



USAID
FROM THE AMERICAN PEOPLE

Issue Date: August 26, 2014
Closing Date: September 25, 2014
Closing Time: 12:00 Hours Local Dominican Time
Due Date for Questions: September 2, 2014

**SUBJECT: Request for Applications (RFA) No. RFA-538-14-000007
USAID/Barbados & Eastern Caribbean – Guyana Civil Society Leadership
Project**

The United States Agency for International Development Mission in Barbados and the Eastern Caribbean with a program activity in Guyana, is seeking applications to fund one organization through a three-year Cooperative Agreement to provide technical assistance to the NGO Coordinating Committee (NCC) as described in Section I of this RFA. The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended.

This RFA is limited to indigenous non-governmental Civil Society Organizations (CSOs), including faith-based organizations. The Recipient will be responsible for ensuring the achievement of the activity objectives. Please refer to Section I, the Funding Opportunity Description for a complete activity description.

Pursuant to 22 CFR 226.81, it is USAID's policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses both direct and indirect, which are related to the grant program and are in accordance with applicable standards (22 CFR 226, OMC Circular A-122 for non-profit organizations), may be paid under the grant.

For the purposes of this RFA, the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer".

Subject to the availability of funds, USAID intends to award an incrementally funded, three (3) year Cooperative Agreement, not to exceed US\$500,000 over the three year period. USAID reserves the right to reduce, revise, or increase application budgets in accordance with the needs of the activity and the availability of funds. The award made will be subject to periodic reporting and evaluation requirements and substantial involvement by USAID. Final authority for assistance awards resides with the USAID/Dominican Republic (USAID/DR) Agreement Officer.

For the purposes of this program, this RFA is being issued and consists of this cover letter and the following:

RFA Section	Title
I	Funding Opportunity Description
II	Award Information
III	Eligibility Information
IV	Application and Submission Information
V	Application Review Information
VI	Award and Administration Information
VII	Agency Contacts
VIII	Other information
IX	Attachments

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 an application.

In addition, final award of any resultant agreement 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, applicant is hereby notified of these requirements and conditions for award.

Application is submitted at the risk of the applicant; should circumstances prevent award of an agreement, all preparation and submission costs are at the applicant's expense.

All guidance included in this RFA takes precedence over any reference documents referred to in the RFA. Any clarification questions concerning this RFA should be submitted in writing to Ms. Claudia Molina, via email at cmolina@usaid.gov by the date listed above.

The applicant shall submit the application in electronic format as described in Section IV. Applications received after the closing date and time will not be considered.

We look forward to reviewing the application and ask that you please submit the application via e-mail to droppportunities@usaid.gov no later than September 25, 2014 at 12:00 p.m. Dominican Republic time.

Thank you for your consideration to this USAID initiative.

Sincerely,



Judy J. Webb
Regional Agreement Officer

SECTION I – FUNDING OPPORTUNITY DESCRIPTION

A. BACKGROUND

Epidemiological Context

Guyana is heavily burdened by non-communicable diseases which comprise the leading causes of mortality and morbidity in the country and place numerous strains on the health system. HIV/AIDS, however, remains among the top ten leading causes of death and is the number one cause of death among persons 25-44 years of age (2009), with an estimated 7,200 adults and children living with HIV. While HIV prevalence in the general population may be low as for the generalized epidemic (1.3%), surveillance data for key populations reveals a concentrated epidemic among men who have sex men (MSM) (21.2%, 2005 BBSS, 19.4%, 2009 BBSS) and female sex workers (FSWs) (26.6%, 2005 BBSS, 16.6%, 2009 BBSS). Given the nature of the epidemic, the PEPFAR/Guyana program recognizes the need to address issues surrounding knowledge, practices, and access to services among these key populations.

Policy issues, such as stigma and discrimination and unsupportive legislation for key populations remain major challenges. Though not unique to the Caribbean, Guyana is the only country in South America where male homosexual acts are illegal. The criminalization of same-sex behavior/activities restricts government and private sector involvement in MSM and transgender people (TG)-specific programming and serves to increase the susceptibility of MSM and TG persons to stigma and discrimination. Attitudes, such as stigma-induced discrimination, social hostility, and violence discourage MSM and TG people from seeking testing or treatment services, accurately reporting how they may have contracted HIV, and sharing their status with their sexual partners. Religious opposition, cultural traditions, and legal constraints form the basis for the discrimination that exists. In 2000, there was unanimous parliamentary support for a constitutional amendment to outlaw discrimination based on sexual orientation, marking a key national response at the political level. Prior to the elections of 2001, however, the President did not assent to the amendment and this lingers to date.

On the policy front, the Guyana National Policy on HIV and AIDS emphasizes the rights of “all HIV positive individuals, regardless of nationality, race, age, religion, disabilities, gender, sexual orientation and socio-economic status . . . to the best quality of health care available without being subjected to any form of discrimination.” In this context, civil society organizations (CSOs) that support and serve people living with HIV and AIDS, MSM, TG and FSWs are critical to providing an HIV response that can reach those most affected. As governments are not always able and willing to work with stigmatized populations, CSOs are often the only organizations working with MSM, TG and FSWs populations and offer an opportunity to target the drivers of the epidemic and provide much needed services. These organizations are also vital to ensuring universal access in the areas of prevention, and serve as a critical service delivery point in remote areas during hours when the traditional health sector is not available. In addition, CSOs have an important advocacy role to play in working with governments to better target resources toward key populations and to develop effective programs and policies.

Civil Society Organizations (CSOs)

In 1999, USAID began supporting a core of NGOs involved in HIV/AIDS activities. These NGOs formed the National Coordinating Committee (NCC) with responsibility for oversight and coordination, as well as monitoring project results. Over the years, USAID's support focused on organizational strengthening and technical capacity building, but did not address issues of sustainability and advocacy. These CSOs need assistance in acquiring skills to advocate for the enforcement of human rights policies, so that all Guyanese can access HIV services, including key populations, particularly men who have sex with men and transgender people. There is, therefore, the need to strengthen the capacity of civil society organizations for policy advocacy, so that the voices of key populations are represented on the national agenda, as well as to ensure NGOs' sustainability. The proposed intervention will, therefore, build the capacity of the NCC, so that they can improve their capability to provide services and advocate on behalf of key populations.

In addition, this intervention will develop a strong, active, unified NGO community in Guyana that both acts and is viewed as a partner with the Government of Guyana, an advocate for vulnerable groups, and actively pursues a seat at the table with respect to the HIV/AIDS response, at both the local and national levels. The intervention planned under this initiative seeks to build on the key assumption that the joint effort of a number of organizations is likely to have a greater impact than the efforts of individual organizations acting in isolation. One of the greatest threats to NGO sustainability in Guyana, and the work that PEPFAR has invested in these organizations, is the lack of a coordinated effort by civil society in ensuring its place in the national HIV/AIDS response. This is something that must come from civil society itself and which PEPFAR will directly support through building the capacity of NGOs to join together and develop an effective national coalition. Moreover, the NCC is desirous of expanding its membership to other local NGOs. This project will also complement the ongoing USAID-funded Advancing Partners and Communities (APC) – Guyana project, the key HIV/AIDS initiative, which is providing technical assistance and institutional capacity building to the network of USAID-supported NGOs.

B. LINK TO THE U.S. STRATEGIC FRAMEWORK FOR FOREIGN ASSISTANCE

This activity falls under the Development Objective (DO) “Public Health Response to HIV/AIDS Strengthened” and directly contributes to the achievement of Sub IR 2.2: “Enabling Environment for Human Rights and HIV Policy Improved”.

C. SYNERGIES WITH OTHER DONOR PROGRAMS

USAID is currently the only donor agency implementing a comprehensive HIV/AIDS prevention, treatment and care program through community based organizations. The USAID-supported Advancing Partners and Communities - Guyana project, provides technical and institutional capacity building to eleven (11) NGOs, focusing on financial and organizational management, as well as monitoring and evaluation. This project ends September 2016.

The United Nations Population Fund (UNFPA) Guyana country office completed a program of support for sex workers in December 2012. Funding was provided to the Guyana Responsible

Parenthood Association to work with the Guyana Sex Workers Coalition. The Global Fund HIV grant agreement with the Ministry of Health as the Principal Recipient proposal (round 3, phase 2) has included funding for NGOs to implement a prevention program targeting key affected populations through March 2016. However, a detailed budget and agreements with sub-recipients that would provide funding to NGOs are not finalized or signed.

D. GEOGRAPHIC SCOPE

Although the membership of the NCC is from five of Guyana's ten regions (regions 2, 4, 6, 7 and 10), this body meets regularly in the capital city of Georgetown. Hence, some activities (workshops/trainings) will be implemented mainly in Georgetown. As the project progresses there will be a need to visit the various regions to get a sense of the NGOs' activities, as well as hold discussions with the Regional Administration and other stake-holders.



G. PROJECT DESCRIPTION COMPONENTS

Objective 1: To strengthen the network of civil society organizations for greater impact and sustainability of the national HIV response

USAID intends to provide technical assistance to the NGO Coordinating Committee (NCC) to strengthen the leadership and organizational capacity of the NCC, and its member organizations, so that they can have a unified voice in representing key populations. Illustrative approaches include:

- Technical support to legally establish a national coalition of NGOs that will function as a coordinating body, by determining the coalition's operational framework; finalizing the constitution and ensuring legal recognition; establishing membership and, designing a model that allows the group to adhere to basic principles of collaboration.
- Develop resource mobilization strategies to promote the sustainability of the NCC. Training in business planning, entrepreneurship and proposal writing can also be conducted to promote organizational sustainability.
- Ensure that the NCC has a governance structure appropriate to meet its objectives and the governance function is clearly understood and operationalized.
- Link with Caribbean HIV NGO networks/coalitions to engage in information sharing and identify opportunities for exporting and importing best practices for NGO advocacy and sustainability.

Objective 2: To increase capacity of the NGO coalition to more effectively advocate for critical issues

USAID proposes to equip the NGO coalition with the skills to engage in policy discussions and advocacy so that there can be a reduction in barriers to equitable access to services for key populations. Technical assistance will be provided by the Advancing Partners and Communities (APC) project, a USAID/Washington centrally-awarded field support mechanism, for the purpose of advocacy and coalition capacity building of the NCC, under this activity. It is envisioned that APC will transfer these skills to the Recipient, so that its capacity is built to continue to implement this project over the next three years. It is also envisaged that the Recipient will be the lead implementing partner and APC will provide technical assistance, through consultancy, one-on-one mentoring/coaching, and potentially south-to-south exchanges, as needed. Illustrative approaches include:

- Analyze selected policies and laws that limit access to services; develop the NGO coalition's advocacy/issues platform and a road map to address necessary changes in policy.
- Provide training on advocacy, legal literacy and how to communicate with policymakers.
- Leadership skills development training to include NGO coalition/team building.

Objective 3: To strengthen the partnership between civil society stakeholders and the Government of Guyana in order to promote an enabling environment for civil society as part of the national HIV response

This initiative will work with the Ministry of Health (MOH) to ensure that NGOs are fully recognized as a complimentary component of the national HIV program. While the MOH recognizes the potential role that NGOs can play in support of the national HIV response, there is no formal relationship between the NGOs and the Government of Guyana (GOG). Illustrative approaches include:

- Advocate for greater recognition of the role of civil society in the national HIV response to ensure that the NGOs contribution is sustained.
- In collaboration with the NCC, ensure that the Government, the private sector and key stakeholders understand the need for and role of the NGOs through the following:
 - Use the NCC platform to engage with the GOG and other local, national, and international partners for formally establishing linkages between NGO and public services, international institutions, and providers.
 - Use NCC platform to advocate for greater inclusion of civil society in funding mechanisms, such as the Global Fund HIV grant.
 - Use the NCC platform to advocate for a government-supported CSO grants program.
 - Use the NCC platform to engage the private sector to support programs for key affected populations.
 - Use the NCC platform to advocate for tax rebates for those private sector agencies that honor their corporate social responsibility.
 - Use the NCC platform to gain recognition of the NGOs' role by working with the Government of Guyana to ensure inclusion of the NGOs in the relevant decision-making processes and key national documents.

OTHER CONSIDERATIONS

Gender

The Government of Guyana provides certain health care services in the public sector at no charge and their delivery is guided by the Guyana Package of Publicly Guaranteed Health Services (PPGHS). Regardless of gender, everyone has access to treatment and other care and support services and resources. In 2012, a gender assessment which focused on access to HIV services by key populations was conducted in the capital city of Georgetown by Management Sciences for Health. The study revealed that although members of the MSM population receive the same package of services as any other person living with HIV/AIDS, yet stigma, resulting in discrimination, often prevents them from seeking and accessing essential health services. The Recipient will, therefore, need to assist the NCC to develop innovative methods to improve gender-based constraints to equitable access to HIV/AIDS programs and services and identify strategies to address stigma and discrimination associated with both men and women.

Sustainability

PEPFAR Guyana recognizes the unique and critical role NGOs play in the National HIV response, particularly in providing services to the key populations, and the need to ensure the sustainability of such services and such organizations. The proposed initiative will improve the existing management structure and organizational systems of the NCC, thus, enabling them to continue to function at the end of the project. Moreover, a strong, unified NGO community will be better poised to engage policy makers and influence decisions to increase access and uptake

of HIV services among key populations. Through support for the development of a resource mobilization plan, the initiative will enable the NCC to identify potential options for continuous resource mobilization, including approaches to promote diversification of funding, to further the sustainability of the NCC.

Environmental

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 (<http://www.usaid.gov/policy/ads/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.

In addition, the applicant 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. Recipient's environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this RFA.

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

In February 2013, an amendment was made to the existing Initial Environmental Examination (IEE) for the Guyana Health Objective – Strengthening the Public Health Response to HIV/AIDS, LAC-IEE-19-28. This IEE was approved to extend the period of performance from 2013 to 2017, and covers activities expected to be implemented under this Cooperative Agreement. USAID has issued a **Categorical Exclusion** to the Public Health Response to HIV/AIDS Strengthened activities that involves education, technical assistance, training since they will not have an impact on the environment, under 22 CFR 216.2(c)(2). Hence these activities under this award are excluded from an environmental review.

As part of its initial Work Plan, and all Annual Work Plans thereafter, the recipient, in collaboration with the USAID Agreement Officer Representative and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this award to determine if they are within the scope of the IEE.

If the recipient plans any new activities outside the scope of the IEE, 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 for an amendment.

Coordination and Linkages

The Recipient will coordinate its activities with USAID's implementing partner, Advancing Partners and Communities (APC) Guyana project. This project is responsible for strengthening the technical and institutional capacity of the USAID-supported NGOs, including financial management, governance, organizational and human resource development. The NCC will collaborate with the Centers for Disease Control and Prevention (CDC) and other USG PEPFAR agencies to strengthen linkages from facility to community based services and vice versa to ensure access and retention in care and treatment services. Partners will also provide support to address stigma and disclosure to enhance uptake of treatment, care and support, especially for key populations within a non-stigmatizing clinical environment.

H. AUTHORIZING LEGISLATION

The Authority for the RFA is found in the Foreign Assistance Act of 1961, as amended.

ADS 303.3.6.6 (b) (2) – Other Exemptions to Competition constitutes a justification for limiting competition to local or regional organizations, U.S. Organizations may not compete for the award unless the program is re-advertised to provide all U.S. organizations with a fair opportunity to compete.

I. REFERENCES APPLICABLE

Regulations & References

- 22 CFR 226
http://www.access.gpo.gov/nara/cfr/waisidx_02/22cfr226_02.html
- Mandatory Standard Provisions for U.S., Nongovernmental Recipients
<http://www.usaid.gov/pubs/ads/300/303maa.pdf>
- Mandatory Standard Provisions for Non-U.S. Nongovernmental Recipients: <http://www.usaid.gov/policy/ads/300/303mab.pdf>
- OMB Circular A-122
http://www.whitehouse.gov/omb/circulars/a_122/a122.html
- OMB Circular A-110
http://www.whitehouse.gov/omb/circulars/a_110/a110.html
- ADS Series 303 Acquisition and Assistance
<http://inside.usaid.gov/ADS/300/303.pdf>

[END OF SECTION I]

SECTION II – AWARD INFORMATION

A. Estimate of Funds Available

Subject to the availability of funds, USAID intends to provide approximately \$500,000.00 in total USAID funding for the life of the activity.

B. Number of Awards Contemplated

USAID intends to award one (1) Cooperative Agreement pursuant to this RFA. USAID reserves the right to fund or not the application submitted.

C. Start Date and Period of Performance

The activity will be performed over a three (3) year period from the date of this award.

D. Type of Award

USAID plans to negotiate and award a Cooperative Agreement. A Cooperative Agreement implies a level of “substantial involvement” by USAID through the Agreement Officer’s Representative (AOR). The intended purpose of the AOR involvement during the award is to assist the recipient in achieving the supported objectives of the agreement. The main activities that USAID will be substantially involved in are listed below:

- a. Review and approve the annual Work Plan and Monitoring and Evaluation Plan.
- b. Approve specified key personnel.
- c. Ensure Agency and recipient collaboration or joint participation in the design and development of project activities.

[END OF SECTION II]

SECTION III – ELIGIBILITY INFORMATION

The intended recipient of funding should be a local Civil Society Organization (CSO) or CSO network/coalition based in Guyana as prescribed by the PEPFAR Local Capacity Initiative (LCI) guidelines. LCI funding through the PEPFAR country and regional teams is targeted to support a variety of CSOs, including non-governmental local organizations and networks/coalitions – professional associations, faith-based organizations/FBOs, community associations, and not-for-profit organizations. This RFA is limited to indigenous organizations with the necessary experience and local knowledge to implement the PEPFAR Local Capacity Initiative (LCI), a follow on program to the PEPFAR New Partners Initiative (NPI).

[END OF SECTION III]

SECTION IV - APPLICATION AND SUBMISSION INFORMATION

A. Point of Contact

Claudia Molina
Acquisition and Assistance Specialist
USAID/Dominican Republic
Email: cmolina@usaid.gov

Any questions concerning this RFA must be submitted in writing to Ms. Claudia Molina via email as specified in the letter.

B. STANDARD FORM APPLICATION FOR FEDERAL ASSISTANCE

Applicant must submit the budget using the SF-424 series, which includes:

- SF-424, Application for Federal Assistance
- SF-424A, Budget Information – Nonconstruction Programs
- SF-424B, Assurances – Nonconstruction Programs.

- SF-424 Downloads <http://www.epa.gov/ogd/AppKit/form/SF424.pdf>

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

Applicant must complete the representations/certifications required for Cooperative Agreement to Non U.S. NGO included in Section IX – Attachments.

D. PREPARATION AND SUBMISSION GUIDELINES

The Application will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format.

The application should be prepared according to the structural format set forth below.

In addition to the aforementioned guidelines, the applicant is requested to take note of the following:

All applications must be in English and submitted electronically via email.

Receipt of Application - Application must be received by the date and time specified in the cover letter of this RFA.

Submission of Application:

Application may be submitted using the following method:

1. **By Email Submission:** the application shall be forwarded to the following e-mail address: droppportunities@usaid.gov. The applicant is responsible for ensuring that the complete application is received by the deadline. The time of receipt for electronic submission will be based on the automatic electronic delivery time stamp from the usaid.gov e-mail server. **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 (for narrative text), Excel (for budgets and other tables), 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.

d. If you send your application by multiple e-mails, indicate **in the subject line of the e-mail, "RFA 538-14-000007"** whether the e-mail relates to the technical or cost application, the desired sequence of multiple e-mails (if more than one is sent) and sequence of attachments (e.g. RFA#, Organization X, Cost Application, Part 1 of 4, etc.). However, you are requested to consolidate, as much as possible, the various parts of your technical application into one technical application document and the various parts of your cost application into one cost application document.

2. **Hard Copy Submissions:** are not acceptable.

3. **Faxed applications** are not acceptable.

Preparation of Application:

1. The Applicant is expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant's risk.

2. The applicant shall furnish the information required by this RFA. The applicant shall sign the application and print or type its name on the Cover Page of the technical and cost applications. Erasures or other changes must be initialed by the person signing the application. Application signed by an agent shall be accompanied by evidence of that agent's authority,

unless that evidence has been previously furnished to the issuing office.

3. If the Applicant includes 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:

(a) 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 grant 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 grant. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets;" and

(b) 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."

Explanation to Prospective Applicant - If the applicant desires an explanation or interpretation of this RFA, they must request it in writing by the due date for questions specified on cover letter to allow a reply before the submission of its application. Oral explanations or instructions given before award of a Grant will not be binding. Any information given to the applicant concerning this RFA will be furnished promptly as an amendment of this RFA, if that information is necessary in submitting the application.

Grant Award:

1. The initial application should contain the applicant's best terms from a cost and technical standpoint.
2. Neither financial data submitted with an application nor representations concerning facilities or financing, will form a part of the resulting Grant(s).

1. TECHNICAL APPLICATION FORMAT

Technical application should be specific, complete and presented concisely. The application should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program.

Application Contents: The technical application shall contain the following sections, as more fully explained below:

- 1) Table of Contents listing all page numbers and attachments;

- 2) Executive Summary;
- 3) Technical Approach describing the project's strategic fit, technical approach and the organization's qualifications and past experience;
- 4) Proposed outcomes and impact indicators;
- 5) Monitoring and Evaluation Plan.

Attachments (annexes) should be lettered e.g. Attachment A, and can include the resumes of key personnel, letters of support, letters from public entities, and other supporting documents.

The technical application may not exceed 15 pages in length, exclusive of the cover page, table of content, annexes (curriculum vitae/résumés, past performance references, and letters of commitment from any implementing partners).

Cover Page: a single page with the activity title and RFA number, the names of the organizations/institutions involved, and the Applicant clearly identified. In addition, the Cover Page should provide a contact person for the Applicant, including this individual's name (both typed and his/her signature), title or position with the organization/institution, address, telephone and fax numbers and e-mail address. State whether the contact person is the person with authority to contract for the Applicant, and if not, that person should also be listed with contact information.

Executive Summary (not to exceed one page): Briefly describe the proposed activities, goals, purposes, and anticipated results. Briefly describe technical and managerial resources of the Applicant. Describe how the overall activity will be managed.

Proposed Activity Approach: the Applicant should focus on describing how they propose to achieve the activity objective(s). The application should describe the Applicant's innovative ideas, approaches and capacity to achieve the results of the activity. The Applicant is requested not to merely repeat what is already described in this RFA. The application should take into account the technical evaluation criteria found in Section V and contain both a Technical Approach section and a Management section. The Technical Approach section should provide the applicant's proposed strategy, plan for sustainability, proposed collaboration plan and gender considerations. The Management section should provide information regarding the applicant's institutional capacity and proposed staffing. This section must include a Management and Staffing Plan that specifies the composition and organizational structure of the entire project team. It should describe how the various proposed activity components will be managed. The plan should also describe each staff member's role, technical qualifications and expertise and estimated amount of time each will devote to the activity. It is expected that each critical area of activity focus will be represented by relevant technical expertise. There should also be discussion on how the proposed Key Personnel and other relevant technical staff will effectively contribute to the implementing team. The plan should also indicate the names, positions, titles and provide full resumes (in the Annex) of important managerial and technical personnel who will be involved in activity activity.

Proposed Outcomes and Impact Indicators: The applicant is encouraged to design innovative implementation approaches to reach the desired results and develop an aggressive but realistic

schedule of performance milestones as steps towards producing results. The illustrative implementation plan should correlate with the USAID results framework and include information on the critical activities towards achieving the Mission Program Elements, a timeline, partners and resources (including human resources) required for carrying out the activity. The proposed implementation plan should cover the life of project and include a more detailed illustrative one (1) year work plan.

Monitoring and Evaluation Plan: The applicant should propose an illustrative monitoring and evaluation plan that would permit tracking, evaluating, and reporting on progress and achievements in respect of the results sought. Two specific types of data will be required: i) those that report on progress toward the milestones and targets proposed by the applicant, and ii) those that contribute to the PEPFAR Monitoring, Evaluation, and Reporting (MER).

Past Performance (1 page)

The Applicant must provide the best available evidence to demonstrate a proven track record of relevant experience.

An Annex, not included in the overall page limitation, may provide supporting documentation presented **as concisely as possible** of current or recent (in the past three years) awards, contracts, grants, and/or cooperative agreements, financed by international development organizations that are similar in nature to the technical description of this solicitation and should include:

- U.S. Dollar value
- Period of performance
- Brief description of the work performed
- Results of work performed
- References (Point of contact with telephone number and email address).

Annexes: The technical application should contain the curriculum vitae/résumés of the key personnel, letters of support, letters from public entities, and other supporting documents.

(1) Curriculum vitae/résumés: should be provided for each key technical personnel. They should be limited to a maximum of two pages per person.

2. COST APPLICATION FORMAT

The Cost or Business Application is to be submitted separate from the technical application. Certain documents are required to be submitted by an applicant in order for the Agreement Officer to make a determination of responsibility. However, it is USAID policy not to burden applicants with undue reporting requirements if that information is readily available through other sources.

The following sections describe the documentation that applicants for Assistance award must submit to USAID prior to award.

A. Applicant must submit budgets using Standard Form 424, 424A and 424B which can be downloaded from the USAID web site, <http://inside.usaid.gov/ADS/300/303.pdf> (ADS 303.4.3 Mandatory Forms). In addition, applicant must submit an accompanying budget narrative which provides in detail the total proposed costs for implementation of the proposed activity. The budget shall discuss and support the components of each SF-424 budget element, such as:

- a) The breakdown of all costs according to each partner organization involved in the activity, in the format described herein.
- b) The costs associated with labor, i.e. identification of positions, daily or hourly compensation, hours/days to be worked, etc.
- c) A breakdown of all other direct costs to include cost elements (communications, office supplies, printer, vehicle, office rent, etc.), unit of measure (monthly estimate, cost per unit), number of units, basis of the estimate and programmatic need for the expenditure.
- d) Details of travel, per diem and other transportation expenses to include number of international trips, expected itineraries, cost of travel, number of per diem days and per diem rates.
- e) Cost applications shall clearly specify the costs associated with project activities.
- f) Contributions offered by or expected to be sought from other sources should be noted.

If your organization intends to use contractors or sub-recipients, indicate the extent intended, the method of identifying contractors and sub-recipients, the extent to which competition will be utilized, and a complete cost breakdown, as well as all of the information required for the applicant. Include the technical resources and expertise of proposed contracts or sub-recipient organizations and of their professional personnel proposed, to include the role of each worker to be involved in the project, and the amount of time each will devote to the project.

The above explanation of the proposed costs/prices must identify the factors upon which the estimate is based and show the arithmetic in reaching the cost figure. The cost proposal shall also include a description of the relationship between your organization and the proposed personnel, including a certification as to whether the individual is a full-time employee, intermittent employee, or a consultant.

B. Required certifications and representations.

C. Applicant shall submit any additional evidence of responsibility deemed necessary for the Agreement Officer to make a determination of responsibility. The information submitted should substantiate that the Applicant:

1. Has adequate financial, management and personnel resources and systems or the ability to obtain such resources as required during the performance of the award.
2. Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, both non-

governmental and governmental.

3. 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.
 4. Has a satisfactory record of integrity and business ethics; and
 5. Is otherwise qualified and eligible to receive an award under applicable laws and regulations (e.g., EEO).
- D. Applicants that have never received a grant, cooperative agreement or contract from the U.S. Government are required to submit a copy of their accounting manual, personnel policies, travel policies, and procurement policies, and audits received for the past three years. If this material has already been submitted to the U.S. Government, the applicant should advise which Federal Agency has a copy.
- E. Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by the USAID/Washington's Office of Acquisition and Assistance (M/OAA, formerly known as M/OP).

E. BRANDING STRATEGY AND MARKING PLAN

It is a federal statutory and regulatory requirement that all USAID programs, projects, activities, public communications, and commodities that USAID partially or fully funds under a USAID grant or cooperative agreement or other assistance award must be marked appropriately overseas with the USAID Identity. See Section 641, Foreign Assistance Act of 1961, as amended; 22CFR 226.94.

Under the regulation, USAID requires the submission of a Branding Strategy and Marking Plan, but only by the “apparent successful applicant,” as defined in the regulation. The apparent successful applicant’s proposed Marking Plan may include a request for approval of one or more exceptions to marking requirements established in 22 CFR 226.91. The Agreement Officer is responsible for evaluating and approving successful applicant, consistent with the provisions “Branding Strategy,” and “Marking of USAID-funded Assistance Awards” contained in AAPD 05-11 and in 22 CFR 226.91. Please note that in contrast to “exceptions” to marking requirements, waivers based on circumstances in the host country must be approved by Mission Directors or other USAID Principal Officers, see 22 CFR 226.91(j).

[END OF SECTION IV]

SECTION V - APPLICATION REVIEW INFORMATION

The following criteria will be used by the technical evaluation committee (TEC) to evaluate the proposal. USAID may reject all applications if they are not deemed sufficiently responsive.

1. Technical Approach (45 points)

The technical approach will be evaluated on the overall merit (clarity, creativity and responsiveness to the objectives set forth in the solicitation) and feasibility of the program approach and strategies proposed to achieve the activity's objectives and results.

- Technical soundness and innovation for strengthening community based organizations. The applicant should demonstrate a good understanding of strengthening NGO organizational capacity/structures, the state of civil society in Guyana, and the opportunities of this work. (20 points)
- Realism of the proposed approach and work-plan. Application must focus on substantive activities; describe the approach to produce the results identified in the Project Description and the organization's capacity and planning to undertake them. (15 points)
- A viable approach to strengthening the partnership between community-based organizations and the Ministry of Health and other line Ministries to ensure the viability of the NGO's role in the national HIV response and reinforce local ownership. Application must demonstrate an appropriate strategy to build-in sustaining mechanisms to maintain programming after the Cooperative Agreement ends. Presentation of a clear and logical implementation plan for making the NGO sector more sustainable and effective, including building partnerships with the Government, donors, and the private sector. (10 points)

2. Key Personnel and Staffing Plan (20 points)

- The proposed Project Manager must possess at least 10 years' experience coordinating and managing community-based projects, especially in the area of governance. Three references should be provided, with full name, title, telephone and email information. Other professional staff must possess facilitation skills. (10 points)
- The overall staffing plan demonstrates the applicant's understanding of key organizational requirements, and provides an appropriate mix of skills to carry out the proposed scope of work and for ensuring high-quality management of an award by the U.S. Government. The proposal should include a plan for seeking technical assistance for strengthening coalition/team building, advocacy and leadership capacity for implementing the proposed objectives. (10 points)

3. Past Performance - 20 points

The applicant's past performance will be evaluated in accordance with ADS 303.3.6.3 based on the following evaluation criteria:

- How well an applicant performed,
- The relevancy of the work performed under the activity,
- Instances of good performance,
- Instances of poor performance,
- Significant achievements,
- Significant problems, and
- Any indications of excellent or exceptional performance in the most critical areas.

In cases where (1) an applicant lacks relevant performance history, (2) information on performance is not available, or (3) an applicant is a member of a class of applicants where there is provision not to rate the class against a sub factor, then the applicant will not be evaluated favorably or unfavorably on performance. The "neutral" rating will be assigned to any applicant lacking relevant performance history. Prior to assigning a "neutral" past performance rating, the Agreement Officer may take into account a broad range of information related to an applicant's performance.

4. Performance Monitoring and Evaluation Plan – 15 points

The draft Performance Monitoring and Evaluation Plan will be evaluated according to the following criteria.

- Extent to which proposed performance benchmarks and results are realistic and robust. Clear description of specific results that will be achieved by the end of three years, the main benchmarks on the way to achieving these results, and how progress will be monitored and measured, including illustrative indicators.

COST EVALUATION

USAID is looking for innovative applications that clearly articulate how limited USAID funds can be best applied for maximum impact and results. The Applicant's cost application will be reviewed for cost reasonableness, allowability and allocability. The cost application will also be reviewed for accuracy and congruity with the activities proposed in the technical application.

AWARD

The technical and cost application will be evaluated by a committee comprised of U.S. Government representatives. Award will be made to the responsible applicant whose application offers the greatest value, cost and other factors considered. The final award decision is made by the Agreement Officer, while considering the recommendations of the TEC.

Authority to obligate the Government: the Agreement Officer is the only individual who may legally commit the U.S. Government to the expenditure of public funds. No costs chargeable to

the proposed Agreement may be incurred before receipt of either an Agreement signed by the Agreement Officer or a specific, written authorization from the Agreement Officer's decision about the 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.

USAID reserves the right to fund any or none of the applications submitted.

[END OF SECTION V]

SECTION VI – AWARD AND ADMINISTRATION INFORMATION

AWARD NOTICES

Notice of Award signed by Agreement Officer is the authorizing document, which shall be transmitted to the individual with the authority to enter agreements on behalf of the Recipient for countersignature to the authorized agent of the successful organization electronically.

A. ROLES AND RESPONSIBILITIES

A. PROJECT MANAGEMENT

The USAID/Barbados and Eastern Caribbean, Guyana Operating Unit AOR is responsible for management oversight of the Cooperative Agreement. The Recipient shall meet at least monthly (via phone call or in person) with the AOR or his/her designee to review the status of project activities, and should be prepared to make periodic, unplanned verbal and written briefings to the Guyana PEPFAR inter-agency team, and staff from the Office of the Global AIDS Coordinator at the Department of State, and staff from the Local Capacity Initiative (LCI) Interagency Headquarters Committee, as appropriate.

The recipient shall facilitate the active involvement of USAID and other interested parties to accomplish activity objectives.

The main activities that USAID will be substantially involved in are:

- a. Review and approve the Annual Work Plan.
- b. Approve specified key personnel.
- c. Agency and recipient collaboration or joint participation:
 - i. Collaborative involvement in selection of advisory committee members, if the program will establish an advisory committee that provides advice to the recipient. USAID may participate as a member of this committee as well. Advisory committees must only deal with programmatic or technical issues and not routine administrative matters.
 - ii. Concurrence on the substantive provisions of sub-awards. 22 CFR 226.25 already requires the recipient to obtain the AO's prior approval for the sub-award, transfer, or contracting out of any work under an award. This is generally limited to approving work by a third party under the agreement. If USAID wishes to reserve any further approval rights for sub-awards or contracts, it must clearly spell out such Agency involvement in the substantial involvement provision of the agreement.
 - iii. Approval of the recipient's monitoring and evaluation plans.

- iv. Monitor to authorize specified kinds of direction or redirection because of interrelationships with other projects. All such activities must be included in the program description, negotiated in the budget, and made part of the award.

B. WORKPLANS AND REPORTING

Activity Reporting

All work under the Award shall be completed, as per the following schedule:

1. Financial Reporting

The Recipient shall submit an original and one copy of financial reports. Financial Reports shall be in keeping with 22 CFR 226 and submitted no later than 45 days after the end of each specified reporting period.

- (1) The recipient must submit the Federal Financial Form (SF-425) on a quarterly basis via electronic format to the Office of the Controller, USAID/Dominican Republic at santodomingoobligationinbox@usaid.gov. The recipient must submit a copy of the Federal Financial Report form at the same time to the Agreement Officer and the Agreement Officer's Representative (AOR).
- (2) The recipient must submit the original and two copies of all final financial reports to the Office of the Controller, USAID/Dominican Republic, the Agreement Officer, and the AOR. Financial Reports shall be in keeping with 22 CFR 226.

2. Program Reporting

The recipient must adhere to the reporting requirements listed below. All reports shall be submitted in English. The exact format for preparation of reports will be jointly determined between the recipient and the Agreement Officer Representative (AOR).

Recipient will meet with the AOR within 7 days of signing of award to discuss format for reports and the reporting schedule. Once the format is defined and the AOR approves it will be used until the end of the first Fiscal Year. Revisions to the format may take place during work plan sessions thereafter each year and changes must be incorporated in successive performance reports. The AOR must approve format changes.

The Recipient will keep the USAID/BEC, Guyana Operating Unit AOR apprised of the technical direction and implementation of project activities. The AOR will be kept apprised of project staff participation in meetings or consultations.

Annual Work Plan and Projected Expenditures

The recipient will submit a final revised work plan for the first year of implementation and projected expenditures broken down by quarter within 45 days of the award. Subsequent year work plans will be due at the beginning of each financial year (FY).

Forty five (45) days after the award, all key personnel will meet with the USAID management team, including the AOR, to review the work plan for the first year of the project.

The annual work plan will be organized by Activity Level and Expected Result Level with corresponding budget and corresponding targets for project indicators.

Monitoring and Evaluation Plan (M&E)/Performance-based Management System (PBMS)

The recipient will submit a revised M&E plan with agreed upon yearly targets within 45 days of the award. The M&E plan should include the proposed strategy for assessing progress towards project milestones, results and targets. The plan will identify the source and frequency of data to ensure USAID has data available for the PEPFAR Semi-Annual Program Report and the Annual Program Report. The plan should also describe how quality and accuracy of data will be guaranteed, and how data will be validated.

Quarterly and Annual Progress Reports

The recipient will provide reports on progress made towards the activity results and on planned activities for next quarter within 30 days after the end of each reporting period. The reports should include a financial report.

The quarterly progress report will include progress against the annual work plan. A quarterly expenditure report with level of effort information is required. Budget categories must correspond with the Program Elements identified for this activity. Targets for activity indicators must be restated from the annual work plan and actuals will be provided. The narrative will address any shortfalls or successes.

Quarterly Accrual Reports must be submitted to the AOR at Guyana Operating Unit of USAID/BEC based upon an agreed format and timeframe.

The Annual Reports will be presented in narrative form. The narrative will address each region individually by Activity and the overall project by Expected Result and Activity. An annual expenditure report with level of effort information is required. Budget categories must correspond with the Program Elements identified for this activity. Targets for activity indicators must be restated from the annual work plan and actuals will be provided. Annual reports should be results oriented against set targets and should discuss any shortcomings and/or difficulties encountered in addition to describing remedial actions.

Recipients of PEPFAR funds must report annually on program expenditures. Specifically, recipients must use the form PEPFAR Program Expenditures (DS-4213 OMB 1405-0208) as a part of completing the PEPFAR Annual Progress Report at the end of each USG fiscal year

(September 30)

3. Final Report

The Recipient must submit the final report to USAID/Dominican Republic Controller's Office, the Agreement Officer, and the AOR and one copy, in electronic (preferred) or paper form of final documents to one of the following:

(a) Via E-mail: docsubmit@dec.cdie.org ;

(b) Via U.S. Postal Service:
Development Experience Clearinghouse,
8403 Colesville Road,
Suite 210 Silver Spring, MD 20910, USA;

(c) Via Fax: (301) 588-7787; or (d) Online:
<http://www.dec.org/index.cfm?fuseaction=docSubmit.home>.

The completion of final report will highlight major successes achieved with reference to established results and targets, outline lessons learned and recommendations for follow-on activities.

The recipient must comply with the regulations that specify that research reports must be sent to USAID/Dominican Republic for submission to USAID Washington.

C. MONITORING AND EVALUATION

The Recipient must include an Activity Monitoring and Evaluation (M&E) Plan that will describe how the project's performance will be monitored. This Plan will be finalized within forty-five (45) days of project start-up. The Activity M&E Plan must include an appropriate set of indicators to accurately measure project outputs and outcomes. The Recipient may draw upon relevant PEPFAR Monitoring, Evaluation and Reporting (MER)

(<http://f.state.sbu/Pages/Indicators.aspx>) indicators and develop custom indicators, as required. Below is a list of illustrative (not comprehensive) set of indicators:

- Analysis of Guyana's policies and laws with respect to discrimination and development of a plan to advocate for more enabling policies completed.
- NGO Coalition legally established.
- NGO Coalition Advocacy Platform developed.
- NGOs assume increasing leadership responsibility in advocacy and policy development over time.
- Number of persons trained (advocacy, leadership and development skills).
- Number of persons trained and who report using a skill or technique from training.

- Role of NGOs in the national HIV Response defined and approved.

For each indicator, the M&E Plan must clearly identify data sources, frequency of data collection, collection methods, the party responsible for data collection, baseline information and annual targets. In addition, the M&E Plan must include a narrative detailing: how data collection, analysis and reporting of performance data will be managed under the project; how gender analysis will be incorporated into the M&E methodology; and how data will be shared and utilized to inform programming. The planned calendar of M&E activities should be presented in a GAANT Chart.

Monitoring of project implementation will be conducted through field visits and participation of the USAID Guyana Health team in project events.

Project status and financial reports will be prepared and submitted to USAID by the implementing organization every quarter. Progress toward achievement of the intended project results will be reported in quarterly, semi-annual and annual reports. The Recipient will directly report performance information to USAID's Health team in Guyana for the entirety of the period.

D. AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code under this award is 937 for the procurement of goods and services.

E. STANDARD PROVISIONS

Standard Provisions for Non-U.S. Nongovernmental Organizations are available at <http://inside.usaid.gov/ADS/300/303mab.pdf>

[END OF SECTION VI]

SECTION VII – AGENCY CONTACTS

Ms. Judy Webb
Regional Agreement Officer
USAID/Dominican Republic
Phone: 809.731.7092
Email: jwebb@usaid.gov

Ms. Claudia Molina
Supervisory Acquisition and Assistance Specialist
USAID/Dominican Republic
Phone: 809.731.7055
Email: cmolina@usaid.gov

[END OF SECTION VII]

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 Government to pay for costs incurred in the preparation and submission of an application. USAID reserves the right to fund or not the application submitted.

[END OF SECTION VIII]

SECTION IX – ATTACHMENTS

1. Pre-Award Certifications, Assurances, and Other Statements of the Recipient and Solicitation Standard Provisions

Certifications, Assurances, Other Statements of the Recipient and Solicitation Standard Provisions

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

Part I – Certifications and Assurances

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

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

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

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

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

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

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

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

(b) If the recipient is an institution of higher education, the Assurances given herein extend to

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

2. Certification Regarding Lobbying

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

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

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

Statement for Loan Guarantees and Loan Insurance

"The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.”

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

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

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

4. Certification Regarding Terrorist Financing, Implementing Executive Order 13224

By signing and submitting this application, the prospective recipient provides the Certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:
 - a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of [Specially Designated Nationals and Blocked Persons](#), which is maintained by the U.S. Treasury’s Office of Foreign Assets Control (OFAC), or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.
 - b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”) [individuals and entities linked to the Taliban, Usama bin Laden, or the Al-Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list

available online at the Committee's Web site:

<http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification -

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

b. "Terrorist act" means -

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site:

<http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources must not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits,

attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it will be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

5. Certification of Recipient

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

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

Request for Application or
Annual Program Statement No. _____

Application No. _____

Date of Application _____

Name of Recipient _____

Typed Name and Title _____

Signature _____

Date _____

Part II – Key Individual Certification Narcotics Offenses and Drug Trafficking

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

Part III – Participant Certification Narcotics Offenses and Drug Trafficking

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

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

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

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

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

Signature: _____

Name: _____

Date: _____

Address: _____

Date of Birth: _____

NOTICE:

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

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

Part IV – Survey on Ensuring Equal Opportunity for Applicants

Survey on Ensuring Equal Opportunity for Applicants

Part V – Other Statements of Recipient

1. Authorized Individuals

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

Name	Title	Telephone No.	Facsimile No.

2. Taxpayer Identification Number (TIN)

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

TIN: _____

3. Data Universal Numbering System (DUNS) Number

(a) Unless otherwise specified in the solicitation using an applicable exemption, in the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.
- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.

- (7) Number of people employed by the recipient.
- (8) Company affiliation.

(c) Recipients located outside the United States may e-mail Dun and Bradstreet at globalinfo@dbisma.com to obtain the location and phone number of the local Dun and Bradstreet Information Services office.

The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: _____

4. Letter of Credit (LOC) Number

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

LOC: _____

5. Procurement Information

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

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

\$ _____

(c) Nonexpendable Property. If the recipient plans to purchase nonexpendable equipment which would require the approval of the Agreement Officer, indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. Nonexpendable equipment for which the Agreement Officer's approval to purchase is required is any article of nonexpendable tangible personal property charged directly to the grant, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

TYPE/DESCRIPTION (Generic)	_____
QUANTITY	_____
ESTIMATED UNIT COST	_____

(d) Source If the recipient plans to purchase any goods/commodities which are not in

accordance with the Standard Provision “USAID Eligibility Rules for Procurement of Commodities and Services,” indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source. “Source” means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located in the cooperating country at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received, “source” means the country from which the commodity was shipped to the free port or bonded warehouse. Additionally, “available for purchase” includes “offered for sale at the time of purchase” if the commodity is listed in a vendor’s catalog or other statement of inventory, kept as part of the vendor’s customary business practices and regularly offered for sale, even if the commodities are not physically on the vendors’ shelves or even in the source country at the time of the order. In such cases, the recipient must document that the commodity was listed in the vendor’s catalog or other statement of inventory; that the vendor has a regular and customary business practice of selling the commodity through “just in time” or other similar inventory practices; and the recipient did not engage the vendor to list the commodity in its catalog or other statement of inventory just to fulfill the recipient’s request for the commodity.

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

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

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

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

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

6. Past Performance References

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

7. Type of Organization

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

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

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

8. Estimated Costs of Communications Products

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

Part VI – Standard Provisions for Solicitations

1. 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:

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

The intended name of the program, project, or activity.

USAID prefers to have the "USAID Identity," comprised of the USAID logo and landmark, with the tagline "from the American people" as found on the USAID Web site at transition.usaid.gov/branding, included as part of the program or project name.

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.

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

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.

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.

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

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

Describe the main program message.

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

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.”

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

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

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.

e. The Agreement Officer will consider the Branding Strategy's adequacy in the award criteria. The Branding Strategy 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.

f. 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 PROVISION)

2. 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://transition.usaid.gov/branding>.

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:

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:

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

Technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;

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

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

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.

A table on the program deliverables with the following details:

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

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

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

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

The rationale for not marking program deliverables.

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:

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 Strategic 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.

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.

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.

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

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

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.

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 in the award criteria, and will approve and 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 PROVISION)

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

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

Must 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) Must 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 Standard Provision “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 PROVISION)

[END OF SECTION IX]