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ZAMBIA

Office of Acquisition and Assistance (OAA)

Issuance Date: May 19, 2014
Questions due by: June 3, 2014 (16:00 hrs. Zambia time)
Concept Paper Submission due by: June 18, 2014 (16:00 hrs. Zambia time)

Subject: Request for Concept Papers: Zambia Family Activity (ZAMFAM). Reference Number: RFA-611-14-000003.

Dear Prospective Applicant:

The United States Government, as represented by the United States Agency for International Development (USAID) Mission to Zambia, is seeking Concept Papers from indigenous Zambian organizations interested in providing quality comprehensive, compassionate care and support services for Orphans and Vulnerable Children (OVC) and People Living With HIV/AIDS (PLWHA) in targeted areas of Zambia as described in Section I, *Funding Opportunity Description*, of this solicitation, hereafter referred to as the RFA, or Request for Applications.

In accordance with ADS 303.3.6.2.d., USAID will use a two-tier competition process for the ZAMFAM Activity. This RFA invites indigenous Zambian organizations to submit brief Concept Papers describing how their organization can help to support OVC and PLWHA in their communities in line with the goals and approach outlined in Section I of this RFA. Using the evaluation criteria described in Section V of this RFA, USAID will select up to three Concept Papers from each of the five target provinces namely, Central, Copperbelt, Luapula, Lusaka, and Southern Province. Up to a total of 15 Concept Papers may be selected. Those organizations that submitted a winning Concept Paper will receive a grant in the local currency equivalent of US \$8,000.00, and will be invited to compete in the second tier competition. USAID will issue a subsequent RFA to those organizations that submitted a winning Concept Paper. This next RFA will provide instructions on how to submit a full application and will contain more specific evaluation criteria. Only those organizations whose Concept Papers are selected in the first tier of the competition will be invited to compete in the second tier.

USAID anticipates awarding one or more Cooperative Agreements in each of the five target provinces in the range of US\$10 million to \$16 million for ZAMFAM activities for a five-year period. However, USAID reserves the right to make any number of awards or no awards at all through this RFA.

The *Funding Opportunity Description* found in Section I of this RFA will be the same for both tiers of the competition. It would be prudent for all applicants to submit Concept Papers that they can expand to full applications for a multi-million dollar five-year award. Organizations whose Concept Papers are selected in the first round are advised to use the grant they will receive to help prepare a professional application for the second round of competition.

While for-profit firms may participate, pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments such as cooperative agreements. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the Agreement.

Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of the Concept Papers. In addition, final award of any resultant award cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures

will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.

This RFA consists of this cover letter and the following:

Section I	Funding Opportunity Description;
Section II	Award Information;
Section III	Eligibility Information;
Section IV	Application and Submission Information;
Section V	Application Review Information;
Section VI	Award and Administration Information;
Section VII	Agency Contacts;
Section VIII	Other Information;
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Eligible organizations are requested to submit their concept papers electronically together with a completed Eligibility Checklist by the date and time specified at the top of this cover letter to the following email address: oaa-solicit-lusaka@usaid.gov. Please include the solicitation number in the subject line of the email. Submissions which fail to fully address the Eligibility criteria will not be evaluated.

Applicants are requested to submit both technical and cost portions of their concept notes/applications in separate volumes, and in separate electronic attachments. Awards will be made to the applicant whose application offers the greatest value to the U.S. Government.

If it is determined that the answer to any question(s) is of sufficient importance to warrant notification to all prospective recipients, a Questions and Answer document, and/or if needed, an amendment to the RFA, will be issued. Therefore, questions must be submitted no later than 16:00 hours (Zambia local time) June 3, 2014.

This RFA and any future amendments to it can be downloaded from <http://www.grants.gov>. select "Find Grant Opportunities" then click on "Browse by Agency", and select the "U.S. Agency for International Development" and search for the RFA. In the event of an inconsistency between the documents comprising this RFA, it shall be resolved at the discretion of the Agreement Officer.

Sincerely,



Edward Acevedo
Agreement Officer

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ACRONYMS

AB	Abstinence and Being Faithful
ACCA	Association of Chartered Certified Accountants
ADS	USAID’S Automated Directives System
AIDS	Acquired Immune Deficiency Syndrome
ART	Anti-retroviral treatment
ARV	Anti-retroviral
CATF	Community AIDS Task Force
CBIOVP	Community-Based Initiative for Orphans and Vulnerable Populations
CBO	Community-Based Organization
CDC	Centers for Disease Control and Prevention
CIDRZ	Centre for Infectious Disease Research in Zambia
CIMA	Chartered Institute of Management Accountants
COP	Country Operating Plan
CT	Counseling and Testing
DATF	District AIDS Task Force
DHS	Demographic and Health Survey
DOD	Department of Defense
DOS	Department of State
EID	Early Infant Diagnosis
FBO	Faith-Based Organization
FP	Family Planning
GBV	Gender-Based Violence
GHI	Global Health Initiative (of the US Government)
GFATM	Global Fund to Fight AIDS, Tuberculosis and Malaria
GFSR	Global Food Security Response (of the US Government)
GIPA	Greater Involvement of People Livings with HIV and AIDS
GRZ	Government of the Republic of Zambia
HBC	Home-Based Care
HBHC	PEPFAR Acronym for Adult Care and Support
HIV	Human Immunodeficiency Virus
HKID	PEPFAR Acronym – Care for Orphans and Vulnerable Children
HMIS	Health Management Information Services
HTXS	PEPFAR Acronym for ART Services (including Adherence Support)
HVAB	PEPFAR Acronym for Abstinence and Fidelity
HVCT	PEPFAR Acronym for Voluntary Counseling and Testing
HVOP	PEPFAR Acronym for Condoms and Other Prevention
IEC	Information, Education, and Communication
LOP	Life of Project
MC	Male Circumcision
MCDSS	Ministry of Community Development and Social Services
M&E	Monitoring and Evaluation
MOE	Ministry of Education
MOH	Ministry of Health
MTCT	PEPFAR Acronym for PMTCT
MSYCD	Ministry of Sport, Youth and Child Development
NAC	National HIV and AIDS/STI/TB Council
NCHS	National Center for Health Statistics
NFNC	National Food and Nutrition Commission

NGO	Non-governmental organization
OGAC	Office of the Global AIDS Coordinator
OVC	Orphans and vulnerable children
PCAZ	Palliative Care Association of Zambia
PEPFAR	Presidential Emergency Plan for AIDS Relief
PLWHA	People living with HIV/AIDS
PMP	Performance Monitoring Plan
PMTCT	Prevention of mother-to-child transmission
PPP	Public Private Partnerships
PSS	Psychosocial Support
PTA	Parents Teachers Association
PWP	Prevention with Positives
RAPIDS	Reaching AIDS-affected Populations with Integrated Development and Support
RFA	Request for Application
RFP	Request for Proposal
RFTOP	Request for Task Order Proposal
RH	Reproductive Health
SHARe	Support to the HIV and AIDS Response in Zambia
STA	Senior Technical Advisor
STEPS OVC	Sustainability through Economic Strengthening, Prevention and Support for Orphans and Vulnerable Children, Youth and other vulnerable groups
SUCCESS	Scaling Up Community Care and Expanding Social Safety Nets
TB	Tuberculosis
TC	Testing and Counseling
TWG	Technical Working Group
UNAIDS	Joint United Nations Program on AIDS
UNFPA	UN Fund for Population Activities
UNICEF	United Nations Children's Fund
USAID	United States Agency for International Development
USG	United States Government
VSU	Victim Support Unit
ZICA	Zambia Institute of Chartered Accountants
ZISSP	Zambia Integrated Systems Strengthening Program
ZPCT	Zambia Prevention Counseling and Treatment Program

SECTION I. FUNDING OPPORTUNITY DESCRIPTION

Pursuant to Automated Directive System (“ADS”) 303.3.5.2.a, this section includes (1) a general description of the proposed program, (2) a statement identifying the authorizing legislation, (3) program eligibility requirements and (4) a discussion of how the award will be administered.

1. GENERAL DESCRIPTION OF FUNDING OPPORTUNITY

Set forth below is a description of the proposed program, covering A. Background; B. Program Objectives; C. Program Description; and D. Technical Consideration.

A. Background

Zambia continues to confront a daunting HIV challenge, with a prevalence rate of 14.3%. The impact of HIV/AIDS is multidimensional, long-term, and not isolated to those who are stricken with the disease. The large number of people in their prime years that have died from HIV/AIDS and have left behind children has sorely tested Zambia’s traditional extended family system. According to Zambia’s Central Statistics Office, 10% of Zambia’s population (over 1,300,000 children), is classified as orphaned or vulnerable. Providing care and support for the large numbers of OVC that have resulted from the HIV/AIDS pandemic is a huge challenge, as increasing OVC numbers routinely overwhelm available resources.

In the absence of family and communities to provide the care, support, mentoring, and guidance that children require, OVC often suffer from poor nutrition and limited access to education and economic opportunities that might otherwise be offered by a fully functional community safety net. In many cases, OVC, especially adolescent girls, also lack appropriate health care and psychosocial services and are prone to abuse, particularly sexual abuse and gender-based violence (GBV).

To address the needs of OVC and PLWHA and strengthen comprehensive, integrated service delivery and support for families caring for OVC and PLWHA, ZAMFAM will build the capacity of families and caregivers and provide child-focused services, including community-based child welfare and protection systems, to sustain delivery of a full array of services required for OVC and PLWHA. Services will include nutrition assessments and counseling, skills building, income-generation through community saving groups, legal protection, and psychosocial services. The ZAMFAM Activity will enable families to care for their children and will promote appropriate protection and permanent family care. This Activity will also strengthen the capacity of communities and community- and family-based service providers to care for children and vulnerable families.

B. Program Objectives

B.1 Goal

The overarching goal of this Activity is to improve the care and resilience of vulnerable populations, specifically targeting OVC and PLWHA by supporting, protecting, and strengthening the capacity of children, families, and communities. The following indicators will measure success of the activity:

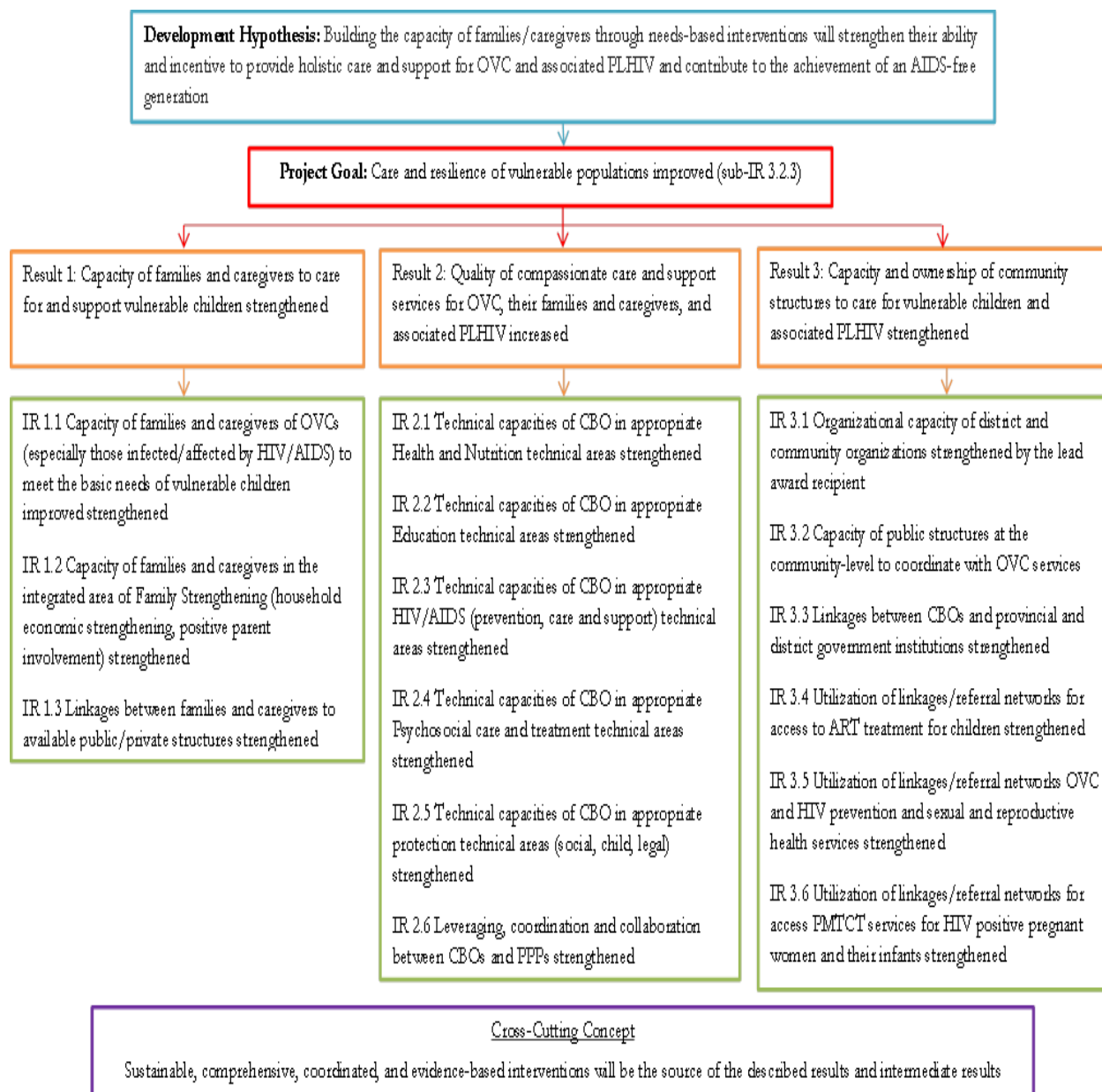
- Number of OVC reached with a minimum of One Care service annually;
- Number of vulnerable youth enrolled in USG supported education/vocational programs;
- Percent of vulnerable households receiving social protection support;
- Decrease in the percent of children beneficiaries under five in targeted areas who are undernourished.

B.2 Results

To achieve the goal, three overall results must be met:

- 1) Capacity of families and caregivers to care for and support vulnerable children strengthened.
- 2) Quality of compassionate care and support services for OVC, their families and caregivers, and associated PLWHA increased.
- 3) Capacity and ownership of community structures to care for vulnerable children and associated PLWHA strengthened.

All results are intended to be achieved through sustainable, comprehensive, coordinated, and evidence-based interventions.



C. Program Description

To meet the above objectives, USAID is seeking to fund local service providers to implement comprehensive, high quality, and cost effective programs in support of vulnerable children, their families, and PLWHA in the provinces and districts, as described below.

C.1 Geographic Scope

The prioritization of target provinces is based on a combination of several key factors, specifically: 1) high HIV and AIDS prevalence rates; 2) high prevalence of orphans and vulnerable children; 3) current multi-sectorial USG investments; 4) high maternal and infant mortality rates; and 5) capacity of provincial government to assist in the coordination of programs. Based on the factors outlined above, the following provinces have been prioritized: Central, Copperbelt, Luapula, Lusaka, and Southern Provinces.

The Recipient will be expected to collaborate with Provincial and District Health Offices to use criteria similar to those listed above to prioritize districts within each of the selected provinces. In provinces and districts where the other USG projects are operating, applicants will be expected to describe how they will coordinate with these existing programs to avoid duplication of services, as well as their plans to leverage those programs to reach their projects expected outcomes. It is expected that the Recipient will work in approximately 10 districts within their selected province, with approximately five sub-grantees (local community-based organizations) in each district.

C.2 Programming Focus

The types of programs that will be supported through this activity are aligned to the USG and GRZ strategies and priorities to support, protect, and strengthen vulnerable children, families, and communities who are infected and affected by HIV and AIDS. The major focus of funding support will be to:

- 1) Deliver community-centered, comprehensive, evidence-based programs that strengthen families, households, and communities to meet the holistic needs of OVC and PLWHA.
- 2) Deliver sustainable, “for youth and by youth” community-based programs that assist orphans and vulnerable children, specifically adolescent OVC, to meet their own needs through meaningful youth participation and development of resilience through effective HIV prevention education and linkages to HIV & sexual and reproductive health services.
- 3) Build the capacity of communities to create an enabling environment where children can thrive and develop into productive members of society, and to reduce stigma and discrimination against OVC and PLWHA.
- 4) Provide comprehensive, evidence-based HIV Prevention, Care, and Support programs that strengthen families, households, and communities to meet the holistic needs of vulnerable children and their caregivers who are infected or affected by HIV and AIDS.
- 5) Strengthen the capacity of communities and local community-based service providers to sustainably care for children and vulnerable families by assisting schools, health centers, child protection committees, and other relevant institutions and groups.
- 6) Provide comprehensive, evidence-based health, education, and social programs for vulnerable children.
- 7) Strengthen programs that invest in children ages 0-5 with robust linkages to PMTCT, Pediatric HIV care, and that support and maternal and newborn child health services.

C.3 Expected Results

At the end of the ZAMFAM Activity, the following three key results and associated sub-results shall be achieved:

Result 1: Capacity of families and caregivers to care for and support vulnerable children strengthened.

Sustainability through building the capacity of families and caregivers and transferring program responsibilities to promote country ownership are imperative. This is a central and long-standing feature of OVC programming and crucial for sustainable, positive outcomes for children in both the short and long terms. The Activity will support and enable families to care for their children, prevent unnecessary family-

child separation, and promote appropriate protective and permanent family care.¹ Strengthening families and caregivers is a first priority. Supporting impoverished families struggling to provide care may involve increasing their income-generation potential and/or linking families to appropriate treatment or psychosocial support. Educating caregivers about protective care helps to prevent children from being exploited, abused, or neglected and ensures that children's nutrition and education needs are met.

Under this result, the applicant shall achieve the following associated sub-results:

- Improved economic well-being of families to care for their vulnerable children
- Strengthened capacity of families and caregivers to protect and meet the basic needs of OVCs
- Improved child protection interventions at the household and community levels
- Improved family communication between vulnerable parents/guardians and their vulnerable children to foster positive caregiver child interactions
- Creation of tailored family case plans based on needs assessments with specific goals and objectives

Success achieving this objective will be measured by the percentage and/or number of families and caregivers providing adequate nutrition, education opportunities, and care and protection for their children per the Child Status Index (CSI) and the PEPFAR monitoring, evaluation, and reporting (MER) tools.

Result 2: Quality of compassionate care and support services for OVC, their families and caregivers, and associated PLWHA increased.

For people infected and affected by the epidemic, HIV is not only a medical experience. It is also a social and emotional experience that profoundly affects their lives and their futures. Programming for children orphaned and made vulnerable by HIV/AIDS contributes to the achievement of an AIDS-free generation by responding to the social (including economic) and emotional impact of the disease on children, their families, and communities that support them.

ZAMFAM will also support the medical goals of the response in key and mutually beneficial ways. For example, efforts to keep children in school have positive impacts on prevention, economic strengthening activities help remove barriers to accessing facility-based services, and child-focused health interventions are important platforms for targeting mothers to prevent mother-to-child transmission (PMTCT). In addition, OVC community-based programming helps to reduce stigma and discrimination and creates an enabling environment for people infected and affected by HIV/AIDS to access services. By addressing socio-emotional effects of the epidemic, OVC programs reduce the likelihood that children and adolescents who are affected by the epidemic, become themselves infected. In addition, early childhood health and developmental protections link young children's cognitive, social, emotional, and motor development within the context of care (by families, communities and nations) while emphasizing the promotion of healthy development and safeguarding against modifiable threats to development, including health, nutrition, education, child protection, and social welfare.

Under this result the applicant shall achieve the following associated sub-results:

- Improved nutritional support of the most vulnerable children who are the zero to two years age group and all children under seven years;
- Increased OVC access to education and other government services/institutions;
- Improved community-based services and support to vulnerable families and their children from local Zambian partners;
- Improved community-based services and support to OVC and PLWHA from local Zambian partners;

¹ Appropriate, protective, and permanent family care involves a nurturing, lifelong commitment to a child by an adult or adults with parental roles and responsibilities. These family relationships should provide physical and emotional support, provide the child with a sense of belonging, and generally involve legal recognition of parental and child rights and responsibilities.

- Improved referral, linkages and support for access to ART treatment for children and PMTCT services for HIV positive pregnant women and their infants;
- Improved referrals and linkages from community-based prevention and other interventions to high impact HIV and sexual and reproductive health services for adolescents and orphaned children; and
- Expanded high quality, evidence-based HIV prevention interventions to promote safer behaviors, positive social norms and uptake of high impact services among vulnerable children and their families.

Success achieving this objective will be measured by the number of beneficiaries receiving evidence-based and age-appropriate services, based on national and PEPFAR guidance.

Result 3: Capacity and ownership of community structures to care for vulnerable children and associated PLWHA strengthened.

The strength of a system depends on its ability to carry out its functions, which in turn, is influenced by the capacity and interaction among actors across system levels and across its formal and informal components. In taking formal capacity-building steps, such as drafting national and organizational policies, standards, guidance, and legal regulations (including OVC quality standards), applicants must engage key stakeholders. At a minimum, applicants should engage in strategies to improve the leadership and governance of government structures (social services ministries), CSOs, and communities.

Community leadership structures should be organized around common community goals and involve representation from a diverse range of constituencies in the Zambian context, including equal representation from less powerful segments of the population, such as women and young people.

Under this result, the applicant shall achieve the following associated sub-results:

- Increased leveraging of public and private sector resources for programs that support, protect and strengthen vulnerable children, families and communities; and
- Improved organizational and technical capacity of local Zambian partners to offer community based health and social services

Success achieving this objective will be measured by the number of capable organizations, as defined by the activity-provided organizational capacity assessment tool (OCA), that are integrated within the community structures and the district response plan.

C.4 Target Audience

The Activity is expected to adopt a HIV-sensitive approach to targeting household and communities for services. Applicants should also consider other risk factors such as HIV prevalence rates, family structure, household income; exposure to violence, abuse, exploitation; and discrimination based on disability or gender. Applicants should clearly explain criteria for targeting communities, households and children and the number of communities, households as well as the number of children they expect to reach. Section 3.2 “*Assembling a Portfolio*” of PEPFAR Guidance for Orphans and Vulnerable Children Programming dated July 2012 provides in depth explanation of PEPFAR’s clarification on expectations for targeting and prioritization for services under this activity.

C.5 Illustrative Activities

Applicants are encouraged to review the PEPFAR Guidance for Orphans and Vulnerable Children Programming, PEPFAR Prevention Guidance, PEPFAR Guidance on Integrating PMTCT, Maternal, Neonatal, and Child Health and Pediatric HIV Services and PEPFAR Technical Considerations Provided by PEPFAR Technical Working Groups for FY 2014 COPS and ROPS (October 2013) which are all available at www.pepfar.gov. Based on the review of these documents and context of targeted province, the applicant shall propose activities to achieve the above stated results and associated sub-results. The proposed interventions should align with GRZ priorities, be cost-effective, be family-centered, be evidence-

based, have effective linkage with the continuum of HIV/AIDS care, demonstrate a high likelihood of sustainability, be integrated within community and district structures, and potentially leverage additional resources.

C.6 Program Indicators

A limited set of program monitoring indicators will be used to track the progress of key USG-funded activities. Applications for funding under this RFA, but not necessarily the Concept Papers, should clearly state how proposed activities relate to these program objectives and expected outcomes and how data will be collected, verified and reported to document progress toward meeting the objectives, including a staffing plan. All applications must include plans to document, monitor, and evaluate program performance. USAID will evaluate progress by monitoring selected indicators and assessing them in relation to the targets and overall objectives and expected outcomes of this activity.

Applicants are encouraged to develop indicators beyond those stated in this RFA when doing so further demonstrates progress. Applicants can propose to use child and household wellbeing indicators to help measure program impact. Applicants are encouraged to refer to the Core OVC Program Impact Indicators available at <http://www.cpc.unc.edu/measure/publications/ms-13-61> in the development of their evaluation plans.

C.6.1 Required PEPFAR Indicators

(Refer to PEPFAR's Monitoring, Evaluation, and Reporting (MER) Operational Guidance and Indicator Reference Guide for indicator reference sheets.)

All applicants should make sure they refer to PEPFAR's Monitoring, Evaluation, and Reporting (MER) Operational Guidance and Indicator Reference Guide to ensure they are meeting the minimum standards for each indicator. Applicants should propose notional output targets for each indicator that their proposed activities plan to cover. Successful applicants will finalize their exact targets during the final negotiation phase of the award process. The USG also strongly encourages all recipients to provide relevant data to their local, district, provincial and national government counterparts. The following two PEPFAR Level 1 MER indicators will be required by all applicants, but not necessarily in the Concept Paper. Other required PEPFAR Level 1 MER Indicators should be included based on their proposed activities.

REQUIRED PEPFAR Level 1 MER Indicators:

- Number of active beneficiaries receiving support from PEPFAR OVC programs to access HIV services
- Number of active beneficiaries served by PEPFAR OVC programs for children and families affected by HIV/AIDS

RECOMMENDED PEPFAR Level 2 MER Indicators:

- Percent of children under 5 years of age who are undernourished
- Percent of children who have a birth certificate
- Percent of children regularly attending school
- Percent of children who progressed in school during the last year
- Percent of children under five years of age who recently engaged in stimulating activities with any household member over 15 years of age
- Percent of households able to access money to meet important family needs
- Percent of children whose primary caregiver knows the child's HIV status
- Number of active beneficiaries served by PEPFAR OVC programs for children and families affected by HIV/AIDS

D. Technical Considerations

Throughout implementation of the tasks outlined above, the activity will be expected to address the following technical considerations. Applicants should incorporate a description for how each of these

considerations will be addressed within their technical approach.

D.1 Family/Household-Centered Approach

It is estimated that over 95 percent of children affected by AIDS in Sub Saharan Africa continue to live in families. Interventions that promote family involvement in children's development, build parental knowledge and skills, and improve family stability through, for example, efforts toward economic security and social inclusion fall under the rubric of "family strengthening." Approaches designed to preserve and strengthen families, including extended families, offer an effective means for delivering services and preventing further vulnerability. The well-being of children is often strongly associated with the well-being of their parents or caregivers and the presence of a stable and loving caregiver can significantly contribute to a child's resiliency or ability to "bounce-back" during times of crisis. Programs will obtain the best results for children and their caregivers when they adopt integrated intervention strategies providing a range of services to the whole family. The most effective delivery systems integrate HIV and AIDS services with family-centered primary health care and social services provided through community-based models.

Approaches should seek to:

- Develop a systematic approach where the primary focus of comprehensive care and support is the entire family in the context of his/her home and community through coordination, collaboration, strategic partnerships and/or linkages and referrals to comprehensive health and social services provided by the government, NGOs, FBOs, CBOs and the private sector;
- Target households (as appropriate to the intervention) rather than specific individuals (or only children or HIV positive members of the house);
- Empower caregivers to provide for the essential needs of the children in their care; and
- Provide services through an integrated family-centered delivery model.

D.2 Community-Based Approach

Communities contribute to the welfare and protection of children and families by establishing a set of norms and expectations of community members that encourage mutual responsibility. Community members serve as frontline responders, identifying and responding to children and families in crisis before they come to the attention of government and civil society, monitoring their well-being, and advocating on their behalf. They help to identify children and families at risk and often provide vital resources and services in the form of food, household help, emotional support, and advocacy for the issues they face.

Approaches should seek to:

- Sustain and enhance existing community structures (including informal neighborhood groups, youth groups and structures, faith-based groups, tribal structures, civil society, and politically-structured committees);
- Engage communities to advocate for and monitor the quality of and access to essential community services (schools, health services, protection services, etc.) to reduce discrimination and stigma;
- Involve communities in the planning, implementation, and evaluation of programs for orphans and vulnerable children and PLWHA.

D.3 Needs-Based, Targeted and Age-Appropriate Approach

The needs of individuals vary according to age, gender, socio-economic status, and geography.

Approaches should seek to:

- Develop a holistic process that creates tailored family case plans; and
- Develop strategies to address the needs of specific sub-sets of vulnerable children and households, such as children under five, adolescents, disabled, abused, exploited and neglected children, and children living outside the care of families (i.e. child-headed households, street children).

D.4 Quality-Focused Approach

Quality improvement (QI) approaches systematically monitor and evaluate overall care/services to ensure that program standards are being met, are regularly updated to reflect current knowledge, and that gaps

between expectations and actual results and outcomes are routinely identified and addressed.

Approaches should seek to:

- Make use of national frameworks, standards, guidelines, and training curricula, where appropriate;
- Use organizational assessment tools that base results on standards for different organizational areas and that base capacity-building interventions on the standards to be achieved;
- Use tools approved by the GRZ and that minimize the development of duplicative resources; and
- Develop an organizational and project quality improvement plans and committees.

D.5 Gender-Sensitive Approach

Traditional, cultural, and social gender norms and behaviors can contribute to public health problems, such as domestic and sexual violence and increasing rates of sexually transmitted infections (STIs), including HIV and AIDS.

Approaches should seek to:

- Mainstream gender-sensitive approaches into all programs; and
- Address five cross-cutting gender strategic areas:
 - Increasing gender equity in activities and services for vulnerable children and households affected by HIV and AIDS
 - Reducing violence and coercion
 - Addressing male norms and behaviors
 - Increasing women's and vulnerable children's legal protection
 - Increasing women's and vulnerable girl's access to income and productive resources

D.6 Integrated Approach

Comprehensive programs that cut across the range of needs of vulnerable households are required to reduce the impact of AIDS and to strengthen the outcomes for both children and families. Programs should encompass a broad and complex range of multisectoral interventions intended to build the capacity within families and communities to support the development of their vulnerable children and strengthen the capacity of the caregiver to provide for the household's needs. Implementation and coordination of care and support should take place at the household level, with an emphasis on supporting families to care for and protect their children. Effective referral systems between facilities and communities are an essential element to the provision of comprehensive services. There is a need to mobilize internal and external community resources to encourage a coordinated and holistic multisectoral approach that establishes links between multiple groups (family and community groups, civil society entities, government, and the private sector) to provide an effective mix of family-centered supportive services.

Integration of services with HIV prevention, care and support, maternal and newborn child health, sexual and reproduction health, malaria prevention, water and sanitation, education, and economic growth to promote a holistic comprehensive family and community-based care and support program will ensure that the wide ranging needs of vulnerable households are met. As per the PEPFAR Strategy, combination prevention approaches for HIV prevention shall use a variety of mutually reinforcing interventions to address the risks of transmission and acquisition of HIV. Programming for this Activity should contain the appropriate mix of behavioral, biomedical, and structural prevention interventions.

Approaches should seek to:

- Coordinate with GRZ at the community, district, provincial, and national levels;
- Promote coordination and referrals among partners, encouraging them to provide services according to their strategic advantage and/or areas of expertise;
- Use tested and proven models, tools, and resources developed under previous projects;
- Coordinate programming with existing USG-supported partners, providing direct services to children affected by HIV and AIDS and PLWHA in the same geographical region;
- Coordinate with other USG education programs, legal programs, poverty reduction and economic strengthening programs, and other relevant programs, where appropriate;
- Coordinate with UNICEF, the Global Fund, DFID, and other donors and programs not funded by the USG;

- Access relevant GRZ services and resources, where appropriate; and
- Coordinate with the other four provincial partners under the ZAMFAM Activity.

D.7 Coordinated Approach

To ensure a coordinated response in the provision of quality OVC services, the five ZAMFAM Activities will be expected to work closely together and align work plans, monitoring and evaluation plans, etc., whenever possible. In addition to the collaboration among the five ZAMFAM Activities, coordination is needed with the Zambian government, USAID, three USAID-funded OVC systems strengthening projects, other OVC projects or organizations, and other stakeholders in the OVC and care and support field. Applicants should reserve one percent of their overall budget for coordination. A coordination strategy will be developed after the award and agreement with the relevant Zambian government institutions, particularly the Ministry of Community Development, Mother and Child Health, Ministry of Gender and Child Development, and the National AIDS Council. Objectives of the coordinated response might include: understanding the context and existing activities, harmonizing activities, avoiding duplication, sharing best practices, and identifying joint solutions to challenges. Overall, the aim is to develop a community of practice that will further the goal of improving the quality of life of OVC and PLWHA.

Approaches should seek to:

- Coordinate with other ZAMFAM partners;
- Coordinate with the GRZ at the community, district, provincial, and national levels;
- Coordinate programming with other USG-supported projects in the OVC and care and support field; and
- Coordinate with UNICEF, the Global Fund, DFID, and other donor programs.

D.8 Capacity Building Approach

To ensure project success, the five ZAMFAM Activities will be expected to devote human and financial resources to both organizational and technical capacity development of their organizations and sub-partners, if any. Applicants should reserve 10 percent of the overall budget for capacity development, both organizational and technical. Applicants are expected to propose capacity development strategies, such as including international or local capacity development organizations as sub-partners, in the applications and/or contracting services from individual capacity development consultants or firms after award. Innovative ideas are encouraged. The desired results from the emphasis on capacity development are that the Activities have strong internal systems (e.g., human resources, financial management, reporting, monitoring, and evaluation) and technical knowledge and capabilities to deliver quality services to OVC and PLWHA. Furthermore, increased capacity will likely lead to greater sustainability of the organization.

Approaches should seek to:

- Set up proper internal systems, such as in operations, human resources, financial management, etc.;
- Ensure compliance with USAID rules and regulations; and
- Build up-to-date expertise in the care and support of OVC and PLWHA.

D.9 Evidence-Based and Cost-Effective Approaches

Proposed strategies need to be based on evidence to increase the likelihood of their effectiveness in mitigating the effects of HIV and AIDS on OVC and their families, and PLWHA. Because of the large number of individuals and households in Zambia affected by HIV, it is important to maximize the impact of resources by targeting effective interventions on the most vulnerable households. To use funds efficiently and effectively it is increasingly important to use approaches that are not only evidence-based, but also the most cost-effective.

Approaches should seek to:

- Use existing research and analyze the cost effectiveness of strategies;
- Use data from relevant Zambian assessments, surveys, studies, Demographic Health Surveys (DHS) data, HIV prevalence and incidence rates, and other population-based surveys from appropriate sectors (e.g. agriculture, poverty reduction, education) to guide targeting and intervention planning to establish priorities and targets for programs focused on vulnerable households and children infected and affected by HIV;
- Use Geographic Information Systems (GIS) service mapping to make decisions regarding the location and types of services for program beneficiaries; and
- Build the evidence base for programming for households and children infected and affected by HIV and AIDS by documenting innovative program models and identifying lessons learned and challenges.

D.10 Sustainable Approach

Programs that demonstrate concrete sustainability plans with a high degree of probability for continuation of interventions beyond that period of performance of this activity and that leverage other resources, particularly from businesses or the private sector are encouraged. All applicants must describe their plans for the sustainability of their Activities. Sustainability includes the development of technical competence, human capacity, management systems, infrastructure, relationships with government programs, and financial independence. In situations where, after exhausting all reasonable efforts to sustain a program intervention, or it is not warranted or feasible to do so, it is expected that funded applicants will develop and implement an exit plan that would successfully mitigate any adverse consequences on the targeted children and the families in the targeted communities. Applicants are expected to develop and implement a sustainability plan to be reviewed on an annual basis.

Approaches should seek to:

- Outline a comprehensive exit strategy and transition plan, clearly articulating how the Activity will seek to enhance the sustainability of support services throughout the life of the project;
- Build local ownership of activities to support vulnerable households infected or affected by HIV and AIDS;
- Integrate care and support for children affected by HIV and AIDS into existing PEPFAR programs, as well as other health programs, such as maternal, newborn and child health services;
- Develop private-public partnerships. Additional information on private-public partnerships can be found at <http://idea.usaid.gov/gp/about-gda-model>; and
- Coordinate with government institutions to improve linkages between community and public structures.

D.11 Link to CDCS and Other USAID projects

This activity will contribute to the achievement of the USAID/Zambia Mission Country Development Cooperative Strategy's (CDCS), Development Objective 3, *Human Capital Improved*, by reducing the impact of HIV and AIDS on vulnerable households through multi-sector response. The ZAMFAM Activity is expected to collaborate with other USAID funded projects including: Zambia Led Prevention Initiative (ZPI), USAID's Time to Learn project, Community Rising, Zambia Rising, and Data Rising

2. AUTHORIZING LEGISLATION/APPLICABILITY OF 22 CFR 226

This award is authorized in accordance with the Foreign Assistance Act of 1961, as amended. 22 CFR 226 would be applicable to an award to a U.S. organization made under this RFA; however, as U.S. organizations are not eligible for award under this RFA as set forth in Section III, the following provision will be included in any sub-award to a U.S. entity resulting from this RFA:

- (a) All provisions of 22 CFR Part 226 and all Standard Provisions attached to this agreement are applicable to the recipient and to sub recipients which meet the definition of "Recipient" in Part 226, unless a section specifically excludes a sub recipient from coverage. The recipient shall assure that sub recipients have copies of all the attached standard provisions.

(b) For any sub awards made with Non-US sub recipients the Recipient shall include the applicable "Standard Provisions for Non-US Nongovernmental Grantees." Recipients are required to ensure compliance with monitoring procedures in accordance with OMB Circular A-133.

3. PROGRAM ELIGIBILITY REQUIREMENTS

In accordance with the evaluation criteria that will be included in the RFA for the tier two competition, Full Applications must address the following program eligibility requirements:

1. LIMITATION ON SUB-AWARDS

Applications shall have no more than 30% of the total estimated value of activity costs sub-awarded or contracted to organizations that do not meet the definition of an indigenous organization local partner set forth in Section III.

2. COST SHARE

Some level of cost share is encouraged from applicants. Types of acceptable cost share are described in 22 CFR 226 and may include in-kind contributions. Potential for-profit applicants should note that USAID policy prohibits the payment of fee/profit to the prime recipient under assistance instruments. Forgone profit does not qualify as cost sharing.

3. RESOURCE LEVERAGING

Applicants should seek to leverage additional resources from the private sector for the ZAMFAM Activity. USAID is looking for innovative, practical approaches to using leveraged resources to promote program objectives. In accordance with ADS 303.3.10.2, leveraging represents all of the non-USAID resources that are expected to be applied to a project. This may include resources that third parties bring to the program without necessarily providing them to the recipient.

4. AWARDS ADMINISTRATION

USAID will not actively administer the grants made to the Concept Paper winners. Although Concept Paper winners are urged to use their grant funds to help defray the costs of preparing a professional full proposal for the tier two competition, USAID will not monitor how the grant funds are actually used.

The Cooperative Agreements that are anticipated to result from the tier two competition will be administered in accordance with ADS 303mab, Standard Provisions for Non-U.S. Non-governmental Organizations.

SECTION II. AWARD INFORMATION

1. AVAILABLE FUNDING AND AWARDS

USAID expects to award fifteen (15) grants, three (3) per each of the five (5) provinces described in Section I of this RFA. The amounts of individual grants will be the Kwacha equivalent of US\$8,000.

2. AWARD TYPE

USAID anticipates the awards will be Simplified Grants (see ADS 303.3.24).

SECTION III. ELIGIBILITY INFORMATION

1. APPLICANTS

Any local (defined below) non-governmental organization, NGOs, private voluntary organizations (PVOs), Faith-based and community organizations, and for-profit companies willing to forego profit will be eligible

for award under this RFA. USAID allows for limited competition in the award of Grants and Cooperative Agreements to local organizations in line with the USAID FORWARD's goal of fostering a larger assistance base and expanding the number and sustainability of development partners in Zambia (see ADS 303.3.6.6.b (2)).

Prospective partners must be organizations with a reputation for integrity and the highest standard of conduct plus a proven record of accomplishment in their particular area(s) of expertise. They should demonstrate a respect for human rights, child protection, gender sensitivity, and inclusion of people with disabilities and other vulnerable groups, decent work conditions, environmental consciousness, and community involvement in their operational practices. They should also provide evidence of a strong commitment to the proposed activities and demonstrated experience in working on programs related to the program activities described in this RFA.

Prospective applicants must provide complete answers to the Eligibility Checklist questions provided as Attachment 1 of this RFA. Organizations that do not meet ALL of the eligibility criteria will not be considered for an award under this RFA.

2. DEFINITION OF A LOCAL ORGANIZATION

A "local partner" may be an individual or sole proprietorship or a legal entity of any type. To be considered an eligible local partner for the purposes of this RFA, the partner must meet the following criteria:

1. Is organized under the laws of the recipient country;
2. Has its principal place of business in the recipient country;
3. Is not less than 51 percent legally and beneficially owned by one or more resident citizens or lawful permanent residents of the recipient country or be managed by a governing body, the majority of whom are citizens or lawful permanent residents of a recipient country; and
4. Is not controlled by a foreign entity or by one or more individuals who are not resident citizens or lawful permanent residents of the cooperating country.

The term "controlled by", in 4 above, means a majority ownership or beneficiary interest as defined at (3) above, or the power, with directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization's managers or a majority of the organization's governing body by any means, e.g., ownership, contract operation of law.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

1. POINTS OF CONTACT

Edward Acevedo
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eecevedo@usaid.gov.

Charles Nyanoka
A&A Specialist
USAID/Zambia
U.S. Embassy
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+260 (211) 357000
cnyanoka@usaid.gov

2. PRE-AWARD CERTIFICATIONS, ASSURANCES AND OTHER STATEMENTS OF THE RECIPIENT

Applicants must submit all the required certifications described in ADS 303.3.8 (<http://www.usaid.gov/policy/ads/300/303sad.pdf>). These documents are also found in Attachment 6 of this RFA.

- a. A signed copy of Certifications and Assurances, which includes:
 1. Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs (This assurance applies to Non-U.S. organizations, if any part of the program will be undertaken in the U.S.);
 2. Certification on Lobbying (22 CFR 227);
 3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals(ADS 206); and,
 4. Certification Regarding Terrorist Funding (AAPD 04-14).
- b. Other certifications and statements found in Certifications, Assurances, and Other Statements of the Recipient:
 1. The Survey on Ensuring Equal Opportunity for Applicants;
 2. A Data Universal Numbering System (DUNS) number (See Use of a Universal Identifier by Grant Applicants for background information.);
 3. A signed copy of Key Individual Certification Narcotics Offenses and Drug Trafficking, (ADS 206.3.10) when applicable;
 4. A signed copy of Participant Certification Narcotics Offenses and Drug Trafficking (ADS 206.3.10) when applicable; and
 5. A signed copy of Certification of Compliance with the Standard Provisions entitled Condoms and Prohibition on the Promotion or Advocacy of the Legalization or Practice of Prostitution or Sex Trafficking (AAPD 05-04) when applicable.
 6. Registration in the System for Awards Management (SAM) database.

3. APPLICATION FORMAT GUIDELINES AND ASSUMPTIONS

a. CONCEPT PAPER SUBMISSION INSTRUCTIONS

All interested organizations who fully meet the eligibility criteria outlined in this RFA may submit one concept paper for one or more targeted province outlined in SECTION I, C.3 of this RFA.

- Concept papers submitted by organizations that do not fully meet the eligibility criteria will not be reviewed or evaluated.
- Concept papers that do not follow the prescribed format will not be reviewed or evaluated.
- Any additional pages that exceed the stated page limits will not be reviewed or evaluated.

Concept Paper Format

The Concept Paper must be typed in English using A4 paper size and Times New Roman 11-point font, with 1-inch margins. Concept Papers must not exceed the page limits described below.

NOTE: No attachments of any sort (legal status, audit reports or CVs, etc.) other than what is described below may be submitted with the concept paper.

i. Page 1 - Eligibility Checklist (1 page limit)

The Eligibility Checklist provided in the attachments to this RFA must be completed, signed and

included as Page 1 of the concept paper submission.

ii. Page 2 - Cover Page (1 page limit)

The cover page must include:

- The Request for Applications Number
- The name of the primary applicant organization;
- The geographic region you plan to implement in;
- A list of proposed sub-grantees (if any);
- The title of the proposed program; and
- A contact person for the primary applicant organization including the individual's name, title or position within the organization, mailing address, e-mail address, and telephone/fax numbers.

The organization should also state clearly whether the identified contact person has the authority to negotiate on behalf of the applicant, or, if not, the contact information for the appropriate person with the authority to negotiate.

iii. Pages 3-7 Concept Paper (5 page limit)

The concept paper must include the following sections:

- Background, including challenges and opportunities
- Development hypothesis
- Goal, objectives, strategies, and activities;
- Expected outcomes and results; and
- Summary of anticipated indicators and outcomes.

iv. A summary budget and a detailed/itemized budget

Detailed, itemized budgets must be submitted in Excel format as shown in Attachment 3. *Budget Template*. The budget shall be unlocked and shall show ALL formulas used to derive calculations.

The budget shall include:

- The breakdown of all costs associated with the program according to costs of, if applicable, headquarters, regional and/or country offices;
- The breakdown of all costs according to each partner organization or subcontractor/sub-grantee involved in the program;
- The costs associated with external, expatriate technical assistance and those associated with local in-country technical assistance;
- The breakdown of the financial and in-kind contributions of all organizations involved in implementing the resulting Cooperative Agreement;
- Potential contributions of non-USAID or private commercial donors to the resulting Cooperative Agreement;
- For purposes of the Concept Paper, detailed budget notes are not required.

b. DEADLINE FOR SUBMITTING QUESTIONS

Any prospective applicant desiring an explanation or interpretation of this RFA must request it in writing by no later than June 3, 2014, 16:00 Zambia Local Time to allow a reply to reach all prospective applicants before the submission of their concept papers. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment to this RFA posted on www.grants.gov.

c. NOTIFICATION OF CONCEPT PAPER STATUS AND REQUEST TO SUBMIT FULL APPLICATION

Organizations whose concept papers are successful will receive an invitation in writing from the USAID Agreement Officer to submit a full application and will advance to Tier 2 – Full Applications. Instructions for submission of Full Applications will be provided at the time of invitation. Full applications submitted by organizations that have not been invited in writing by the USAID Agreement Officer will NOT be considered. Organizations will be advised of the status of their Concept Paper submission within approximately 30 (thirty) calendar days after the due date.

4. SUBMISSION DATES AND TIMES

Concept papers must be received electronically via email at aaa-solicit-lusaka@usaid.gov no later than June 18, 2014 by 16:00 Zambia Local Time. Concept Papers which are received late or are incomplete will not be considered in the review process. Such late or incomplete concept papers will only be considered at USAID's sole discretion depending on the status of USAID's application review process as of the time of receipt and/or the quality of other concept papers received. Receipt time is when the concept paper is received by the USAID/Zambia internet server. Handwritten submissions, telegraphic or fax submissions, and hardcopy paper submissions of the concept papers will not be accepted. **Please do not send files in ZIP format.** Following are the procedures for submission of applications by e-mail:

- a. Before sending your documents to USAID as e-mail attachments, convert them into Microsoft Word, Excel and/or PDF format (for documents requiring signature). Please limit attachments to 2 MB per e-mail.
- b. Once sent, check your own e-mails to confirm that your attachments were indeed sent. If you discover an error in your transmission, re-send the material again and **note in the subject line of the email that it is a "corrected" Submission.** Do not send the same e-mail more than once unless there has been a change, and if so, note that it is a corrected e-mail. Do not wait for USAID to advise you that certain documents intended to be sent were not sent, or that certain documents contained errors in formatting, missing sections, etc. The applicant is responsible for its submission.
- c. To avoid confusion, duplication, and congestion problems with our e-mail system, only one authorized person from your organization should send the e-mail submission.

5. OTHER SUBMISSION REQUIREMENTS

- a. Unnecessarily Elaborate Applications – Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this RFA are not desired and may be construed as an indication of the applicant's lack of cost consciousness. Elaborate art work, and expensive visual and other presentation aids are neither necessary nor wanted.
- b. Proprietary Information – Applicants which include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes, 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 - in whole or in part - for any purpose other than to evaluate this application. If, however, a cooperative is awarded to this applicant as a result of - or in connection with - 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 agreement. 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 pages ____; and"

Mark each sheet of data it wishes 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."

6. PRE-AWARD EXPENSE

Pre-award expenses are not authorized. USAID will not reimburse applicants for pre-award expenses incurred.

SECTION V. APPLICATION REVIEW INFORMATION

1. CONCEPT PAPER EVALUATION CRITERIA

The ZAMFAM activity will use a two-tier process. The first step will consist of a concept paper submission for an initial competitive review. Concept papers submitted by will be reviewed in accordance with the procedures and selection criteria identified in this RFA. USAID/Zambia will review concept paper only once under this RFA.

The evaluation of concept papers will be based on the criteria outlined below. These criteria have not been assigned point values and each criterion is of equal importance. These criteria will be used to determine whether a concept paper will advance to Step 2 of the competition.

- The program rationale is well articulated and reflects a clear understanding of the needs of Families Caring for Orphans and Vulnerable Children (OVC) and People Living with HIV (PLWHA) in the proposed geographic area;
- The proposed program objectives, strategies and activities are appropriate, clear and align with the USG and GRZ policies, strategies and technical guidance for program working with Families Caring for Orphans and Vulnerable Children (OVC) and PLWHA;
- The proposed outcomes and results are realistic, measurable, achievable and in line with the proposed program activities;
- The organization demonstrates experience implementing programs in the targeted geographic area similar to that which is proposed;
- The proposed management structure is clear and realistic and will adequately support the implementation of the proposed activities; and
- The requested funding amount is reasonable and in line with the proposed program results.

2. REVIEW AND SELECTION PROCESS

All concept papers received from eligible organizations that follow the prescribed format will be evaluated by a USAID Technical Evaluation Committee (TEC) for adherence to the instructions and guidelines described herein, and for responsiveness to the program described in Section I of this RFA

SECTION VI. AWARD ADMINISTRATION INFORMATION

NOTIFICATION TO OFFERORS

The Notice of Award (ADS 303.3.7.1.a) signed by the Agreement Officer is the authorizing document that will be provided to the successful applicant to inform the applicant of its selection to receive a grant and be eligible to compete for a multimillion dollar five-year cooperative agreement. USAID will provide this Notice electronically to the person designated to receive this information in the application.

Notification will also be made electronically to unsuccessful applicants pursuant to ADS 303.3.7.1.b.

SECTION VII. AGENCY CONTACTS

POINTS OF CONTACT

See Section IV for appropriate contacts for this RFA. Please note: only the Agreement Officer is authorized to make a commitment on behalf of USAID.

SECTION VIII – OTHER INFORMATION

Issuance of this RFA 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 preparation and submission of the Concept Papers. In addition, final award of any resultant award cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.

Before USAID may award the local currency equivalent of US \$8,000 to a winning organization, that organization must have a Applicants that will be invited prepare Full Applications should have or apply for (organizations that do not have) a Data Universal Numbering System (DUNS) Number and be registered with the System for Award Management ([SAM](https://www.sam.gov/portal/public/SAM/##11)) which can be accessed on this link: <https://www.sam.gov/portal/public/SAM/##11> . If you have questions on what this means or how to obtain a DUNS number or register in SAM, please contact Edward Acevedo or Charles Nyanoka as specified in Section IV. above.

ATTACHMENTS

The following attachments are provided:

1. Concept Paper Eligibility Checklist
2. Concept Paper Previous Experience Template
3. Budget Template
4. Reference Documents and Helpful Resources
5. SF-424 Forms
6. Certifications, Assurances and Other Statements of the Recipient