Issue Date: June 1, 2021
Deadline for Question: June 8, 2021
Closing Date: July 1, 2021
Closing Time: 10.00 a.m. Hanoi, Vietnam

Subject: Notice of Funding Opportunity (NOFO) Number: 72044021RFA00007

Activity Title: USAID Support for Technical Excellence and Private Sector Sustainability in Vietnam (STEPS)

Dear Prospective Applicants:

The United States Agency for International Development (USAID) is seeking applications for a cooperative agreement from qualified entities to implement the **USAID Support for Technical Excellence and Private Sector Sustainability in Vietnam (STEPS)**. Eligibility for this award is not restricted.

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

To be eligible for award, the applicant must provide all information as required in this NOFO and meet eligibility standards in Section C of this NOFO. This funding opportunity is posted on www.grants.gov, and may be amended. It is the responsibility of the applicant to regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity and to ensure that the NOFO has been received from the internet in its entirety. USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on www.grants.gov or accessing the NOFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier and System for Award Management (SAM) requirements detailed in Attachment A.2.e. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process.

Please send any questions to the point(s) of contact identified in Section D. The deadline for questions is shown above. Responses to questions received prior to the deadline will be furnished to all potential applicants through an amendment to this notice posted to www.grants.gov.

Issuance of this notice of funding opportunity does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for any costs incurred in preparation or submission of comments/suggestions or an application. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID programs.

Sincerely,
/s/
Bryan Moody
Agreement Officer

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SECTION A: PROGRAM DESCRIPTION

This funding opportunity is authorized under the Foreign Assistance Act (FAA) of 1961, as amended. The resulting award will be subject to 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and USAID's supplement, 2 CFR 700, as well as the additional requirements found in Section F.

A.1 TITLE OF ACTIVITY

USAID Support for Technical Excellence and Private Sector Sustainability in Vietnam (STEPS)

A.2 PURPOSE

The HIV epidemic rates continue to rise among men who have sex with men in Vietnam, but particularly in Hanoi and Ho Chi Minh City metro areas. The Government of Vietnam (GVN) aims to end HIV by 2030. USAID, through STEPS, will support the GVN in achieving its goals by ensuring robust private sector engagement in the national HIV response. STEPS will sustainably expand the availability and accessibility of high-quality health products and services by employing private sector approaches and partnerships with commercial and for-profit entities.

A.3 CONTEXT

The national HIV prevalence in Vietnam is 0.24 percent of the general population, with an estimated 230,000 people living with HIV (PLHIV). The epidemic remains concentrated among three key populations (KPs): men who have sex with men (MSM) at 11.4 percent prevalence; people who inject drugs (PWID) at 12.7 percent prevalence; and female sex workers (FSWs) at 3.6 percent prevalence. While the prevalence of HIV has decreased among PWID and FSW, it has continued to rise and dominate new infections among MSM, including those selling and buying sex. Data for transgender women is limited in national surveillance, but higher prevalence has been documented and there is intersectionality among KP groups. MSM and transgender women, including those selling sex or using drugs, and their networks and partners, require targeted to achieve and sustain epidemic control in Vietnam. The distribution of PLHIV by KP and program coverage varies by region and province in Vietnam. The bulk of infections are estimated in two geographic regions: the northern economic zone surrounding Hanoi (NEZ) and the greater Ho Chi Minh City (HCMC) metro area.

Vietnam's private sector is increasingly playing an important role in providing HIV goods and services. As willingness to pay for health-related goods and use of private sector services increases along with Vietnam's high economic growth, GVN has started to encourage more funding from private sector sources for a sustainable HIV response. The latest HIV law, passed in 2020, codifies private sector engagement. Enhancing private sector engagement to contribute to financial sustainability of HIV/AIDS services in Vietnam and reach high-risk key populations, who may be hidden and/or unwilling to access public sector options, is a focus of USAID's response. PEPFAR Vietnam has been supporting the MOH/VAAC to develop the Private Sector Engagement (PSE) Plan and Guidelines which will be finalized and released by the end of 2021.

Despite the increasing role of the private sector in the HIV response, there is significant room for continued growth. USAID sees opportunities to continue to support private health providers, including pharmacies and KP-led social enterprise clinics, to expand access to HIV testing especially self-testing, PrEP/nPEP[1], and other HIV services. USAID has helped to develop the local market for HIV-related goods and services in Vietnam, but continued efforts are needed to foster market entry for new HIV commodities, and engage key private sector investors (such as pharmaceutical, diagnostics and medical supply companies) for long term sustainability.

A.4 RELATIONSHIP TO USAID/VIETNAM'S CDCS AND OTHER USG PRIORITIES

The Activity is aligned with and supports USAID/Vietnam's 2020-2025 Country Development Coordination Strategy (CDCS), which seeks to amplify USAID's diplomatic and development partnerships, and to further Vietnam's self-reliance. The Activity directly supports the achievement of CDCS Development Objective (DO) 2, "Prevention and Control of Infectious Diseases Increased." It will directly contribute to the intermediate results; IR1: Services for the prevention and control of HIV and TB improved, and IR 2: Greater local ownership of HIV and TB prevention and control advanced.

This activity will help to strengthen Vietnam's capacity for a sustainable national HIV response through a viable and engaged private sector. It will identify and test promising new public-private sector collaborative approaches that could significantly improve the supply and delivery of HIV goods and services, and ultimately, improve Vietnam's long-term HIV prevention and treatment outcomes. This activity will also capitalize on USAID's commitment to increasing development impact through strategic alliances with the private sector. The STEPS activity is intended to work closely with the local partner(s) selected to implement the USAID Local Assistance to Develop and Demonstrate Excellence, Resilience, and Sustainability in Vietnam (LADDERS) activity.

The PEPFAR Vietnam Country Operational Plans for fiscal years 2021 and 2022 (COP20 and COP21) prioritize work to achieve two parallel and complementary goals: 1. Enable the Government of Vietnam (GVN) to establish a public health response approach to the HIV epidemic, grounded in a robust case-based surveillance system and using indigenous partners; 2. Continue and extend the successes of a sustainable transition of primary financial, administrative, and technical responsibility of essential HIV services to GVN.

A.5 ACTIVITY DESCRIPTION

A.5.1 GOAL AND OBJECTIVES

Goal: Increased market growth for private sector HIV goods and services.

Objectives: The Activity will meet the following high-level objectives:

- Objective 1: Total market for HIV commodities and services strengthened

[1] Pre-exposure prophylaxis (**PrEP**) and non-occupational post-exposure prophylaxis (**nPEP**) are HIV prevention strategies. They are medical interventions and public health approaches used to prevent infection.

- Objective 2: Operational and financial sustainability of social enterprise/private sector service providers increased
- Objective 3: Improved enabling environment to support private sector HIV-related goods and services as part of a sustainable national HIV response.

A.5.2 GEOGRAPHIC SCOPE AND TARGET POPULATIONS

The Activity will be implemented across priority PEPFAR regions in Vietnam, including the HCMC Metro and NEZ areas, and will be flexible to respond to public health needs as dictated by ongoing data analysis and stakeholder engagement. The Activity will focus on populations with substantial risk of HIV acquisition, especially disclosed and undisclosed key populations and their partners, their social and sexual networks, and people living with HIV (PLHIV). Key populations include people who inject drugs (PWID), sex workers (SW), transgender persons, and men who have sex with men (MSM).

A.5.3 INTENDED RESULTS BY OBJECTIVE

USAID seeks innovative applications with the potential of making transformative (as opposed to incremental) improvements in development outcomes. Applicants are encouraged to propose creative ways to achieve the objectives based on their experience and knowledge of the local context. The objectives have been kept general to allow applicants the flexibility to leverage their technical expertise to propose sustainable solutions. Please note that each of the objective descriptions includes priority areas which should be addressed but should not limit the response.

Objective 1: Strengthen the total market for HIV commodities and services.

The Total Market Approach (TMA) considers free, subsidized, and commercial delivery of health products and services strategies that increase access to health products and services for all segments of the population. While largely focused on the private sector, the STEPS activity is expected to support the growth of the total market for HIV products and services in Vietnam.

USAID's priority results for this objective are:

- Facilitate market entry for new products that improve HIV prevention, diagnostics and service delivery.
- Scale differentiated HIV-related services and innovations in the private sector.
- Provided technical assistance to scale PrEP in the public sector.
- Support the VAAC's national and provincial demand generation priorities.
- Provide PrEP services for at least 13,000 PrEP clients annually

Objective 2: Increase operational and financial sustainability of social enterprise/private sector service providers.

Over the last five years, USAID has collaborated with key population (KP)-led CBOs to build their capacity to deliver HIV services in their communities. Some of these CBOs have been supported to transition to a social enterprise and KP led clinic business models. Additionally, Vietnam's private sector has been given opportunities to invest in HIV prevention commodities.

While Vietnam has made significant strides in domestic financing for HIV care and treatment, prevention activities remain largely donor supported. During the life of this activity, the USG and other international development partner contributions are expected to decrease. The STEPS activity should support local entities—community-based organizations, social enterprises and private providers—to become self-reliant.

USAID's priority results for this objective are:

- Support sustainable growth of KP-led social enterprises and clinics through business planning and TA for accreditation.
- Technical capacity building for HIV service delivery, adoption of innovations and continuous quality improvement.
- Development of administrative and operational tools and processes for private providers, such as health information systems and HR management tools.

Objective 3: Improve the enabling environment to support private sector HIV-related goods and services as part of a sustainable national HIV response.

The National HIV/AIDS law was updated in 2020 and includes many revisions that USAID and PEPFAR partners advocated for. Notably, the revised HIV Law recognizes the role of community-based organizations (CBOs) for HIV service delivery for the first time. The revised law established that people living with HIV (PLHIV) and key populations have the right to participate in HIV/AIDS prevention and control activities and are encouraged to work through peer education groups and community-based organizations (CBOs). The law also recognized PrEP and HIV self-testing. The STEPS activity is expected to support the operationalization of the National HIV/AIDS law and continue to advocate for additional revisions to laws and policies to improve the enabling environment for HIV related goods and services and ultimately enable more sustainable financing for HIV prevention.

USAID's priority results for this objective are:

- Support the revision of policies, laws and regulations to enable the engagement of the private sector in the HIV response.
- Document and share lessons learned and best practices from the private sector in the HIV response.
- Provide technical assistance to the public sector to transfer and scale innovations from the private sector.
- Support the development of a national PrEP sustainability plan.

A.5.4 RELATIONSHIP BETWEEN STEPS AND LADDERS

The STEPS and LADDERS activities are intended to be complementary, and not duplicative. In order to ensure that the activities are coordinated, the apparently successful applicants for both activities will be invited to participate in a joint co-creation workshop to define the final program description for each activity and establish complementary work plans.

As both activities will work closely with community stakeholders and local organizations, USAID expects a coordinated approach with clearly defined roles and responsibilities. A potential framework for this engagement is outlined in the table below, but may be redefined with inputs from the stakeholders engaged in the co-creation.

<table>
<tr><th></th><th>CBO</th><th>Transitional CBO</th><th>Social Enterprise</th><th>KP-Led Clinic</th><th>Private Clinic and Pharmacy</th></tr>
<tr><td>Legal Status</td><td>No</td><td>No</td><td>Yes</td><td>Yes</td><td>Yes</td></tr>
<tr><td>Funding</td><td>Donor</td><td>Donor + Limited Income</td><td>Income + Limited donor</td><td>Income + Limited donor</td><td>Income</td></tr>
<tr><td rowspan="2">LADDERS TA</td><td colspan="3">Technical, organizational and financial management capacity building</td><td></td><td></td></tr>
<tr><td>Legal registration to transition to social entity</td><td>Support to apply for and implement social contracts</td><td>Networking and links to community</td><td></td></tr>
<tr><td rowspan="2">STEPS TA</td><td colspan="2" rowspan="2"></td><td colspan="3">Introduction of new products and innovations; capacity building for HIV service delivery, CQI & business planning</td></tr>
<tr><td>transition to KP-Led Clinic</td><td>Standards and accreditation</td><td></td></tr>
</table>

A.5.5 GUIDING PRINCIPLES

Sustainability: USAID frames Sustainability as a country's ability to plan, finance, and implement solutions to solve its own development challenges. As outlined in USAID's recently released Private-Sector Engagement Policy[2], the private sector has an important role as countries seek to mobilize additional resources to address development challenges.

Private Sector Engagement: USAID/Vietnam activities will aim to mobilize and leverage outside resources and increase impact by partnering with the private sector (local and multinational); nonprofit organizations; academic institutions; aid arrangements with both long-term and emerging donors; and joint funding with other USAID Missions or US. Government Agencies. The applicant must actively identify opportunities for partner coordination and/or co-funding on an ongoing basis and throughout the lifetime of the Activity. In addition, the applicant must identify opportunities that promote and leverage resources - both.financial and in-kind - from outside partners that further the impact of the Activity and help to build long-term sustainability once USAID/Vietnam concludes funding to the Activity. Three key questions for private sector engagement are:

[2] https://pages.usaid.gov/sites/default/files/usaid_psepolicy_final_signed.pdf

1. What are the key areas of the activity that the applicant would seek private sector engagement and how will this help achieve project goals.faster/cheaper/more efficiently/more inclusively?
2. What is the value proposition that the applicant would use to leverage private sector cooperation and innovation to contribute to the activity 's strategic priorities?
3. How would the applicant suggest measuring the value of leveraged PPP contributions in the activity and what does the applicant anticipate the value of these contributions to be based on this methodology?

Gender: Gender integration entails the identification and subsequent treatment of gender differences and inequalities during program design, implementation, monitoring, and evaluation. As part of the design and implementation of any proposed intervention, the applicant should assess and identify gender issues that affect the participation of men, women, boys, and girls equally in the program. Specifically, the program should:

1. Demonstrate a consideration of existing gender norms that prevent men, women, boys, and girls to seek and use private sector, high-quality health services and propose appropriate approaches to address them. Particular attention should be paid to how health care services are promoted, accessed, and delivered among different groups.
2. Disaggregate indicators at people level by age and sex
3. Develop strategies to monitor and avert or counteract unintended consequences (such as gender-based violence)

PITA principles (participation, inclusion, transparency, and accountability): The program should support the market for health products and services by promoting competition and transparency for all private sector actors.

A.6 MONITORING, EVALUATION AND LEARNING

In line with PEPFAR monitoring and evaluation (M&E) requirements, the implementing partner will be required to develop an intensive M&E plan. The proposed M&E of the project should include, at a minimum, appropriate PEPFAR Monitoring, Evaluation and Reporting indicators being collected through the national data systems, as well as the value ($) of non-donor resources mobilized for local development priorities. Partners will be required to report disaggregated data by age and sex on a quarterly basis. In addition, the project will report upon custom indicators to communicate progress being made by project activities.

The Agreement Officer Representative (AOR) will review annual work plans and reports, including detailed M&E plans and results to ensure that programming is properly targeting the right population(s) in the appropriate geographic area(s).

In addition to the reporting requirements articulated above, implementing partners are expected to report on all non-routine data generated with support of USAID PEPFAR funding including all surveys/surveillance, research, and evaluation activities (SRE) to meet USAID Office of HIV/AIDS (OHA) specific reporting requirements. The reporting parameters, data elements, and standard reporting time points (e.g., quarterly, semi-annually, and annually) will be provided by

the AOR and will aim to capture and facilitate the use of interim results through existing program and policy decision making platforms.

The implementing partner is also expected to propose and report on measures of private sector engagement in this Activity. The measures can be an increased number of engaged private entities or the increased value of private sector investment in the market thanks to the Activity.

[END OF SECTION A]

SECTION B: FEDERAL AWARD INFORMATION

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

USAID intends to award one Cooperative Agreement pursuant to this notice of funding opportunity. Subject to funding availability and at the discretion of the Agency, USAID intends to provide up to $15,000,000.00 in total USAID funding over a five-year period.

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

The anticipated period of performance is five years. The estimated start date will be October 1, 2021.

B.3 Substantial Involvement

Consistent with ADS 303.3.11, USAID/Vietnam anticipates a close working partnership with the successful Applicant for this activity to assist in achieving the objectives. The specific areas of USAID involvement will include, but are not limited to:

1. Approval of the Recipient's Annual Implementation Plans by the designated Agreement Officer Representative (AOR);
2. Approval of specified Key Personnel: Key Personnel positions will be identified and stated in the award. The Recipient shall request prior approval from the USAID Agreement Officer (AO) for the replacement of key personnel or changes in the key personnel positions;
3. Review and approval of phases of implementation before subsequent phases should begin;
4. Agency and Recipient Collaboration or Joint Participation: The Recipient must request prior written concurrence from the AOR and obtain approval from the AO before entering into any sub-awards under the performance of this agreement; and
5. Approval of the Recipient's Monitoring, Evaluation and Learning (MEL) Plan by the AOR.

B.4 Authorized Geographic Code

The geographic code for the procurement of commodities and services, both unrestricted and restricted including motor vehicles and pharmaceuticals, under this program funded under PEPFAR is **935** which means that the Recipient will be allowed to make purchases for items from any area or country including the recipient country, but excluding any country that is a prohibited source. A waiver of Source-and-Nationality for Activities and Programs under the President's Emergency Plan for AIDS Relief was approved. For pharmaceuticals, this waiver, however; would not obviate the additional approvals for "restricted commodities" required in ADS Chapter 312, including for quality. For the purchase of motor vehicles, the Recipient would have to document a "special circumstance" for each purchase according to the procedures set forth in ADS Chapter 312.

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

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the USAID Support for Technical Excellence and Private Sector Sustainability in Vietnam (STEPS) which is authorized by Federal statute. The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.

[END OF SECTION B]

SECTION C: ELIGIBILITY INFORMATION

C.1 Eligible Applicants

Eligibility for this NOFO is not restricted.

While for-profit firms may participate, pursuant to 2 CFR 200.400(g), it is USAID policy not to award profit to prime recipients and subrecipients under assistance instruments. However, while profit is not allowed for sub-awards, the prohibition does not apply when the recipient acquires goods and services in accordance with 2 CFR 200.317 -326, "Procurement Standards." Forgone profit does not qualify as cost-share.

Each applicant must be found to be a responsible entity before receiving an award. The Agreement Officer (AO) may determine that a pre-award survey is required in accordance with ADS 303.3.9.1 to determine whether the applicant has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with established U.S. Government standards, laws, and regulations. Applicants who do not currently meet all USAID requirements for systems and controls may still be eligible under special award considerations and should not be discouraged from applying. USAID welcomes applications from organizations that have not previously received financial assistance from USAID. The prime recipient is encouraged to promote involvement of "underutilized" partners and local organizations in the implementation of this activity.

C.2 Cost Sharing or Matching

USAID has established a minimum recipient cost share of 10% of the total estimated cost for this activity, which is approximately $1.5 million [*exact amount to be inserted by the time of award*]. Applications which include a higher cost-share may be considered favorably in determining the recipient between most highly rated applications.

Such funds may be provided directly by the recipient, other multilateral or bilateral donors, foundation, host governments, local organizations, communities and private businesses that contribute financially and in-kind to implementation of activities at the country level. This may include contribution of staff level of effort, office space or other facilities or equipment which may be used for the program, provided by the recipient. For guidance on cost sharing in grants and cooperative agreements, please see the ADS 303.3.10 and 2 CFR 200.306 for U.S. NGOs. For non-US NGOs, all cost sharing would be subject to the Required as Applicable Provision "Cost Sharing" in the Mandatory Reference for ADS Chapter 303, Standard Provisions for Non-U.S. Nongovernmental Organizations.

C.3 Limitations on Submissions

Each applicant is limited to one application submission under this NOFO as the prime Applicant. There is no limitation on being included as a potential sub-awardee across multiple applications. The use of exclusive teaming arrangements is discouraged.

[END OF SECTION C]

SECTION D: APPLICATION AND SUBMISSION INFORMATION

D.1 Agency Point of Contact

Only the Agreement Officer is authorized to make commitments on behalf of USAID. The Agreement Officer is listed below:

Mr. Bryan Moody
Agreement Officer
USAID/Vietnam
15/F Tung Shing Square, 2 Ngo Quyen
Hanoi, Vietnam
Email: bmoody@usaid.gov

The point of contact for information about this NOFO is:

Ms. Nalinee Wichetthumsak
Acquisition and Assistance Specialist
USAID/RDMA
Email: nwichetthumsak@usaid.gov

The above contact information is only for informational purposes. The NOFO itself and any subsequent amendments can be found at www.grants.gov. All applications must be submitted according to instructions contained in this NOFO.

In order to maintain a fair and transparent funding opportunity, USAID maintains strict guidelines on who within USAID may be contacted regarding applications or questions about the opportunity. Applicants may only contact USAID via the email address provided in this NOFO. Failure to comply with the USAID points of contact guidance mandated in the NOFO may disqualify the Applicant(s).

D.2 Questions and Answers

Questions regarding this NOFO should be submitted via email to the Agency Point of Contact above no later than the date and time indicated on the cover letter, as amended. Any information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as an amendment to this NOFO on www.grants.gov, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant. Please check www.grants.gov for any amendments.

D.3 Submission Date and Time

Applications must be submitted by email to points of contact stated in Section D.1 before the respective due dates and times on the cover page. Applicants must ensure that the applications are received at USAID/Vietnam in their entirety. No additions or modifications to submitted applications will be accepted after the closing date and time. Late applications will be considered

only if the Agreement Officer determines it is in the Government's interest. Each email submission may not exceed 15 MB in size.

Hard copies, whether hand delivered or by postal mail, will not be accepted.

If you do not receive an email confirmation for receipt of applications, please contact USAID at the email address noted above.

D.4 Applicants Responsiveness

All applications received by the closing date and time will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Section E: Application Review Information addresses technical evaluation application criteria. **Applicants must review, understand, and comply with all aspects of this NOFO. Failure to do so may lead to the disqualification of an application.** It is the Applicant's responsibility to ensure that all necessary documentation is complete and received on time.

D.5 Application Submission Procedures

This NOFO utilizes a three-phase process:

Phase 1: Summary Application submission

Applicants must submit summary applications in accordance with the instructions contained in this NOFO. USAID will conduct a Merit Review of all timely and compliant summary applications based on the Merit Review criteria provided in Section E: Application Review Information. Based on the review of the summary applications, USAID expects to issue an invitation to phase 2 co-development to the Applicant deemed most meritorious to meet USAID development objectives. Applicants with summary applications not advancing to Phase 2 will be notified.

Phase 2: Joint Program Description Development (Co-Development)

Only the apparently successful applicant, determined after the Phase 1 merit review will be invited to Phase 2. The competitive portion of the process is concluded and USAID and the apparently successful applicant may freely exchange information and collaborate to finalize the program description and award documentation.

The apparently successful Applicant will be invited to engage in a process of joint program description development with USAID and other stakeholders. The Joint Program Description Development / co-development process is an integral part of this procurement process to develop the most effective holistic approach across technical areas and sectors to achieve improved early childhood development. USAID expects the co-development to be a participatory approach that brings stakeholders together to develop a program description with an emphasis on a shared vision, responsibility, decision-making and ownership over the ultimate product. It will involve working with resource partners, potential implementing partners, end users or other stakeholders toward a range of outcomes, such as a richer understanding of the problem, a shared strategy for

action, ideas or specific plans for solutions, or lessons and insights to guide learning and next steps. Final identification of geographic target areas will be determined during the co-development process. Through co-development, USAID goes beyond knowledge sharing or learning from various stakeholders and moves toward interactive and ongoing engagement with those who are affected by or hold influence over an issue.

USAID expects that the co-development process may include a workshop, stakeholder engagements and consultations, and other virtual meetings and consultation, as necessary. The Applicant will be required to assume some responsibility for the format and content of a workshop if determined to be needed as part of the co-development process. As noted under the technical approach, USAID wishes to maintain a high level of flexibility in terms of creating a coalition of partners due to potential changes in the Applicant's approach as a result of the joint program description development. **Consequently, only the prime Applicant will be engaged in the initial consultations.** These consultations will inform the following stages where any modifications in the teaming can be proposed by the Applicant as a result of the collaborative work with USAID and potential stakeholders. The Applicant will be provided time to make such shifts in approach and coalition arrangements and ensure any new partners can arrange for attendance for planned workshops, stakeholder engagements, and consultations as required (approximately 3 weeks).

The duration of the co-development process is expected to last approximately two months during which time the Applicant will be expected to provide an appropriate team for co-development. It is anticipated that the co-development process will include some in-person joint program description development in Hanoi, Vietnam or an alternative location identified by USAID. Any costs associated with the co-development process and incurred by the selected Applicant will not be reimbursed by USAID.

USAID will be responsible for arrangements such as meeting venue and invitations to stakeholders for joint program description meetings in Vietnam.

Further details on the co-development process will be shared with the apparently successful Applicant. USAID reserves the right to invite more than one Applicant, if deemed appropriate, or to not conduct a co-development meeting.

Phase 3: Full Application

A full application will be requested from the Applicant invited to Phase 2. Full application submission instructions are included in this NOFO. USAID reserves the right to make changes to the full application instructions. Applicants are encouraged to review these sections to ensure they are able to meet USAID's requirements for a full application if their summary application is selected.

Note: If during the course of Phase 2 or Phase 3, the Agreement Officer determines that the apparently successful Applicant is unable to provide satisfactory Technical and Business Applications, or did not meet deadlines for submissions, or the Applicant and USAID cannot come to agreement on the terms and conditions of the final award, then the Agreement Officer may designate the next highest-evaluated Applicant from Phase 1 as the apparently successful Applicant.

D.6 Summary Application Format And Content

Format and content instructions must be followed, or Applicant risks being found non-compliant and eliminated from the review.

D.6.1 Summary Application Format

D.6.1.1 Page Limitation

Summary applications are limited to fifteen (15) pages total, excluding the cover page. USAID will not evaluate information submitted in excess of this page limit. Information not specifically required by this NOFO will not be accepted or evaluated.

D.6.1.2 Formatting

The following requirements apply for documents submitted in response to this NOFO:

i. 8.5 inch by 11 inch (210mm by 297mm) paper, single-spaced pages with margins no less than one inch on each border.
ii. Written in English.
iii. 12 point Calibri font for all narrative.
iv. Graphics/charts/tables may use a different font and size, so long as it is legible without magnification. Graphs, charts, and tables should be for illustrative purposes only and should not comprise the majority of the application text.
v. Submitted via Microsoft Word or PDF formats.
vi. All pages after the cover page must be consecutively numbered.

D.6.1.3 Cover Page

The summary application cover page must include the following information:

i. Name of the organization(s) submitting the application;
ii. Identification and signature of the primary contact person (by name, title, organization, mailing address, telephone number and email address) and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number and email address);
iii. Activity Title;
iv. Notice of Funding Opportunity number;
v. Name of any proposed sub-recipients or partnerships (identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303.3.6.5(b)(2)).

D.6.1.4 Executive Summary (maximum: 1 page)

The Executive Summary should present a brief description of the key elements of the

proposed activity outlining the proposed goals, objectives, strategy, plan, activities, management structure, and anticipated results.

D.6.2 Summary Application Content

The criteria presented below have been tailored to the requirements of this particular NOFO. The Applicant should note that these criteria serve to (a) identify the significant matters which the Applicant should address in their summary application, and (b) set the standard against which all summary applications will be evaluated.

D.6.2.1 Technical Approach (Suggested: 10 pages)

In the summary application, the Applicant must describe in sufficient detail its conceptual approach, methodology, and techniques for the accomplishment, monitoring, evaluation and learning of STEPS objectives. The Applicant's summary application must also consider the Agency's priorities and guiding principles described in the program framework.

D.6.2.2 Management Approach and Staffing Plan (Suggested:3 pages)

The Management Approach will describe how the Applicant will manage and execute the objectives described in their proposed activity. The Applicant should provide information to demonstrate clearly the proposed management approach for carrying out the proposed interventions in achieving the Activity objectives and results.

The Management Approach will clearly outline the relationship with partners or subrecipients and the proposed approach for managing them. The Applicant should describe the expertise and role of proposed partners/sub-recipients in the implementation of the award; the services to be provided by each partner institution or organization; and how the Applicant will ensure that each partnering organization contributes to the overall strategy and implementation. Further, it must describe the lines of authority and decision making, as well as communication and reporting within the program. The Applicant should propose a Staffing Plan that is capable of successfully implementing the Activity. In the main body of the application, the Applicant must describe how the proposed staffing (including core technical staff, non-technical staff) will contribute to successful implementation and explain how additional technical expertise will be obtained with attention to cost-containment, within program budget limitations and avoiding unnecessary staffing.

The Applicant should propose a staffing pattern of all planned positions and their roles and responsibilities that will ensure maximum effectiveness in implementing the proposed activities and tasks in the PD. Specific identification of individuals who may be recruited to support the Activity is unnecessary and unwanted; rather, the Applicant should focus on the roles, responsibilities, and qualifications of positions.

D.6.2.3 Organizational Experience and Capability (Suggested: 1 page)

The Applicant must demonstrate recent (within the past five years) and relevant experience and capability, including that of its proposed partners, in implementing integrated programming related to the goal and objectives in the program description. The experience must be similar in scope and complexity. The Applicant must also demonstrate experience and capability in the facilitation of partnerships across organizations, with emphasis on leveraging local partnerships, and with host-government counterparts. The Applicant must articulate how the described institutional experience and capability will enhance the likelihood of successful implementation of STEPS objectives.

D.7 Cost Application

USAID is not requesting cost information as part of the summary application submission. However, Applicants are encouraged to start preparing their initial budget assumptions to be able to complete the full application budget in case they are successful in the initial phase. As a reference, detailed cost instructions are included for the full application stage in Attachment A.

D.8 Construction

Construction will not be authorized under this award.

D.9 Pre-Award Costs

In accordance with 2 CFR 200.458 - Pre-award costs, Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency. Pre-Award costs may be authorized at the discretion of the Agreement Officer.

D.10 Conflict of Interest Pre-Award Term (August 2018)

a. Personal Conflict of Interest

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

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

b. Organizational Conflict of Interest

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

(END OF PRE-AWARD TERM)

D.11 Conscience Clause Implementation (Assistance) – Solicitation Provision (February 2012)

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

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

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

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

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

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

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

which it thus omitted. In addition to the notification in paragraph (b) above, the applicant must meet the submission date provided for in the solicitation.

(END OF PRE-AWARD TERM)

D.12 Branding Strategy – Assistance (June 2012)

a. Applicants recommended for an assistance award must submit and negotiate a "Branding Strategy," describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens.

b. The request for a Branding Strategy, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.

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

d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

e. The Branding Strategy must include, at a minimum, all of the following:

(1) All estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth.

(2) The intended name of the program, project, or activity.

(i) USAID requires the applicant to use the “USAID Identity,” comprised of the USAID logo and brandmark, with the tagline “from the American people” as found on the USAID Web site at http://www.usaid.gov/branding, unless Section VI of the RFA or APS states that the USAID Administrator has approved the use of an additional or substitute logo, seal, or tagline.

(ii) USAID prefers local language translations of the phrase “made possible by (or with) the generous support of the American People” next to the USAID Identity when acknowledging contributions.

(iii) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.

(iv) If branding in the above manner is inappropriate or not possible, the applicant must explain how USAID's involvement will be showcased during publicity for the program or project.

(v) USAID prefers to fund projects that do not have a separate logo or identity that competes with the USAID Identity. If there is a plan to develop a separate logo to consistently identify this program, the applicant must attach a copy of the proposed logos. Section VI of the RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.

(3) The intended primary and secondary audiences for this project or program, including direct beneficiaries and any special target segments.

(4) Planned communication or program materials used to explain or market the program to beneficiaries.

(i) Describe the main program message.

(ii) Provide plans for training materials, posters, pamphlets, public service announcement, billboards, Web sites, and so forth, as appropriate.

(iii) Provide any plans to announce and promote publicly this program or project to host country citizens, such as media releases, press conferences, public events, and so forth. Applicant must incorporate the USAID Identity and the message, "USAID is from the American People."

(iv) Provide any additional ideas to increase awareness that the American people support this project or program.

(5) Information on any direct involvement from host-country government or ministry, including any planned acknowledgement of the host-country government.

(6) Any other groups whose logo or identity the applicant will use on program materials and related materials. Indicate if they are a donor or why they will be visibly acknowledged, and if they will receive the same prominence as USAID.

f. The Agreement Officer will review the Branding Strategy to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.

g. If the applicant receives an assistance award, the Branding Strategy will be included in and made part of the resulting grant or cooperative agreement

(END OF PRE-AWARD TERM)

D.13 Marking Plan – Assistance (June 2012)

a. Applicants recommended for an assistance award must submit and negotiate a "Marking Plan," detailing the public communications, commodities, and program materials, and other items that will visibly bear the "USAID Identity," which comprises of the USAID logo and brandmark, with the tagline "from the American people." The USAID Identity is the official marking for the Agency, and is found on the USAID Web site at http://www.usaid.gov/branding. Section VI of the RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.

b. The request for a Marking Plan, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.

c. Failure to submit and negotiate a Marking Plan within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.

d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

e. The Marking Plan must include all of the following:

(1) A description of the public communications, commodities, and program materials that the applicant plans to produce and which will bear the USAID Identity as part of the award, including:

(i) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other sites physical in nature;

(ii) Technical assistance, studies, reports, papers, publications, audiovisual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;

(iii) Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and

(iv) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity. (v) Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.

(2) A table on the program deliverables with the following details:

(i) The program deliverables that the applicant plans to mark with the USAID Identity;

(ii) The type of marking and what materials the applicant will use to mark the program deliverables;

(iii) When in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking;

(iv) What program deliverables the applicant does not plan to mark with the USAID Identity , and

(v) The rationale for not marking program deliverables.

(3) Any requests for an exemption from USAID marking requirements, and an explanation of why the exemption would apply. The applicant may request an exemption if USAID marking requirements would:

(i) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials. The applicant must identify the USAID Development Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why an aspect of the award is presumptively neutral. Identify by category or deliverable item, examples of material for which an exemption is sought.

(ii) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent. The applicant must explain why each particular deliverable must be seen as credible.

(iii) Undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications. The applicant must explain why each particular item or product is better positioned as host-country government item or product.

(iv) Impair the functionality of an item. The applicant must explain how marking the item or commodity would impair its functionality.

(v) Incur substantial costs or be impractical. The applicant must explain why marking would not be cost beneficial or practical.

(vi) Offend local cultural or social norms, or be considered inappropriate. The applicant must identify the relevant norm, and explain why marking would violate that norm or otherwise be inappropriate.

(vii) Conflict with international law. The applicant must identify the applicable international law violated by the marking.

f. The Agreement Officer will consider the Marking Plan's adequacy and reasonableness and will approve or disapprove any exemption requests. The Marking Plan will be reviewed to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.

g. If the applicant receives an assistance award, the Marking Plan, including any approved exemptions, will be included in and made part of the resulting grant or cooperative agreement, and will apply for the term of the award unless provided otherwise.

(END OF PRE-AWARD TERM)

[END OF SECTION D]

SECTION E: APPLICATION REVIEW INFORMATION

E.1 Relative Importance Of Merit Review Criteria

USAID will review summary applications on the basis of the below technical merit review criteria, listed in descending order of importance.

E.2 Merit Review Criteria

USAID will review the summary applications according to the following summary application merit review criteria.

1. Technical Approach - The extent to which the proposed technical approach convincingly demonstrates an understanding of the technical requirements and an ability to achieve the activity's goal and objectives.

2. Management Approach and Staffing Plan - The extent to which the Applicant convincingly demonstrates a logical and well thought out management approach, organizational structure and staffing plan that demonstrates how the Applicant will effectively and efficiently organize, mobilize, and manage the necessary resources to implement the proposed interventions to achieve the Activity goal and expected results.

3. Organizational Experience and Capability - The extent to which Applicant convincingly demonstrates its experience and capability, including that of its proposed partners, in implementing integrated programming related to the goal and objectives in the funding opportunity description.

E.3 Phase 2 and Phase 3 evaluation criteria

There are no technical evaluation criteria for Phases 2 or 3. Only the apparently successful Applicant will be invited to these phases.

E.4 Business Review

USAID will evaluate the cost application of the apparently successful Applicant only. This review will determine whether the costs are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

USAID will also consider (1) the extent of the Applicant's understanding of the financial aspects of the program and the Applicant's ability to perform the activities within the amount requested; (2) whether the Applicant's plans will achieve the program objectives with reasonable economy and efficiency; and (3) whether any special conditions relating to costs should be included in the award.

Proposed cost share, if provided, will be reviewed for compliance with the standards set forth in 2 CFR 200.306, 2 CFR 700.10, and the Standard Provision "Cost Sharing (Matching)" for U.S. entities, or the Standard Provision "Cost Share" for non-U.S. entities. The AO will perform a risk assessment (2 CFR 200.205). The AO may determine that a pre-award survey is required to inform the risk assessment in determining whether the prospective recipient has the necessary organizational, experience, accounting and operational controls, financial resources, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award. Depending on the result of the risk assessment, the AO will decide to execute the award, not execute the award, or award with "specific conditions" (2 CFR 200.207

E.5 Determination Of Award

At the end of Phase 1, the Agreement Officer will determine the apparently successful Applicant. During Phase 3, the apparently successful Applicant will submit the final technical and cost/business application. The Selection Committee will make a final review of the technical application to ensure it conforms to the mutual understanding of the parties established during the Phase 2 process. The cost/business application will be evaluated by the Agreement Officer/Agreement Specialist using a thorough cost effectiveness and realism analysis. Only after all these steps are completed will the Agreement Officer make an award determination.

If USAID and the apparently successful Applicant cannot come to a mutual understanding during the course of Phase 2 or 3, or if the apparently successful Applicant is unable to provide satisfactory Technical and Cost Applications, or did not meet deadlines for submissions, or presents an unacceptable risk as a result of the risk assessment, then the Agreement Officer may designate the next highest-evaluated Applicant from Phase 1 as the apparently successful Applicant. This decision is at the sole discretion of the Agreement Officer. The Agreement Officer's decision regarding funding of an award is final and not subject to review. Any information that may impact the Agreement Officer's decision shall be directed to the Agreement Officer.

[END OF SECTION E]

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 Federal Award Notices

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

F.2 Administration

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

- For US organizations: ADS 303, 2 CFR 700, 2 CFR 200, and Standard Provisions for U.S. Non-governmental organizations.
- For Non US organizations: Standard Provisions for Non-U.S. Non-governmental Organizations.

F.3 Payment and Financial Reporting

Financial reporting requirements will depend on the method of payment. Recipients will comply with the financial reporting requirements set forth in the USAID standard provisions. If advance payments are provided, reporting periods are calendar quarters or parts thereof. Quarterly financial reports are due not later than 30 days after the end of each calendar quarter. If payment is on a reimbursement basis, financial reports may be submitted monthly, but not less frequently than 30 days after the end of each calendar quarter. Regardless of whether payments are on an advance or reimbursement basis, the final financial report is due not later than 90 days after the estimated completion date of the award. The Recipient shall also comply with the USAID standard provision entitled “Reporting Host Government Taxes.”

F.4 Reporting Requirements

A summary of the expected reporting requirements under this award are found below. Full text of these requirements will be provided to and negotiated with the apparently successful Applicant.

In accordance with the CFR 2, parts 200.327 and 200.328, the Recipient must submit performance and financial reports on a quarterly basis (covering in detail all activities) to the designated Mission staff.

The Recipient will consult with USAID on the format and expected content of reports prior to submission. The following is a listing of the Reporting Requirements for Standard Assistance Awards:

1. Financial Reporting
2. Program Reporting
    a. Work Plan/ Annual Implementation Plan
    b. Monitoring, Evaluation and Learning Plan
    c. High Frequency Technical Data Reporting
    d. Quarterly Performance Reports
    e. Annual Performance Reports
    f. Close Out Plan
    g. Final Report

F.5 Program Income

Program Income earned under the resultant award will be added to the Total Estimated Amount (exclusive of cost share) in accordance with 2 CFR 200.307(e)(2).

F.6 Environmental Compliance

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

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

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

As part of its initial Work Plan, and all Annual Work Plans thereafter, the recipient, in collaboration with the USAID Cognizant Technical Officer and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this cooperative agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation.

If the recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.

Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

F.7 Project Approval

The Activity must receive GVN project approval in order to begin providing support to beneficiaries. A GVN "Managing Agency" must sponsor the Activity and will be the primary reviewer of a final Project Document. USAID has already identified The Vietnam Administration for HIV/AIDS Control (VAAC) as the Managing Agency. Please do not contact VAAC in response to this Notice of Funding Opportunity nor in the design of your application.

[END OF SECTION F]

SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

1. NOFO Points of Contact

Mr. Bryan Moody
Agreement Officer
USAID/Vietnam
Office of Acquisition and Assistance
Email: bmoody@usaid.gov

Ms. Nalinee Wichetthumsak
Acquisition & Assistance Specialist
USAID/RDMA
Regional Office of Acquisition and Assistance
Email: nwichetthumsak@usaid.gov

Questions regarding this NOFO should be submitted in writing to the points of contact and the e-mail addresses above no later than the closing date and time specified on the cover page of the NOFO.

[END OF SECTION G]

SECTION H: OTHER INFORMATION

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

Applications with Proprietary Data

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

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

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

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

This NOFO contains the following attachments:

Attachment A: Full Application Format and Content
Attachment B: References
Attachment C: Full Application Budget Template

[END OF SECTION H]

ATTACHMENT A: FULL APPLICATION FORMAT AND CONTENT

NOTE: USAID IS NOT REQUESTING THIS INFORMATION AT THIS TIME. THE APPARENTLY SUCCESSFUL APPLICANT WILL BE REQUESTED BY USAID TO SUBMIT A FULL APPLICATION FOLLOWING THE EVALUATION OF SUMMARY APPLICATIONS AND THE CO-DEVELOPMENT PHASE.

1. Full Technical Application Instructions

The format and content of Full Applications will be informed by the unique summary application of the most highly-rated Applicant and the subsequent co-development process. It is expected that by the end of the co-development process there will be a finalized and mutually agreed-upon program description, which will be based on the Applicant's Full Application. The Full Application must be in alignment with the summary application submitted by the most highly-rated Applicant.

2. Full Cost Application Instructions

The Cost Application must contain the following sections:

a) Cover Page
b) SF 424 Forms
c) Budget and Budget Narrative
d) Prior Approvals in accordance with 2 CFR 200.407
e) Dun and Bradstreet and SAM.gov Registration
f) History of Performance
g) Certifications, Assurances and Other Statements of the Recipient
h) Branding Strategy & Marking Plan
i) Funding Restrictions
j) Environmental Compliance

Prior to award, Applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to assess the Applicant's risk in accordance with 2 CFR 200.205. Applicants should not submit any additional information with their initial application.

Detailed instructions are as follows:

a) Cover Page

The Cost Application Cover Page must contain the same information as the Technical Application Cover Page.

b) SF 424 Forms

The applicant must submit the application using the SF-424 series:

- Sf-424
- Sf-424a

- · Sf-424b

Forms and instructions can be found at the following link:
https://www.grants.gov/forms/sf-424-family.html.

Failure to accurately complete these forms could result in a non-funded application.

c) Budget and Budget Narrative

While there is no page limit for this portion, Applicants are encouraged to be as clear and concise as possible, but still provide the necessary detail to address the following:

- The Cost Schedule must include an Excel spreadsheet with all cells unlocked and no hidden formulas or sheets. A PDF version of the Excel spreadsheet may be submitted in addition to the Excel version at the Applicant's discretion, however, the official cost application submission is the unlocked Excel version.
- The breakdown of all costs associated with the Activity according to costs of, if applicable, headquarters, regional and/or country offices.
- The breakdown of all costs according to each partner organization involved in the activity.
- 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 (cost share) contributions of all organizations involved in implementing this Activity.
- Potential cost-share and/or contributions of non-USAID donors or other entities to this Activity.

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

1. Summary Budget, inclusive of all program costs (federal and non-federal), broken out by major budget category and by year for activities implemented by the Applicant and any potential sub-applicants for the entire period of the Activity.
2. Detailed Budget, including a breakdown by year, sufficient to allow the Agency to determine that the costs represent a realistic and efficient use of funding to implement the applicant's Activity and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.
3. Detailed Budgets for each sub-recipient, for all federal funding and cost share, broken out by budget category and by year, for the entire implementation period of the Activity.

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

1) Personnel – Must be proposed consistent with 2 CFR 200.430 Compensation - Personal Services. Direct salaries, wages and allowances must include position title, salary rate, level of effort, and salary escalation factors. Allowances, when proposed, should be broken down by specific type and by person. Allowances should be in accordance with the applicant's policies and the applicable regulations and policies. Explain assumptions in the

Budget Narrative. If the organization has standing policies across all projects for annual salary escalations that exceed current inflation rates, those policies and the effective date of those policies must be provided with the application. The Applicant must also confirm that the policy applies to all staff across all projects.

2) Fringe Benefits – (if applicable) If the Applicant has a fringe benefit rate approved by an agency of the U.S. Government, the Applicant must use such rate and provide evidence of its approval. If an Applicant does not have a fringe benefit rate approved, the Applicant must propose a rate and explain how the Applicant determined the rate. In this case, the Budget Narrative must include a detailed breakdown, comprised of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.
3) Travel and Transportation –Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Per Diem and associated travel costs must be based on the applicant's normal travel policies. When appropriate please provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.
4) Equipment – must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates.
5) Supplies – must include information on estimated types of supplies and the cost per unit and quantity. The budget narrative must include the purpose of supplies and the basis for the estimates.
6) Contractual - refers to contract agreements the applicant anticipates having with other organizations to contract out portions of the activity (this does not apply to the acquisition of supplies, material, equipment, or general support services).
7) Other Direct Costs – This may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams and inoculations, as well as any other miscellaneous costs which directly benefit the Activity proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the Activity, along with estimates of costs. Otherwise, the narrative should be minimal.
8) Subawards – Specify the budget for the portion of the Activity to be passed through to any subrecipients. See 2 CFR 200.330 for assistance in determining whether the sub-tier entity is a subrecipient or contractor. The subrecipient budgets must align with the same requirements as the Applicant's budget, including those related to fringe and indirect costs.
9) Indirect Charges – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In order to better understand indirect costs, please see Subpart E of 2 CFR 200.414. The application must identify which approach they are requesting and provide the applicable supporting information.
10) Cost Sharing (if any) – The applicant should estimate the amount of cost-sharing resources to be provided over the life of the agreement and specify the sources of such resources, and the basis of calculation in the budget narrative. Applicants should also provide a breakdown of the cost share (financial and in-kind contributions) of all organizations involved in implementing the resulting award.

d) Prior Approvals in accordance with 2 CFR 200.407

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

e) Dun and Bradstreet and SAM.gov Registration

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

(1) Provide a valid DUNS number for the applicant and all proposed sub-recipients;

(2) Be registered in SAM before submitting its application. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient (www.sam.gov).

(3) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal Awarding Agency.

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

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

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

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

f) History of Performance

The apparently successful Applicant must provide information regarding its recent history of performance for all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs, not to exceed three years as follows:

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

If the Applicant encountered problems on any of the referenced Awards, it may provide a short explanation and the corrective action taken. The applicant should not provide general information on its performance. USAID reserves the right to obtain from any sources relevant information concerning an Applicant's history of performance and may consider such information in its review of the Applicant's risk. The Agency may request additional information and conduct a pre-award survey if it determines that it is necessary to inform the risk assessment.

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

g) Certifications, Assurances and Other Statements of the Recipient

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

(1) "Certifications, Assurances, Representations, and Other Statements of the Recipient" document found at http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf

(2) Assurances for Non-Construction Programs (SF-424B)

(3) Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).

h) Branding Strategy & Marking Plan

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

i) Funding Restrictions

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

Construction will not be authorized under this award.

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

j) Environmental Compliance

The environmental compliance requirements are outlined in the Initial Environmental Examination (IEE) – see Attachment E.

3. Pre-award Responsibility Determination And Risk Assessment

Upon consideration of award or during the discussions leading to an award, the Applicant may be required to submit additional documentation deemed necessary for the Agreement Officer (AO) to make an affirmative determination of responsibility.

IMPORTANT NOTE

The Applicant should not submit the information below with their summary application. The information in this section is provided so that the Applicant may become familiar with additional documentation that may be requested by the AO before award in order to make the responsibility determination:

These documents may include, but are not limited to:

1. Audited financial statements for the past three (3) years that have been audited by a certified public accountant or other auditor satisfactory to USAID;
2. Bylaws, constitution, and articles of incorporation, if applicable;
3. Copies of organizational travel, procurement, financial management, accounting manual and personnel policies and procedures, especially regarding salary, promotion, leave, differentials, etc., and indicate whether such policies and procedures have been reviewed and approved by any agency of the Federal Government. If so, provide the name, address, and phone number of the cognizant reviewing official;
4. Other documentation, as required by the Agreement Officer, to substantiate that the Applicant:
    - Has adequate financial resources or the ability to obtain such resources as required during the performance of the Cooperative Agreement;
    - Has the ability to comply with the award's terms and conditions, taking into account all existing and currently prospective commitments of the Applicant, nongovernmental and governmental;
    - Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;
    - Has a satisfactory record of integrity and business ethics;

- Is otherwise qualified and eligible to receive a Cooperative Agreement/Grant under applicable laws and regulations (e.g., Equal Employment Opportunity Laws).

An award may be made only by the Agreement Officer upon his/her signature only after she/he makes a positive responsibility determination that the Applicant possesses, or has the ability to obtain, the necessary management competence in planning and carrying out assistance programs, and specifically the proposed Activity, and that it will practice mutually agreed upon methods of accountability for funds and other assets provided by USAID.

For organizations that are new to working with USAID or for organizations with outstanding audit findings, or otherwise at USAID's discretion, USAID may perform a pre-award survey to assess the Applicant's management and financial capabilities. If notified by USAID that a pre-award survey is necessary, the Applicant must prepare, in advance, the required information and documents. See ADS 303.3.9.1 at https://www.usaid.gov/sites/default/files/documents/1868/303.pdf for more information on pre-award surveys. Please note that a pre-award survey does not commit USAID to make any award.

[END OF ATTACHMENT A]

ATTACHMENT B: REFERENCES

APPLICABLE REGULATIONS & REFERENCES

1. STANDARD PROVISIONS FOR U.S., NONGOVERNMENTAL RECIPIENTS http://www.usaid.gov/ads/policy/300/303maa
2. MANDATORY STANDARD PROVISIONS FOR NON U.S NON-GOVERNMENTAL RECIPIENTS http://www.usaid.gov/ads/policy/300/303mab
3. 2 cfr 700 https://www.ecfr.gov/cgi-bin/text-idx?sid=2d1b5d9221b2dd0c0fe7ad5a5a9b98fd&mc=true&node=pt2.1.700&rgn=div5
4. 2 cfr 200 http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/title02/2cfr200_main_02.tpl
5. ADS SERIES 300 ACQUISITION AND ASSISTANCE ttp://www.usaid.gov/pubs/ads/
6. sf-424 downloads http://www.grants.gov/web/grants/forms/sf-424-family.html

[END OF ATTACHMENT B]

ATTACHMENT C: FULL APPLICATION BUDGET TEMPLATE

The budget is the financial expression of the Activity. The following template represents an example of what USAID anticipates receiving in an Activity budget with the Full Application submission.

NOFO No. 72044021RFA00007

USAID Support for Technical Excellence and Private Sector Sustainability in Vietnam (STEPS)

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Total Amount (USD)
Personnel						
Fringe Benefits						
Travel and Transportation						
Equipment						
Supplies						
Contractual						
Other Direct Costs						
Subawards						
Total Direct Charges						
Indirect Charges						
Total Costs						
Cost Share (if any)						
Total Activity Costs plus Cost Share						

[END OF ATTACHMENT C]
[END OF THE NOTICE OF FUNDING OPPORTUNITY]