor on any developments/adjustments to the curriculum.*

3. Is the scope of the project expected to focus on the 14 of the 27 CoEs and Universities that did not implement the 2014 National Literacy Framework (NLF)?

USAID Response: *The scope of the project will focus on the CoEs and universities offering the primary teaching diploma. The project will support practical implementation of the primary literacy curriculum (based on the NLF) to successfully prepare teachers to teach primary school literacy.*

4. Please clarify for us the ceiling and floor of the amount of total funding available for concept notes related to this addendum. We do not see this information detailed in either the Addendum or the original APS or synopsis.

USAID Response: *USAID expects to award a maximum of \$15 million for this activity. The Ceiling Amount and floor amount have been updated on synopsis page on grants.gov.*

5. Please clarify whether it is expected that the lead applicant must be a university/HEI or whether the university can be a partner and an INGO can be the lead applicant.

USAID Response: *The prime applicant may be either a university/HEI or other organization. Per the addendum, "applicants must propose ways to partner with all public CoEs and universities in Zambia with primary teacher training programs. Applicants must also partner with other Zambian, U.S., or international HEIs."*

6. On page 3 section I, “ Background” the NOFO states that “the activity will indirectly benefit approximately 9,000 pre-service teachers per year over five (5) years.” Are the 9,000 the number of teachers who graduate Colleges of Education on an annual basis, or the total number of teachers enrolled in pre-service programs per year?

USAID Response: *The number refers to the approximate number of enrolled pre-service teachers in primary teaching diploma programs in Zambia’s public universities and Colleges of Education.*

7. On page 4 Section III Eligibility Criteria - the NOFO states in sub-section I, “The STIP APS requires that all funded projects include meaningful engagement with HEIs. Under this Teaching for Transformation Addendum, applicants must propose ways to partner with all public CoEs and universities in Zambia with primary teacher training programs. Applicants must also partner with other Zambian, U.S., or international HEIs. Please clarify the following 1) is it necessary to have all Zambian Public HEI’s listed in section V, A. “Partner Information” along with letters of commitment as cited in Section V, B Letters of Commitment”.

USAID Response: *It is not necessary to list all of Zambian public HEI’s in Section V.A. of the concept note template. Per the addendum, it is expected that Zambia’s public universities and Colleges of Education (CoE) offering the primary teaching diploma will be the beneficiaries of this project. It is not necessary for applicants to obtain letters of commitment from each university and CoE unless the applicant is proposing that one or more of such HEIs assume a lead role in technical implementation.*

8. Can Zambian Public HEI’s fulfill the requirement of a needed HEI partner rendering the need to engage “other Zambian, US or international HEI’s” moot?

USAID Response: *The addendum requires that “applicants must propose ways to partner with all public CoEs and universities in Zambia with primary teacher training programs. Applicants must also partner with other Zambian, U.S., or international HEIs.” It is therefore expected that all public CoEs and universities offering the primary teaching diploma will, at a minimum, partner as beneficiaries of the program; and that the program will engage other Zambian, U.S., or international HEIs as implementing partners.*

9. If the applicant is a U.S. HEI, does its application have to include partnerships with other HEIs in addition to the required partnerships with the Zambia CoEs?

USAID Response: *A U.S. HEI would meet the eligibility criteria, provided that it also partners with another non-HEI organization and Zambia’s public universities and CoEs.*

10. Could you please confirm the number of concept notes an institution can submit?

USAID Response: *One. An institution/applicant can only submit one concept note.*

11. In addition to engaging/partnering with HEI and Universities in Zambia, is partnering with an American University also a strong preference?

USAID Response: *The addendum requires that “applicants must propose ways to partner with all public CoEs and universities in Zambia with primary teacher training programs. Applicants must also*

partner with other Zambian, U.S., or international HEIs.” Preference will be given to concept notes that offer the strongest approaches to addressing the criteria stated in the addendum.

12. What is the expected start date of the actual implementation?

USAID Response: *USAID expects to award and begin implementation by July 2020.*

13. Based on the guidelines, the CN must include partnerships with:

An applicant of any type (could be a University, a Research institution, and NGO, a CSO etc)

- A HEI – and actually the applicant must propose ways to partner with all the public CoE and all public Universities offering primary teacher education.
- Another partner of any type HEIs aside (could be a University, a Research institution, and NGO, a CSO etc).

Is the applicant meant to include a formal partnership with all the CoE or is this meant to be understood as engagement and they would not need to be included in the Consortium?

USAID Response: *As indicated in Question 7, the addendum expects that Zambia’s public universities and Colleges of Education (CoE) offering the primary teaching diploma will be the beneficiaries of this project. It is therefore not required that the Zambian public universities and CoEs apply as formal members of the consortium. As indicated in Question 7, it is not necessary to list all of Zambian public HEI’s in Section V.A. of the concept note template. It is also not necessary for applicants to obtain letters of commitment from each university and CoE unless the applicant is proposing that one or more of such HEIs assume a lead role in technical implementation.*

14. Can the lead be an organization that is not based in Zambia at time of application?

USAID Response: *The addendum does not require that the lead applicant necessarily be based in Zambia at the time of application; however, Section III-Eligibility Criteria, 2) Another Partner, states that: “Other partners can be any type of non-HEI organization (i.e. public sector, private sector, or CSOs), preferably those based or with an existing permanent presence in Zambia.”*

15. The sub-objectives outlined on pages 1-2 of the STIP APS Addendum mention *primary school* as the core focus. Does USAID/Zambia expect the project to focus activities on the early grades (1 – 3) or across all primary grades (1 – 7)?

USAID Response: *At a minimum, activities should focus on early primary (pre-primary/early childhood through Grade 3), in alignment with USAID’s core focus areas. Applicants are welcome to propose linkages to upper primary, and should be prepared to consider such linkages during co-creation and implementation.*

16. Sub-objectives 1.2 and 1.3 explicitly mention a focus on literacy curriculum and instruction. Does USAID/Zambia also expect sub-objective 1.1 to focus on equipping lecturers with skills to deliver effective instruction to specifically support the teaching of literacy or to support the teaching of all primary grade subject areas?

USAID Response: *The content focus is literacy. Sub-Objective 1.1 may also include other skills important for effective instruction in primary school (i.e., inclusion, differentiation, student-centered learning, classroom management), but literacy is the core content.*

17. Will USAID/Zambia please confirm the referenced Zambian Colleges of Education (page 2 of the APS Addendum) are higher education institutions according to the definition provided on page 4 under Section III. Eligibility Criteria?

USAID Response: *As stated in Question 8, the addendum requires that “applicants must propose ways to partner with all public CoEs and universities in Zambia with primary teacher training programs. Applicants must also partner with other Zambian, U.S., or international HEIs.” It is therefore expected that all public CoEs and universities offering the primary teaching diploma will, at a minimum, partner as beneficiaries of the program; and that the program will engage other Zambian, U.S., or international HEIs as implementing partners.*

18. Addendum Section III – Eligibility (I) defines a higher education institution as an organization that provides educational opportunities that build on secondary education, providing learning activities in specialized fields; this may include public or private universities, colleges, research institutes, training institutes, or vocational training centers. Are there any restrictions on working with distance learning programs as long as they are offered from a higher education institution?

USAID Response: *The addendum does not restrict distance learning from being proposed as an approach. Concept notes will be evaluated based on their strength in addressing the criteria stated in the addendum.*

19. Addendum Section IV – Program Objectives: In sub-objective I.1, it is stated that the “Successful applicants should expect to work with all of Zambia’s public CoEs and universities”. The term “targeted CoEs and universities” is also used in this same objective. Will USAID please clarify this term?

USAID Response: *“Targeted CoEs and universities” refers to Zambia’s public universities and Colleges of Education that offer the primary teaching diploma, as stated in p. 3 of the addendum.*

20. Appendix I - Concept Note Template: Page 1 states “The main body of the Concept Note (sections I - IV) must not exceed 5 pages in length using 12pt Times New Roman font and 1-inch margins” while Page 2 states at the bottom: “Sections I-III combined must not exceed five pages.” Please clarify the main body sections which a 5-page limit applies to i.e. sections I – IV or sections I-III.

USAID Response: *The main body of the Concept Note is limited to five pages for Sections I-III. Appendix I has since been updated to reflect the change.*

21. Appendix I – Concept Note Template: is an itemized budget outline using Appendix II template counted towards a 1-page limit for Section IV - Budget, or is only the budget justification counted towards 1 page limit for this section?

USAID Response: *The budget narrative is limited to one page, and is separate from the itemized budget outline.*

22. Appendix I – Concept Note Template: is there a page max for Section I – Applicant Information and Summary?

USAID Response: *There is no limit to the Applicant information, but this is expected to be a very brief section within the five-page concept note.*

23. Appendix I – Concept Note Template: Subsection A. Partner Information of Section V. Supporting Information sets a key qualifications word limit at 50. Is this a limit per organization or a total for all?

USAID Response: *This is a 50 word limit per organization.*

24. STIP APS Addendum: Zambia: Teaching for Transformation, III. Eligibility Criteria, states: “A Higher Education Institution (HEI). The STIP APS requires that all funded projects include meaningful engagement with HEIs. Under this Teaching for Transformation Addendum, applicants must propose ways to partner with all public CoEs and universities in Zambia with primary teacher training programs. Applicants must also partner with other Zambian, U.S., or international HEIs.”

We respectfully request clarification that the prime applicant can be a non-HEI, US-based Organization.

USAID Response: *Per the addendum, “any type of organization is eligible to submit a Concept Note under the Teaching for Transformation addendum.” Therefore, the prime applicant may be either a university/HEI or other organization, provided that it also addresses the criteria stated above.*

25. Appendix I- Concept Note Template Teaching for Transformation in Zambia, SECTION V –SUPPORTING INFORMATION, A. Partner Information. We respectfully request clarification regarding whether all of the types of partners listed in this section are required (HEI Partner, Local Partner, Other partner).

USAID Response: *Section V should list all proposed partners in accordance with addendum Section III: Eligibility Criteria. Please note that it is not necessary to list all of Zambian public HEI’s in Section V of the concept note template, unless the concept note is proposing that one or more of such HEIs assume a lead role in technical implementation.*

26. Appendix I- Concept Note Template Teaching for Transformation in Zambia, SECTION V -SUPPORTING INFORMATION, C. Resumes. We respectfully request clarification that including resumes is optional.

USAID Response: *Providing resumes is optional but preferred.*