



Issue Date: July 25, 2019
Deadline for Questions: August 8, 2019 at 16:00 Burundi Local Time
Pre-Application Conference: August 15, 2019 at 10:00 a.m. Burundi Local Time
Closing Date: September 10, 2019
Closing Time: 16:00 Burundi Local Time

Subject: Notice of Funding Opportunity (NOFO) Number: 72069519RFA00002

Program Title: **WIYIZIRE (Come here, we will support you) Health Activity**

Catalog of Federal Domestic Assistance (CFDA) Number: 98.001

Dear Prospective Applicants:

The United States Agency for International Development (USAID) in Burundi (USAID/Burundi) is seeking applications for a Fixed Amount Award (FAA)¹, from eligible and qualified entities to implement WIYIZIRE (Come here, we will support you), an Orphans and Vulnerable Children (OVC) Health program in Burundi as further described in Section A of this NOFO. **Eligibility for this award is restricted to local entities.** See Section C of this NOFO for eligibility requirements.

USAID/Burundi intends to make an award to the applicant(s) who best meets the objectives of this funding opportunity based on the merit review criteria contained in Section E.2 of this NOFO subject to a risk assessment in accordance with ADS303.3.25.a.5. Eligible parties interested in submitting an application are encouraged to read this NOFO thoroughly to understand the type of program sought, application submission requirements and selection process

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

USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier and System for Award Management (SAM) requirements detailed in Section D.3.4. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process.

Please send any questions to the point(s) of contact identified in Section D. The deadline for questions is shown above. Questions received by the deadline will be responded to during the pre-application conference (see below).

¹ A fixed amount award is a type of assistance award where USAID provides a specific level of support and where payment is not based upon the actual costs incurred by the recipient. Accountability is based primarily on performance and results

USAID/Burundi is planning to hold a pre-application conference in Bujumbura, Burundi scheduled for July 31, 2019 starting at 10:00 a.m. The specific time and venue in Bujumbura will be provided to registered attendees. This pre-application conference is for informational purposes only. At the conclusion of a presentation, attendees will have the opportunity to ask additional questions. The presentation and all questions and answers will be provided to potential applicants through an amendment to this NOFO posted to www.grants.gov and on the official US Embassy Bujumbura website. Interested eligible organizations are requested to confirm their attendance by registering on the dedicated Google form at the following link no later than July 26, 2019:
<https://mail.google.com/mail/u/0/#inbox/WhetKJVRNJIgNbHCKxMQmDlkZFZbwRIKOMOpwwSqrSvbXfstWhLHOVBWfZxsDkVRgdnKJb>.

Please contact Lionel Niyondiko at lniyondiko@usaid.gov should you encounter any difficulties registering at the above link. For registration, you must provide the name of your organization, attendees and contact details, to include phone numbers and email addresses. Due to space limitations, attendance is limited to two persons per organization.

Applicants should retain a copy of their application, and any attachments thereto, for their records.

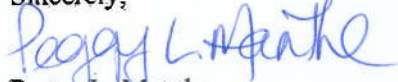
For the purposes of this NOFO the term "Grant" is synonymous with "Award" or "Fixed Amount Award"; "Grantee" is synonymous with "Recipient".

Oral explanations or instructions given before the award will not be binding. All written changes to the NOFO, if any, will be made through an amendment(s) to the NOFO published on Grants.gov and the official US Embassy Bujumbura website.

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

Thank you for your interest in USAID Programs.

Sincerely,



Peggy L. Manthe
Agreement Officer

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SECTION A: PROGRAM DESCRIPTION

A.1. Objectives

WIYIZIRE (“come here, we will support you”) has the primary goal of reducing and mitigating orphans’ and vulnerable children’s (OVC) human immunodeficiency virus (HIV) risk, supporting case-finding of HIV-positive OVC, and strengthening linkages with clinical HIV services, with a focus on prevention of sexual violence and new HIV infections. Achievement of the activity goal will require a multipronged approach to increase access to and use of HIV and health services, increase access to HIV and violence prevention interventions, and improve school progression and economic stability for vulnerable children and their households.

The activity aims to close programming gaps in case-finding of HIV-positive children and improve their linkage to treatment and viral load suppression; improve their safety by preventing and responding to gender-based violence (GBV) with a focus on girls and boys ages 9-14 years old who are more vulnerable and at higher risk for GBV; and support their families’ socio-economic capacity to provide for children’s needs so they can stay in school and perform better in life. Furthermore, this activity will expand USAID’s geographic reach with OVC programming and double the current target from 10,000 to 20,000 OVC supported over a three-year period.

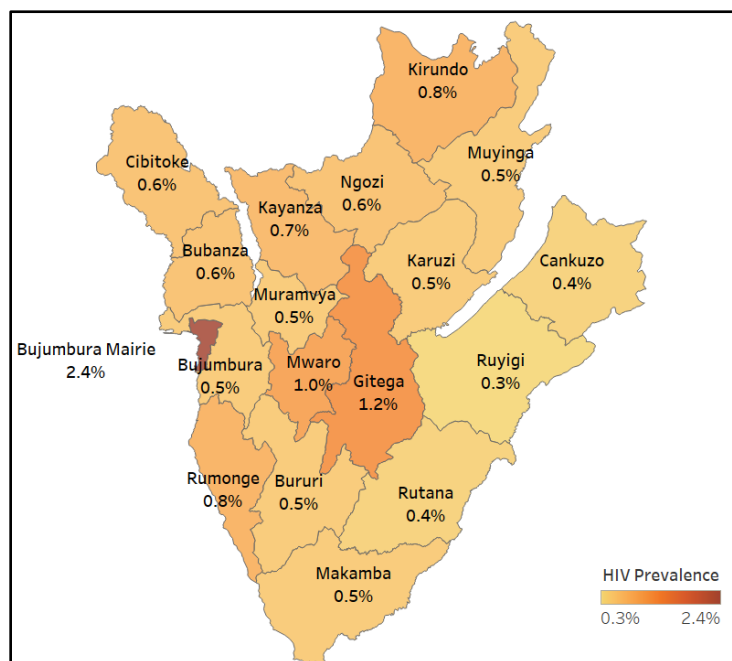
A.2. Background

A.2.1 Country Context

A.2.1.1 Overview of HIV/AIDS in Burundi

According to 2019 UNAIDS Spectrum modeling, the HIV prevalence rate is 0.7 percent. Among adults over age 15, this figure is 1.2 percent, and prevalence rates vary according to the age group. The most affected age groups are 40-49 years old among both men and women; these age groups have a prevalence rate of 3.1 percent. Those between 30 and 39 years have a prevalence of 1.3 percent, and 20-29 year olds a prevalence of 0.6 percent. Overall, there is a trend towards urbanization (2.4 percent in Bujumbura Mairie versus 0.5 percent in Bujumbura Rural) and feminization of the epidemic (0.9 percent in women versus 0.6 percent in men). Geographic analysis of Spectrum data shows higher prevalence in provinces traversed by major international transport routes and with large key population hotspots. This suggests a key populations-driven epidemic and the need to target key populations, as well as other vulnerable and hard-to-reach populations, including vulnerable children and adolescents, and children of key populations. Migratory patterns across different regions of the country have an effect on both short and longer term retention rates as well as prevalence data. Anecdotal reports suggest that as many as 3,000 HIV clients have been displaced, and could be a major factor contributing to the lower > 24 months retention rates.

Figure 1: HIV Prevalence by province, all ages



Source: Spectrum 2019

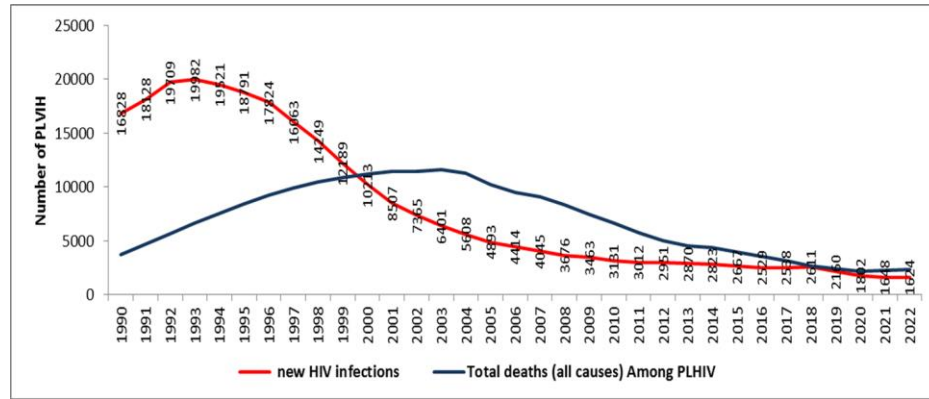
There is no recent data on key populations, which includes female sex workers (FSW), men who have sex with men (MSM), people who inject drugs (PWID), and transgender (TG) populations. The 2013 PLACE Study estimated that there are 51,482 FSW in Burundi, with a prevalence rate of 21.3 percent. The study estimated a 3.8 percent prevalence rate among their clients and 5.2 percent for their partners. The same study estimated 9,346 MSM with an HIV prevalence rate of 4.8 percent. A 2017 study, funded by the Global Fund to Fight AIDS, Tuberculosis, and Malaria (GFATM), through the Kenya AIDS NGOs Consortium (KANCO), on injection drug users (IDUs) in Bujumbura Mairie shows an HIV prevalence of 10.2 percent, in a population of 127 responding IDUs.

HIV/AIDS remains one of the leading causes of death in Burundi. Led by the *Programme Nationale de la Lutte contre le SIDA* (PNLS), the HIV response in Burundi has made remarkable progress over the past five years and the country is poised to achieve sustained epidemic control in fiscal years 2020-2021 (Figure 2, Trend of New Infections and All-Cause Mortality Among People Living with HIV (PLHIV)). PEPFAR defines national HIV epidemic control as “the point at which the total number of new infections falls below the total number of deaths from all causes among HIV-infected individuals, with both declining.” In this model, emphasis is placed on optimizing programs and systems investments to support, achieve, and sustain epidemic control.

The President’s Emergency Plan for AIDS Relief (PEPFAR) program and its key partner, the GFATM, are realigning and harmonizing investments to strengthen Burundi’s HIV response by closing known gaps, maintaining achievements, and rapidly transferring best practices to the PNLS through a program model of targeted and tailored technical assistance to achieve and sustain epidemic control.

Source: PEPFAR Country Operational Plan Guidance

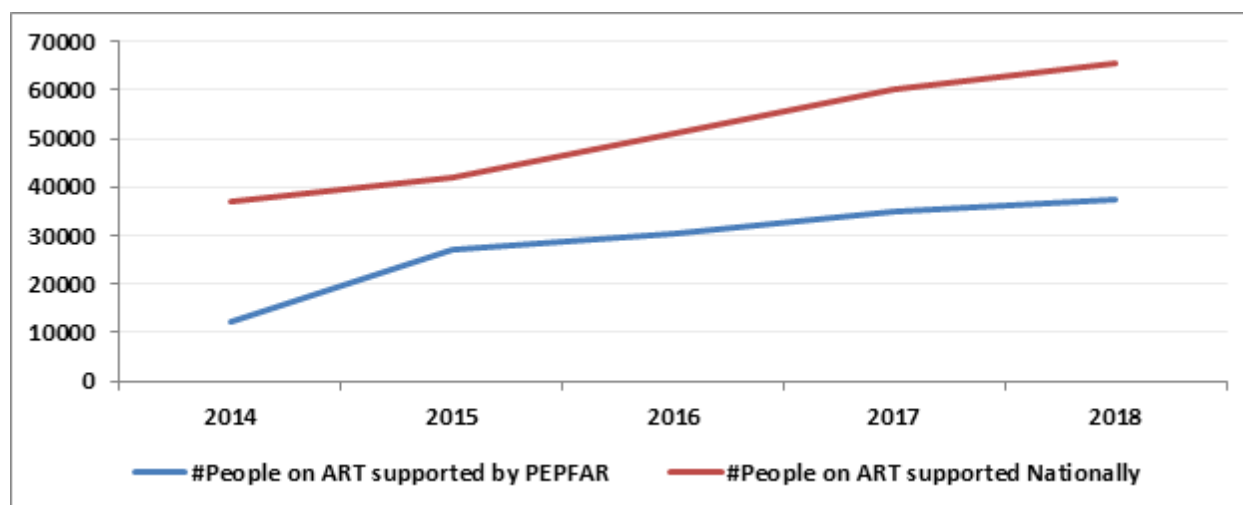
Figure 2: Trend of New Infections and All-Cause Mortality Among PLHIV in Burundi



The Government of Burundi (GOB) and PEPFAR have partnered closely in the fight against HIV/AIDS. To accelerate progress towards epidemic control, the GOB has implemented significant clinical guidelines reforms that align the country's HIV response with World Health Organization (WHO) clinical standards and recommendations for a data-driven HIV response that maximizes epidemiological impact. Specifically, in 2019, the GOB updated to the National Testing Strategy to optimize case-finding and prioritize index testing and self-testing, reducing the overall number of tests performed nationally and refocusing efforts on case-finding, retention on treatment, and viral load (VL) access and suppression. PBF indicators have also been aligned to the new testing strategies.

Burundi has also made substantial progress in increasing antiretroviral therapy (ART) coverage. (Figure 3: National and PEPFAR Trend for Individuals currently on Treatment). At the end of 2018, according to the National AIDS Control Program (NACP), 81 percent of the estimated 80,000 PLHIV in Burundi were on ART. However, despite the GOB's continued effort, the overall ART coverage rate remains low and there is a Pediatric ART coverage gap.

Figure 3: National and PEPFAR Trend for Individuals currently on Treatment



Source: NACP and FHI360 Reports

VL testing is still currently not widely available in-country outside of PEPFAR-supported provinces. As PEPFAR and the GFATM realign their programs in Burundi, measuring viral suppression will become an increasingly important measure of epidemic control, and it will require nationwide implementation of routine VL testing.

Other, persistent programmatic challenges to achieving sustained epidemic control remain optimizing services for key populations, case-finding, linking, and retaining adult men, children and adolescent case-finding performances, as well as the effective rollout of Tuberculosis (TB) preventive therapy.

PEPFAR/Burundi programs and technical solutions are population, age, and gender specific, with the goal of accelerating case-finding, strengthening retention nationally, and closing the VL access and suppression gaps. Interventions target the continuum of the HIV patient's journey, from community level to the facility and back to ensure high quality services throughout the patient's experience and to meet the needs of all populations, especially key populations (KP), AGYW, and OVC. To accelerate achievement of the first 95 (percent of HIV positive individuals who know their status), the PEPFAR/Burundi program is focused on case-finding through highly-targeted testing strategies. To strengthen and sustain achievements in the second 95 (percent of HIV positive individuals who know their status who are enrolled in ART), PEPFAR/Burundi is accelerating the implementation of test-and-start while strengthening community linkages and retention on treatment. To rapidly advance achievement of the third 95 (percent of HIV positive individuals on treatment who are virally suppressed), PEPFAR/Burundi focuses on improving VL access, VL demand creation and results uptake, and strengthening VL testing capacity at all levels of the system.

A.2.1.2 HIV/AIDS and OVC

More than half of the population of Burundi (54.3 percent) are under the age of 18, 44.1 percent are under the age of 15, and 7.6 percent are orphans². There are no recent and consistent data on the size of the OVC population and the available data vary according to the source. Unlike other countries in the region, Burundi has not conducted a comprehensive situation assessment that includes OVC populations, and size estimations come from imperfect modeling exercises. Insights into the nature, vulnerabilities, and needs of OVC in Burundi come from population surveillance activities and other special studies.

The 2016 State of the World's Children Report that contains the latest UNICEF update (2014) of the comprehensive statistics on child well-being reported that the number of orphans in Burundi is estimated at 580,000 of whom 77,000 are orphaned by HIV/AIDS³.

Prior to that, different sources have shown higher numbers. In 2004, a joint World Bank and UNICEF research through the Understanding Children's Work (UCW) Project reported 237,000 children under the age of 15 years as orphaned due to AIDS. The national policy for orphans and vulnerable children (2008) reported 650,000 OVC 0-16 years old in 2008 among which 37 percent were HIV affected representing 240,000 children orphaned by HIV. UNICEF reported supporting over one million OVC in Burundi in 2017.⁴ Due to conflict (2015 political crisis), increasing poverty, and an increase in infectious diseases and HIV, it is anticipated that the number of OVC has increased significantly in recent years. Orphans and vulnerable children have an increased risk of neglect, abuse, malnutrition, poverty, illness and discrimination, dropping out of school, and, as they get older, they are more vulnerable to HIV infection. It is well documented that both girls and boys between the age of 9 and 14 are likely to be victims of sexual abuse. Girls have a higher risk of violence and HIV, and being orphaned increases their vulnerability. It is estimated that 69,000 children of primary school age are out of school and most of them are presumably orphans and vulnerable children⁵. The level of malnutrition in Burundi is high, at 56% among children as reported by the 2016 DHS. OVC face a greater risk of malnutrition as they are more likely to be neglected by caregivers or live by themselves. Malnutrition affects OVC health and education, as well as ART adherence by HIV-positive children and their caregivers living in extreme poverty.

A.2.1.3 HIV/AIDS, Gender Norms, and Gender-Based Violence

The gender based violence (GBV) data from the Burundi DHS 2016⁶ show that 36 percent of women and 32% of men between the ages of 15 to 49 have experienced physical violence since the age of 15. For

² Burundi 2008 Population Census

(https://www.usaid.gov/sites/default/files/documents/1866/2008%20Burundi%20Population%20Census_Summary%20of%20Final%20Results.pdf)

³ The State of the World's Children 2016 statistical tables by UNICEF: <https://data.unicef.org/resources/state-worlds-children-2016-statistical-tables/>

⁴ UNICEF ANNUAL REPORT for Burundi 2017: https://www.unicef.org/about/annualreport/files/Burundi_2017_COAR.pdf

⁵ The 2016 State of the World's Children Report by UNICEF: <https://data.unicef.org/resources/state-worlds-children-2016-statistical-tables/>

⁶ <https://dhsprogram.com/pubs/pdf/SR247/SR247.pdf>

nearly six women out of ten (57 percent), the perpetrator of these acts was their current husband or partner. Almost a quarter of women aged from 15 to 49 reported having experienced sexual violence at some point in their lives (23 percent) and 13 percent experienced sexual violence in the past 12 months. Violence against women is strongly related to a larger context of gender inequality in Burundi, and has resulted in a steady feminization of the HIV epidemic regardless of age. Harmful gender norms and inequalities increase women's and girls' vulnerability to HIV due to multiple factors, including limited ability to negotiate the timing and circumstances of sex, including condom use to protect against HIV and other sexually transmitted infections (STIs); engagement in transactional sex; and curtailed ability to test, disclose, and access treatment due to fear of violence and abandonment. Violence impacts not only adherence to biomedical prevention interventions, but also to ART adherence and the ability to achieve viral suppression. Exposure to GBV, particularly intimate partner violence (IPV), is associated with lower ART use, a 50% reduction in self-reported ART adherence, and significantly worsened viral suppression among women.⁷

PEPFAR and USAID policies and strategies emphasize the importance of integrating gender considerations into HIV programming to improve health outcomes. The PEPFAR Gender Strategy outlines key technical priorities and approaches for implementing gender and GBV considerations into HIV prevention, care, and treatment programming, including addressing harmful gender norms and inequities; overcoming gender-specific barriers to prevention, care, and treatment interventions; and preventing and responding to GBV.

A.2.1.4 Political, social, religious and cultural determinants of health in Burundi context

Several political, economic, religious, social and cultural factors contribute to poor health in Burundi. Civil unrest over the past decade has led to increased mobility internally and externally. Restricted movements and general insecurity have affected access to diagnosis and service provision, and adherence to treatment. Economic hardship reduces the ability to engage in healthy behaviors as household priorities change to adapt. Religious beliefs influence demand for services, such as family planning (FP) traditions within the Catholic Church, which dominates in Burundi. Social and cultural norms and values increase risk of GBV and choices in family size, age of pregnancy, and child spacing while decreasing willingness to deliver in a health facility. Infant feeding practices are also highly influenced by cultural and societal norms.

A.2.1.5 Health Sector

The Burundi Health Sector comprises a diverse group of entities providing healthcare to Burundians and includes the GOB, faith based organizations (FBOs), and private practitioners who provide curative and preventive health services. Other key players are health insurance companies, private pharmacies, organizations involved in supply chain management, regulatory bodies, water and sanitation programs, private sector communication companies, civil society organizations (CSOs) and bodies that provide pre-service training for health care workers and support staff.

The National Health Development Plan (NHDP) guides the implementation of interventions and decision-making through the Health Sector Steering Committee, comprising key stakeholders in the health care

⁷ Hatcher, A. et. al. *Intimate partner violence and engagement in HIV care and treatment among women: a systematic review and meta-analysis*. *AIDS*. 2015, 29:000–000.

delivery system. PEPFAR/Burundi collaborates closely with the NACP to provide targeted and tailored technical assistance to achieve and sustain HIV epidemic control and to increase the national program's ownership of the HIV response.

The Ministry of Public Health and Fight Against AIDS (MSPLS) consists of both vertical (primarily donor funded) programs and cross cutting departments. The key programs and departments within the MSPLS that USAID collaborates with include HIV/AIDS/TB (PNLS & *Programme National de Lutte contre la Tuberculose* (PNLT)), reproductive health (*Programme National de la Santé de la Reproduction* (PNSR)), nutrition (*Programme National de l'Alimentation et la Nutrition* (Pronanut)), and health information systems (*Système National d'Information Sanitaire* (DSNIS)). Provincial and district level bodies are responsible for the provision of services delivered at the hospital, health center, and community level.

The Burundi MSPLS, with support from financial and implementing donors, introduced an Essential Health Care Package (EHCP) in 2005. The Burundi EHCP is intended to improve access to curative services for 80% of the most common diseases and conditions attending the primary health care facilities, and a range of preventive services targeting women and children under five years of age. HIV services are provided for free to patients who have a Medical Security Card.

A.3. Problem Statement

Addressing OVC issues and improving their outcomes is an important part of USAID/Burundi HIV programming. OVC programs aim to reduce the risk of violence and HIV, identify those who are HIV positive and link them to treatment, support ART adherence and retention, support OVC to progress in school, and improve the economic stability of OVC and their caregivers. This comprehensive package of services, centered around household-based case management is a unique model to address the vulnerability of OVC. There are other partners supporting OVC in Burundi such as SOS, UNICEF, FVS, and Orphans AID. Those partners often support one or more components of the OVC package but do not offer a comprehensive program similar to the USAID OVC model. Additionally, HIV and violence prevention are not addressed in other OVC models. USAID/Burundi first incorporated OVC programming into its Integrated Health Project of Burundi (IHPB) and later transitioned to focus on AGYW (10-18 years old) with Youth Power Action in the province of Kayanza. PEPFAR/Burundi's strategic shift to identify the missing HIV-positive children and improve the clinical cascade for children <18 years led USAID/Burundi to expand the program in high HIV burden provinces including Bujumbura Mairie, Bujumbura Rural and Gitega in 2018.

WIYIZIRE will address gaps in the current OVC program, including finding HIV positive children and linking them to treatment, and providing adherence support to improve viral suppression. In addition, current programming does not include boys or children under 10 years. A comprehensive program that includes boys and girls aged 0-17 will help address gaps such as primary prevention of violence and HIV for boys and girls aged 9-14, and will help them to remain in school and improve their school progression.

In Burundi, the three 90s are the lowest among children: only 60 percent of children know their status, 60 percent of those children are on ART, and 75 percent of children on ART are virally suppressed. USAID/Burundi must address the gaps identified above in order to improve OVC outcomes and meet PEPFAR's goal of 90-90-90. USAID/Burundi has designed a new, comprehensive OVC activity that will

build on previous experience to address these gaps and scale up OVC interventions in additional high HIV burden provinces to reach more OVC, including both boys and girls aged 0-17.

A.4. Linkages to USAID existing activities, National strategies and other Development Partners

The Recipient will implement the OVC Activity in coordination with the below existing activities.

A.4.1 Link to Integrated Country Strategy and Project Appraisal Document

The U.S. Embassy Bujumbura developed a three year Integrated Country Strategy (ICS) for 2018-2021 that identified the Embassy's policy and program priorities, regarding the following Mission Objectives: 1) *Address underlying drivers of conflict that make Burundi vulnerable to instability, including lack of economic opportunity as well as social divisions, governance and human rights challenges;* 2) *Advance a level of sustainable development that places Burundi on the path to self-reliance while continuing to address its people's urgent humanitarian needs;* and 3) *Develop Burundi's capacity to contribute to peace and security in the Great Lakes region and East Africa.*

The OVC Activity will contribute to Mission Objective 2, Sub-Objective 2.2: *The health of Burundians and refugees is improved as Burundi's health system makes demonstrable and measurable progress towards self-reliance.* The ability to build a self-reliant and prosperous society depends on improving the health and nutrition status of Burundians, especially women, children, and infants, while supporting local partners to implement programs directly.

The OVC Activity is aligned with USAID/Burundi's Health Project Appraisal Document (PAD) approved in 2016 and amended in 2019. The purpose of the Health Project is to improve the health of Burundians, especially of women, children, and infants. The OVC Activity's objective is aligned with this purpose, as well as with the Project's three sub-purposes: 1) increased adoption of positive health behaviors; 2) increased access to quality essential health services; 3) decision-making based on analytical data increased. The OVC Activity's interventions contribute directly and indirectly to progress towards the Health Projects' intermediate results (IR) under each sub-purpose.

A.4.2 Relationship to other USG programs

In addition to collaboration with PEPFAR and health program partners, opportunities for synergy with other USAID technical areas are expected, given the focus of OVC programming on marginalized populations and socioeconomic strengthening. Where opportunities for synergy emerge, the OVC Activity should actively coordinate with other USAID partners to tackle the complex problems confronting beneficiaries of mutual interest. The Recipient will implement in collaboration with the following activities within the USAID/Burundi Health Portfolio:

Global Health Supply Chain - Procurement, Supply and Management (GHSC-PSM) provides support to the supply chain management system in Burundi for malaria, HIV, and FP commodities. Commodities are procured through this mechanism (National coverage).

Linkages across the Continuum of HIV Services for Key Populations Affected by HIV (LINKAGES), Reaching an Aids-Free Generation (RAFG), and Site Improvement Monitoring Systems (SIMS)

contractors are PEPFAR funded activities that provide support to reaching the three 95s (HIV awareness, linking to treatment, and VL suppression). The OVC Activity will collaborate closely with these and other PEPFAR projects to maximize efficiencies and ensure coordination of services and referrals between projects.

A.4.3 Relationship to other financial donors and Development Partners

The Recipient should collaborate with and leverage existing support provided through other related donor activities in Burundi to enhance the sustainability and cost effectiveness of the OVC Activity.

The GFATM and PEPFAR remain the major contributors to Burundi's HIV response covering 93% of the country's HIV program costs in 2019. The GFATM continues to be the largest procurer of HIV-related commodities (including ARVs and non-ARV drugs, condoms, rapid test kits, reagents, and supplies). The PEPFAR program will complement the procurement of commodities and will continue to provide technical assistance to high-volume sites in supply chain management.

The GFATM and PEPFAR remain the primary providers of outreach prevention, and support for key and priority populations. Close alignment of technical priorities between PEPFAR and the GFATM necessitate continuous collaborative planning and debriefing between the GFATM, the GOB, and PEPFAR to ensure coordination on key program areas: commodity quantification and procurement of optimized ARV regimens, lab strengthening, improved national information systems, and community engagement. The GOB contribution has increased modestly during the last years (from \$1.8 million to \$2 million), though its budget covers only ARVs and the NACP's operating costs. The GOB has increased domestic investment by engaging the private sector, Burundian citizens, and expatriates to contribute to the National AIDS Fund and by leveraging existing resources at provincial and national levels. The National AIDS Council, in partnership with UNAIDS, is developing a resource mobilization plan.

A.5. Development hypothesis

If USAID introduces strategies to find HIV positives among orphans and vulnerable children, links them to treatment, supports them with their caregivers to take responsibility for their HIV status and adhere to ARV treatment and protect them against gender based violence and discrimination, then their health outcomes will improve, their school retention and performance will improve, and they are more likely to live a normal life.

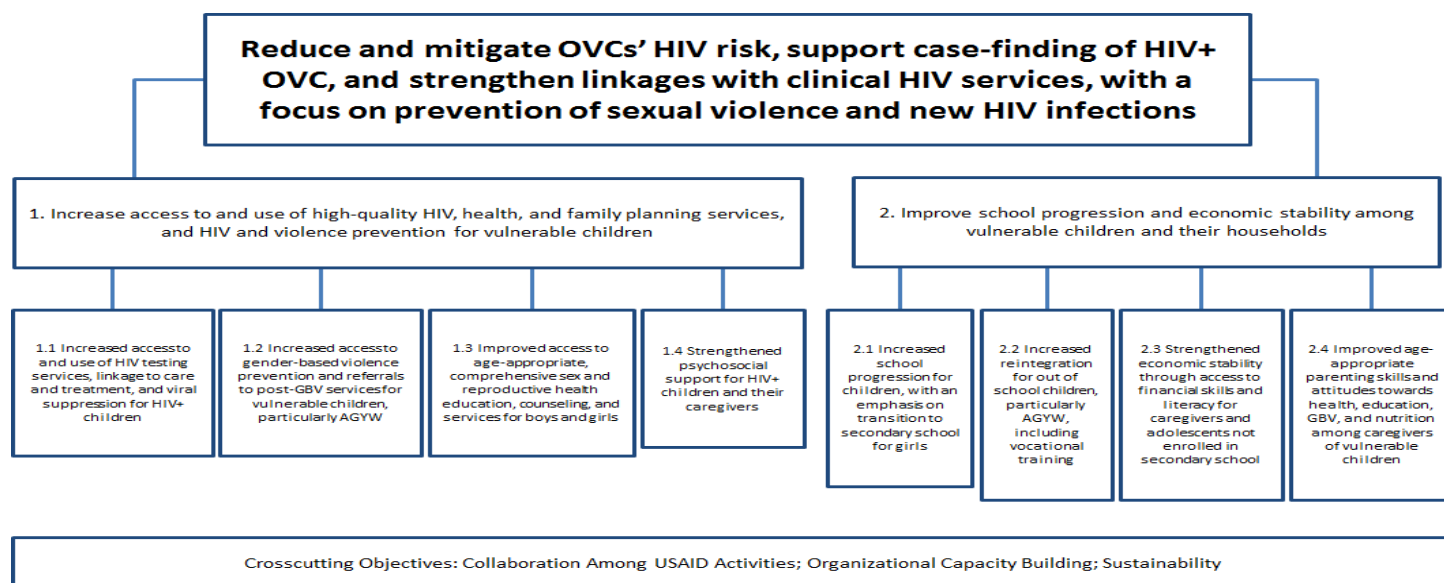
If USAID invests in improving the socio-economic status and building the assets of OVC's caregivers while supporting OVC to perform and stay in school and giving them the knowledge and skills they need to prevent HIV, GBV and unwanted pregnancies as well as access to health care services, then their vulnerabilities to HIV will be reduced and they are more likely to live healthy in a safe environment.

A.6. Results and Goals

The primary goal of WIYIZIRE is to reduce and mitigate OVC HIV risk, support case-finding of HIV-positive OVC, and strengthen linkages with clinical HIV services, with a focus on prevention of sexual violence and new HIV infections. Achievement of this goal will require a multipronged approach to increase access to and use of HIV and health services, increase access to HIV and violence prevention interventions, and improve school progression and economic stability for vulnerable children and their

households. OVC, particularly HIV-positive children and AGYW, and their families will receive a comprehensive package of services, including referrals to appropriate services, through a case management approach. The overall goal, purpose, and results are illustrated in the OVC Activity results framework below (Figure 4):

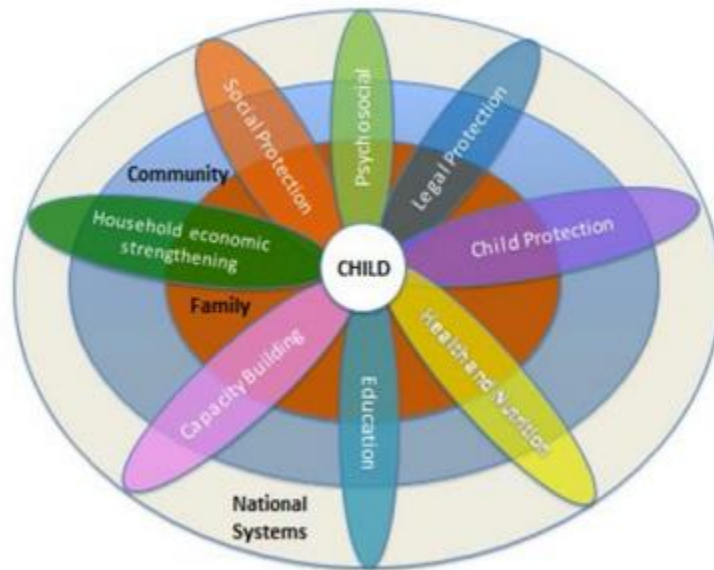
Figure 4: WIYIZIRE Results Framework



Conceptual Framework

Figure 5 below depicts the PEPFAR “ecosystem” for OVC support, illustrating the role of the national, community, and family systems in providing critical services and support to assure the well-being of HIV-impacted OVC. This frame of reference is critical to guiding interventions under this activity, including the comprehensive suite of seven services that OVC programs normally provide either directly, or through referrals and linkages with existing service providers (the eighth – capacity building – is for all system actors). Given the presence of other ongoing PEPFAR and donor-funded activities in target regions, it is expected that this activity will primarily refer OVC beneficiaries to existing services for HIV counseling and testing, ART, age-appropriate sexual and reproductive health (SRH) education, therapeutic foods (nutrition) for malnourished children, and economic strengthening activities. Other services may also be available in targeted regions, and to avoid unnecessary duplication and expense, the implementer will be expected to map availability of services and link/refer beneficiaries to these alternative service providers whenever feasible.

Figure 5: OVC Conceptual Framework



*Note that National Systems include systems at the National, Provincial, and Community levels

A.7. General Activity Parameters

A.7.1 Target beneficiaries

USAID/Burundi has identified a number of priority populations based on epidemiological and contextual considerations. OVC are among those most affected by the HIV epidemic. Their families and caregivers are a focus for building resilience and providing a safe and secure foundation for positive education and health outcomes. The relationship of parents to their children has been shown to be a critical factor in lowering risky sexual behavior. Young women aged 18-29 have very high incidence of HIV, and AGYW overall experience high rates of SGBV.

The Activity will prioritize the following target populations:

- Children living with HIV
- Adolescent girls aged 10-17
- Orphans and vulnerable children aged 0-17
- Adolescent girls and boys aged 9-14
- Children and adolescents who have lost one or both parents
- Children whose caregivers are living with HIV
- Children of female sex workers
- Children who have been neglected or abused
- HIV exposed infants
- Caregivers and families

These categories are not exhaustive and frequently overlap. The Applicant will be required to demonstrate how to identify and reach out to these priority target populations.

A.7.2 Geographic Focus

WIYIZIRE will work in seven provinces with the highest HIV prevalence (Bujumbura Marie, Bujumbura Rural, Gitega, Kayanza, Kirundo, Makamba, and Rumonge). However, the Activity may adapt its geographic focus outside of these provinces as the need arises in consultation with USAID and upon review of program and epidemiological data. The Recipient will need to be prepared to transfer beneficiaries from current implementers of OVC activities in a way that will minimize disruption of services to OVC and AGYW currently receiving services. The Recipient will be expected to review demographic, socioeconomic, and health data to prioritize communities with greatest need.

A.7.3 Cross-cutting themes

A.7.3.1 Sustainability

The sustainability and long-term success of development assistance ultimately requires local ownership and strong local systems and institutions capable of producing sustainable development outcomes at the regional, national, sub-national, and/or community levels, as appropriate. The OVC Activity will collaborate with other PEPFAR-funded IPs and projects (LINKAGES, RAFG, and others) to establish linkages among clinical partners, their community-based organization (CBO) partners and CBOs working with the program. Innovative local partnerships, cost-efficient partnerships with local CBOs that are embedded in communities and/or working with the target populations are strongly encouraged. Where capacity of local partners needs strengthening, WIYIZIRE will sensitize local structures and civil society partners to USAID's new Journey to Self-Reliance and PEPFAR's new graduation approach. The graduation approach ensures that households increase in resilience and progress towards achievement of individualized case plans, and that PEPFAR resources are efficiently used to support a greater number of the most in-need OVC households. Efforts should be made to actively engage the private sector in line with USAID's new Private Sector Engagement policy.⁸

A.7.3.2 Local Partner Capacity Building

To sustain epidemic control, PEPFAR supports the full range of HIV prevention and treatment services owned and operated by local institutions, and community-based and community-led organizations. The intent of awarding to local organizations is to strengthen the delivery of direct HIV services, along with non-direct services provided at the site level, and establish sufficient capacity and durability of these local organizations to ensure successful, long-term, local partner engagement and impact. Therefore, USAID Burundi's transition to local organizations aims to contribute to the global PEPFAR goal to transition 70 percent of funding to local organization by the end of 2020 to build local capacity and to increase program sustainability.

The local capacity building agenda will include 1) the concept of learning by doing through direct management of grants including contractual, technical (planning, implementation, monitoring and

⁸ https://www.usaid.gov/sites/default/files/documents/1865/USAIDPSEPolicy_ExecutiveSummary.pdf

evaluation and reporting), organizational and fiduciary direct engagement with USAID; 2) Technical Assistance (TA) from a USAID field support mechanism, “Accelerating Support to Advanced Local Partners” (ASAP), to strengthen the organizational capacity of the local organization Recipient by establishing financial management procedures and systems, leadership and management competencies, training and coaching, ensuring sound internal controls are in place, and familiarizing the Recipient with USG/USAID regulations and ensuring full compliance; 3) on an as-needed basis, the engagement of a field support mechanism, “Reaching Pregnant Breastfeeding Women, Children, and Youth” (RCAY), for up to six months to build the technical capacity of the local organization. Additionally, the Youth Power Action (YPA) Activity currently implementing USAID OVC programming will develop a transition plan to share any relevant information and lessons learned to ensure continuity of services to OVC.

A.7.3.4 Data, Analytics and Site Level Monitoring

PEPFAR and USAID programs are data-driven and performance-based, meaning that programmatic and management decisions are made based upon regular and routine data analysis and documentation of results. High quality data, strong data management, and the development of analytics to generate evidence for program management and improvement, are essential components of WIYIZIRE to ensure that interventions are reaching the right people in the right place at the right time. Approaches should be informed by evidence, epidemic realities, and contribute to epidemic control. The activity will need to utilize evidence-based interventions, including curricula and tools that have been tested and validated within Eastern and Southern Africa. Applications must demonstrate the proven efficacy and evidence as to how the proposed interventions are able to address the key challenges OVC, AGYW, and their caregivers are facing.

A.6.3.3 Continuous Quality Improvement

PEPFAR’s commitment to achieving and maintaining sustained epidemic control and improving HIV and violence prevention and response relies on strategic, sustainable improvements in the local systems through which HIV/AIDS prevention and control activities are implemented. This Activity will utilize continuous quality improvement approaches to not only improve service delivery, reach, and acceptability, but to measure and monitor improvements at the site level, and ultimately impact for beneficiaries’ positive health outcomes.

A.7.3.5 Child Safeguarding

Vulnerable children need to be protected from further abuse, violence, neglect, and exploitation which sometimes come from the people who are supposed to protect them. Child safeguarding policies are a first step towards this goal. Activity staff must be trained on such policies and systems must be in place to ensure employment of people without history of abusing, neglecting, exploiting, and violating children.

A.7.3.6 Gender Equality, Stigma and Discrimination

Addressing gender inequalities, harmful gender norms, and addressing stigma and discrimination are essential to controlling the epidemic and reaching the PEPFAR and UNAIDS 95-95-95 goals. In Burundi, as in other countries, stigma and discrimination based on gender identities and sexual norms, socio-economic and structural inequities, and relational power dynamics between men and women and people

of other gender identities contribute to an enabling environment for GBV and pose barriers to receiving comprehensive prevention, care, treatment and support for both men and women. This, in turn, limits individuals' ability to learn their HIV status and adopt protective measures, negotiate safer sex, disclose HIV serostatus, adhere to a treatment regimen, or seek timely medical attention. Girls and women with disabilities face the double disadvantage of disability and gender and are often more vulnerable to GBV.

PEPFAR and USAID policies and strategies emphasize the importance of integrating gender considerations into HIV programming to positively impact the epidemic and affect underlying structural and behavioral epidemic drivers, including gender inequalities and GBV. WIYIZIRE should be aligned with USAID's Gender Equality and Women's Empowerment Policy as well as the White House's Women's Global Development and Prosperity Initiative.^{9 10}

A.7.3.7 Referrals and Linkages

WIYIZIRE will work with case managers, health services, and CBOs to establish and/or strengthen bi-directional referral networks at the community and province levels to ensure children and adolescents most at-risk of HIV acquisition are referred and accompanied to HIV testing services (HTS) and treatment sites, if needed. WIYIZIRE will ensure that violence and protection issues (including violence against children, GBV, and need for Medical Security Cards) and other health and socio-economic issues are identified and referred for appropriate services. The activity will develop or update and disseminate community-service referral guides that identify locally available resources to address OVC and AGYW needs. WIYIZIRE will also leverage other existing structures such as peer- and health provider-led mentoring groups for HIV-positive children.

A.7.3.8 Layering of Interventions

Single or one-off interventions may not be sufficient to effectively mitigate vulnerability and prevent HIV infection. WIYIZIRE will use the existing evidence base to determine a comprehensive set of interventions addressing multiple vulnerabilities. A case management approach will be used to determine the optimal package of needed services for each child and household. The flow of beneficiaries needs to be tracked through different intervention components and different stages of implementation to document how multiple interventions converge on individuals and subsets of beneficiaries.

A.7.4 General Implementation Approach

It is critical for this activity to work closely with international partners, CSOs, and other community-level organizations at the national, provincial, regional, and local levels to deliver high impact facility- and community-based interventions tailored to meet the unique needs of the target populations. USAID and PEPFAR may pivot and adjust key areas of focus on a regular basis. The Recipient will be expected to have program data required to inform geographic and programmatic prioritization and/or be adaptable to these adjustments.

The Government of Burundi is subject to restrictions on USAID assistance because it does not fully comply with the minimum standards for combating trafficking in persons under the Trafficking

⁹ https://www.usaid.gov/sites/default/files/documents/1865/GenderEqualityPolicy_0.pdf

¹⁰ <https://www.whitehouse.gov/wgdp/>

Victims Protection Act. The U.S. State Department's 2018 Trafficking in Persons Report placed Burundi on the Tier 3 List, under which USAID assistance to the Government of Burundi is severely restricted without a full or partial waiver from the U.S. President. To date, no full or partial waiver has been granted for Burundi. Therefore, no assistance may be provided directly or indirectly to the GoB under this award. Should US policy or Burundi's status under the TVPA change, this section may be amended.

A.8. Guiding Principles for Implementation

The Recipient should consider the following principles in all proposed interventions:

1. Sustainability, and skills and knowledge transfer will provide Burundians with a healthier future.
2. Behavior Change: Promote interventions that will induce or elicit behavior change among communities and OVC caregivers
3. Strategies for reaching the most vulnerable children and adolescents, and their caregivers, should be considered in all interventions.
4. Promote gender equality and women's empowerment through evidence-based planning, monitoring and evaluation, reporting, and learning.
5. Advocacy with multiple levels of government and all stakeholders to enhance their involvement and promote sustainability and scale up of best practices.
6. Strengthening community-based local systems and capacity building to promote community-based organizations and civil society organizations capable of producing sustainable development outcomes.
7. Systematic documentation and sharing of innovations and best practices to enhance policy and service delivery.
8. A strong focus on data, including a baseline analysis, to determine focus areas of programming, identification of potential areas for operational research and/or impact evaluation, and use of data to model impact of activities.
9. Collaboration with existing and future USAID investments.
10. Close collaboration and coordination with existing Activities operating in the same geographical area and health service level.

A.9. Activity Description

As stated above, WIYIZIRE will focus on reducing and mitigating OVC HIV risk, support case finding of HIV-positive OVC, and strengthen linkages with clinical HIV services, with a focus on prevention of sexual violence and new HIV infections. The Recipient should implement the Activity through the following components:

- Increase access to and use of high-quality HIV, health, and FP services, and HIV and violence prevention for vulnerable children (IR1);
- Improve school progression and economic stability among vulnerable children and their households (IR2).

WIYIZIRE will be implementation-plan-driven with the results framework guiding annual implementation plan development. The following section serves as a guide to the types of interventions envisioned for WIYIZIRE. Proposed interventions under each IR should reflect the priorities of the OVC

Activity including increased access to HIV and health services, HIV and violence prevention, strengthened psychosocial and family support, increased school progression and reintegration, and strengthened economic stability. Collectively, these interventions comprise a comprehensive package of services that will improve HIV outcomes for vulnerable children, adolescents, and their caregivers by ensuring that they are healthy, safe, stable, and schooled. USAID is making a concerted effort to minimize service interruption as the current Youth Power Action OVC Activity ends and the new Activity begins. The Recipient will transfer beneficiaries from current implementers to minimize disruption of services to OVC and AGYW currently receiving services. It is important to consider continuing components that have proven effective and directly related to this program, while discontinuing components that have either proven less effective or do not support the priorities established for this activity. Interventions should reflect the appropriate Activity emphasis and allocated funding type.

A.9.1 IR.1: Increase access to and use of high-quality HIV, health, and family planning services, and HIV and violence prevention for vulnerable children

The Recipient will ensure that programming under IR1 will identify priority populations including OVC, particularly children living with HIV, and their families are reached with a comprehensive package of HIV and violence prevention and health services. Access to multiple interventions will increase the chance of children to reach their full potential. In line with USAID and PEPFAR OVC and AGYW guidance, the Recipient will ensure that beneficiaries receive multiple, “layered” services integrating comprehensive, evidence-informed HIV programming for OVC and AGYW, including activities that promote positive parenting, educational attendance and progression, social protection, prevention of HIV acquisition and transmission, reduction of SGBV, and supportive community norms and attitudes to reduce HIV transmission, vulnerability and risk.^{11 12} The Recipient must identify, prioritize and document beneficiaries in the OVC registration system or establish an OVC registration system, use unique identifiers, collaborate with locally available IPs, and apply innovative monitoring and evaluation platforms to demonstrate effective program implementation. HIV prevention packages should be outcome based, gender sensitive and age segmented. At a minimum, the Recipient must provide an HIV prevention package for OVC that includes: 1) skills-based HIV and sex education to develop a basic understanding of HIV/comprehensive knowledge of HIV, personalize risk and develop the self-esteem, decision-making and communication skills needed to make healthy life choices; 2) referrals to age-appropriate services/commodities, including condoms, testing and counseling services, care and treatment, contraception, and SRH services; and 3) interventions to reinforce protective factors, such as school attendance and teen-parent communication that have also been shown to reduce risk behaviors.

A.9.1.1 Sub-IR 1.1 Increased access to and use of HIV testing services, linkage to care and treatment, and viral suppression for HIV-positive children

Interventions under this sub-IR will aim at providing comprehensive, coordinated, and youth-friendly HIV and SRH services to high-risk OVC and their caregivers. HIV testing remains the gateway to

¹¹ National Standards and Guidelines for care for Vulnerable Children 2014

¹² Preventing HIV in Adolescent Girls and Young Women : Guidance for PEPFAR Country Teams on the DREAMS Partnership

<http://ghpro.dexisonline.com/sites/default/files/PEPFAR%20Final%20DREAMS%20Guidance%202015.pdf>

meeting the first 95 and to life-saving ART. WIYIZIRE will serve as an important entry point to the clinical cascade and must be able to demonstrate contribution to identification of HIV-positive children.

The Recipient will use the case management approach to increase diagnosis of HIV infection among all beneficiaries including caregivers and children, and will facilitate referrals to HIV testing and will document completion of these referrals for at-risk OVC. Accordingly, the priority will be to link persons at increased risk of HIV infection to testing, and those who test HIV-positive to care and treatment. The Recipient should describe the process and frequency of identifying children at risk of HIV infection and how linkages to HIV testing and counseling services will be facilitated and completion documented. Community-based follow up will include support for age-appropriate HIV status disclosure, ART adherence support, and mentoring groups for HIV-positive beneficiaries.

Testing and counseling services also provide an opportunity to engage adolescents and young women on healthy sexual practices and for linkages to other HIV and health services such as condom education and distribution, ART, FP, and SRH. Health service referrals need to be tailored and responsive to the needs of older and out-of-school adolescent OVC and young women, who are affected by high mobility and poverty levels and have difficulty in participating in activities over an extended period of time.

The Recipient will facilitate the linkage of AGYW and OVC to comprehensive sexual reproductive health services, including STI screening, FP commodities and services, especially dual protection (STI and unwanted pregnancies). The Recipient will also support linkages to initiation of treatment, and support for strict adherence and retention in care for those with HIV. The Recipient will need to ensure that children and adolescents living with HIV receive targeted interventions to ensure they i) are linked to and retained in care and treatment and ii) can cope with the possible associated medical and social burdens of HIV including opportunistic infections, nutritional issues, acceptance by their peers, transitioning into adulthood, and becoming sexually active.

The Recipient will support robust linkages between community-based interventions and clinical services and the full range of other facility based HIV and health services. Activities will build on existing outreach activities and referral systems implemented by the current OVC Activity through Youth Power Action. The Recipient will leverage these efforts to strengthen standardized systems to measure success in linking beneficiaries from community platforms to services, and vice versa.

Illustrative interventions include:

- Establish/strengthen bi-directional referrals with PEPFAR HIV clinical partners and between local partners and health facilities
- Ensure completion of referrals to HIV testing, care, and treatment services through accompaniment and referral verification
- Coordinate testing referrals of high risk children who are identified through clinical partners
- Assess children with unknown HIV status
- Provide follow-up through case managers when children are referred to HIV testing to ensure they receive test results and promote disclosure of HIV status
- Facilitate linkage to and/or coordinate peer support groups for adherence and retention
- Ensure enrollment and retention in ART for HIV-positive children
- Facilitate linkage to VL testing
- Monitor adherence to ART among HIV-positive children during case manager household visits.

- Develop or enhance linkages and bi-directional referrals between community service providers and health facilities
- Provide Medical Security Cards to enrolled children and families to improve access to health care services
- Provide education on proper nutrition and limited nutrition support or referrals for HIV-positive children to promote their adherence to ART
- Mitigate stigma, discrimination, and violence against children and their families living with HIV

A.9.1.2 Sub-IR 1.2 Increase access to gender-based violence prevention, and referrals to post-GBV services for vulnerable children, particularly AGYW

The Recipient will identify and scale up evidence-informed approaches for addressing prevention of GBV and violence against children to ensure that children, particularly AGYW, and caregivers are aware of what constitutes GBV and where to seek services. For reducing social tolerance of GBV and violence against children, the Recipient will engage community leaders on GBV and child abuse, and on the post-violence care models.

Further, the Recipient will identify and scale up effective approaches for raising GBV awareness in the community and facilitate access to services amongst AGYW. GBV case management will be strengthened through active working relationships with and systematic referrals between community, social, police, legal and health services. Strengthening community linkages to facilities that offer post-violence care including PEP, and education about PEP will be critical. The Recipient will collaborate closely with GIR'ITEKA, the USAID-funded GBV Activity, including actively participating in regular joint planning, implementation, and monitoring to ensure effectiveness, efficiency, and integration with all USAID-funded PEPFAR activities.

Illustrative interventions include:

- Improve quality and coverage of community-based GBV and HIV prevention activities
- Routinize case identification and referrals for GBV services by case managers
- Provide education and mentoring around GBV prevention and GBV services
- Refer victims of GBV for post-violence care and legal support services
- Train community actors to identify cases of violence and refer for services
- Identify major gaps and targeted opportunities for improvement to make SRH/HIV/FP services more youth-friendly
- Sensitize key community stakeholders about the impact of GBV on girls and children in general
- Strengthen caregivers' knowledge about GBV and their ability to protect themselves
- Conduct community dialogues on the impact of GBV on adolescent girls

A.9.1.3 Sub-IR 1.3 Improved access to age-appropriate, comprehensive sex and reproductive health education, counseling, and services for boys and girls

The Recipient will build on the current SRH curriculum implemented by the Youth Power Action OVC Activity in Burundi, which is aimed at increasing children's individual protective assets such as self-esteem, problem-solving abilities, confidence, social networks and health seeking behaviors. The Recipient will scale up age-appropriate models, taking into account the different educational and socioeconomic contexts. Strategies must also address the social context that creates HIV risk and vulnerability among girls and boys. The combination of pressure to engage in sexual activity, difficulty in

accessing advice/information on and services for FP, and gender-based violence creates an unsafe environment, especially for adolescent girls.

Illustrative interventions include:

- Provide children and adolescents with age-appropriate SRH education through mentoring clubs
- Provide information about existing health services, including HIV prevention, care, and treatment, through group mentoring and individual case management

A.9.1.4 Sub-IR 1.4 Strengthened psychosocial support for HIV-positive children and their caregivers

In addition to facility-based services, community-based structures play a key role in providing psychosocial support necessary for families and individuals to continue with health seeking and health maintaining behavior. Community- and facility-based peer counseling and support groups, schools, and FBOs are well positioned to provide treatment adherence/retention and other support. The Recipient will focus on linking HIV-positive children to mentoring groups and strengthening the psychosocial support platforms to accommodate HIV-positive children and caregivers and promote their continued access to health services.

Illustrative interventions include:

- Establish/strengthen psychosocial support groups for vulnerable children, primarily girls and HIV-positive children
- Provide individual and group mentoring through community volunteers, including peer mentors

A.9.1.5 Illustrative Indicators

- % of HIV-positive children and adolescents who have been on ART >6 month who are virally suppressed
- % of enrolled OVC activity beneficiaries that know their HIV status (OVC_HIVSTAT)
- % of HIV-positive OVC activity beneficiaries who are enrolled on ART
- % of HIV-positive OVC activity beneficiaries who have been on ART >6 month who have had a VL test during the reporting period

A.9.2 IR. 2: Improve school progression and economic stability among vulnerable children and their households

The Recipient will design programming for IR2 to keep children healthy, safe, stable, and schooled, utilizing case management as a foundation. The Recipient will implement a family-based approach to ensure that interventions benefit not just the index child in the family, but the entire household.

The Recipient will implement a robust case management and referral process to support the continuum of care integrating and leveraging other existing programs to ensure that OVC and family members are successfully linked to appropriate services. The Recipient should provide adequate access, including through assisted and completed referrals to a wide range of social protection, prevention, care and treatment services based on the changing needs and circumstances of the families that are being served. Interventions should appropriately address the ages and developmental stages of OVC.

A.9.2.1 Sub-IR 2.1 Increased school progression for children, with an emphasis on transition to secondary school for girls

WIYIZIRE will focus on ensuring access to education and retention of OVC and adolescent girls in schools through secondary school. The interventions will be age-appropriate and gender responsive. Using the family centered case management approach, the Recipient will assess children's eligibility to enroll in school, monitor children's school attendance and progression (with a focus on transition from primary to secondary school for girls) and identify those who may be at risk of dropping out of school.

As part of the family case management, the Recipient will mentor children and families in overcoming barriers to school attendance/facilitate support for the continuation of schooling. The Recipient should explain what measures will be put in place to ensure that OVC and AGYW do not drop out of school.

Illustrative interventions include:

- Provide school and/or menstrual kits for girls to reduce school absences
- Support and monitor children's school attendance, progression, and performance
- Provide education stipends for eligible children, with an emphasis on transitioning to secondary school for girls

A. 9.2.2 Sub-IR 2.2 Increased reintegration for out of school children, particularly AGYW, including vocational training

The Recipient will work with children and families to reintegrate out-of-school children, with a particular focus on HIV-positive children and young mothers. For those who are unable to return to school, the Recipient will engage out-of-school adolescents, primarily AGYW, in interventions that include building entrepreneurship skills, life skills, social assets, financial literacy, and vocational training, where available. These interventions must endeavor to build skills, assets, and resilience.

Illustrative interventions include:

- Facilitate reintegration of children that are out of school, particularly HIV-positive children and young mothers
- Identify and link children unable to return to traditional school to vocational training programs

A.9.2.3 Sub-IR 2.3 Strengthened economic stability through access to financial skills and literacy for caregivers and adolescents not enrolled in secondary school

Economic stability and welfare at a family level can lead to multiple positive outcomes for both adult caregivers and children. If families are identified or recruited through other points in the continuum of care (e.g. ANCs providing prevention of mother to child transmission (PMTCT) services or health facilities treating PLHIV), these family strengthening interventions can contribute directly to adhering to treatment and other care regimens, reductions in loss to follow-up, better nutrition, education, health, and psychosocial outcomes for children. Economic stability may contribute to HIV prevention and response objectives for some populations.

In sub-IR 2.3, the Recipient will focus primarily on family level interventions that reach children and their caregivers with the necessary economic and social support. The Recipient will employ evidence-based

strategies to build the economic and social capacity of caregivers and out of school AGYW to meet HIV, nutrition, and health needs.

Illustrative interventions include:

- Conduct economic needs assessment through case managers
- Provide financial and life skills education and mentoring to adolescents
- Link out of school adolescents to economic strengthening activities including training, economic opportunities, and internships
- Engage caregivers and eligible AGYW in village savings and loan associations (VSLA)
- Link caregivers to income generating activities

A.9.2.4 Sub-IR 2.4 Improved age-appropriate parenting skills and attitudes towards health, education, GBV, and nutrition among caregivers of vulnerable children

Households should provide a safe and nurturing environment for children. A poor care environment can inhibit healthy development in children, shift family resources away from children, and introduce new risk factors such as violence, abuse, and neglect. Many factors shape the care environment for children at home, including cultural norms and the psychosocial health of caregivers. Maternal depression and poverty or disease related stress in the family have a strong association with poor family functioning and outcomes for children.

Through its community case-management model, the Recipient will implement evidence-based parenting models to reinforce and strengthen caregivers' ability to monitor, discipline, interact, and communicate with their children mitigate the risk of failing to achieve developmental milestones in the youngest children as well as bolsters other outcomes for older children and adolescents. The Recipient will deliver models through existing groups and will integrate them with economic strengthening activities to enhance effectiveness. However, care must be taken to use models that have evidence of effectiveness, are adapted to the sociocultural context, are HIV sensitive, and address issues associated with GBV.

Illustrative interventions include:

- Educate caregivers around age-appropriate parenting, GBV, health and HIV services, and the importance of education

A.9.2.5 Illustrative performance indicators

- **Number of OVC served during the reporting period (OVC_SERV)**
- % increase in the number of children who have been re-enrolled in school
- % increase in the number of out of school children linked to vocational training programs

A.10. Monitoring, Evaluation and Learning (MEL)

The Recipient will utilize a Monitoring, Evaluation and Learning Plan (MELP) to track progress towards the results of the Activity for the full length of the award. The Recipient will also follow an activity learning agenda to document, disseminate and use for continuous adaptation and improvement. The Activity will develop and implement a quality assurance/quality improvement plan which will contribute to the activity's learning agenda.

The Recipient will establish a rigorous monitoring and evaluation system for the program as a whole, including adequate staffing, technical support and systems for routine data collection. The Recipient will work closely with USAID/Burundi to refine indicators, performance targets for each indicator based on the most recent results, and finalize a MELP that monitors progress towards achieving project objectives and results according to USAID guidelines. The Recipient will be responsible for data collection and analysis required by USAID for performance reporting and sharing the information in a timely manner with USAID/Burundi, donor partners, and GOB entities. Information sharing will create opportunities to discuss progress, identify constraints, and find solutions with all stakeholders.

Program performance will be measured against applicable PEPFAR indicators, as well as against program-specific custom indicators that should be proposed by the Applicant. Program-specific indicators should be aligned with the results framework and adapted from the Global Benchmarks and the Global OVC Logic Model. It is critical to note that applicants must ensure disaggregation of targets and actuals by site, by age bands, and sex for the populations specified in this Notice of Funding Opportunity. The monitoring system must also capture the layering of different services to unique beneficiaries. The required frequency of reporting indicators varies, with some indicators reported quarterly, while others are reported semiannually or annually. All PEPFAR standardized indicators will align with MER 2.0 indicators and reporting procedures. Please consult the PEPFAR Monitoring, Evaluation, and Reporting MER 2.0 Indicator Reference Guide for details on each indicator and its reporting requirements.¹³

PEPFAR indicator reporting must be done in the DATIM system as well as in quarterly narrative progress reports. USAID may commission an external mid-term evaluation of the Activity. USAID will also regularly monitor the Activity through in-depth field visits and through the PEPFAR process SIMS. Data collected from SIMS assessments is used in country by USAID and OGAC to improve the support that implementers provide. IPs have the responsibility to develop action plans/remediation plans to address low performance in SIMS assessments.

The Recipient will have performance reviews to discuss progress made towards achievement of results through regular face-to-face meetings with the Agreement Officer's Representative (AOR) on a schedule to be agreed upon by the Chief of Party and the AOR.

USAID will initiate through a third-party organization a mid-term evaluation of this activity to assess progress toward achieving the purpose and sub-purposes outlined in the Result Framework. The evaluation will focus on progress in the technical and programmatic areas as well as how the local partner implementing this activity is improving its organization and managerial capacity as the end goal of transitioning the implementation of the OVC activities to local organization is to build local capacity and sustainability.

Lessons learned during the implementation, monitoring and evaluation and any other assessment of this activity will be used to systematically and intentionally adjust the OVC programming as part of USAID collaborative, learning and adapting agenda and the journey to self-reliance of the country.

¹³ <https://datim.zendesk.com/hc/en-us/articles/360000084446-MER-2-0-Indicator-Reference-Guide->

A.11. Collaborating, Learning and Adapting (CLA) and Co-creation

USAID values the collaborating, learning and adapting (CLA) approach as a strategy to co-creation and collaboration with stakeholders to create a shared value to improve OVC outcomes. One USAID comparative advantage to co-creation in supporting OVC beneficiaries is to collaborate with stakeholders including mobile companies to digitize saving groups for OVC and their caregivers where and when appropriate to improve their assets and socio-economic outcomes and sustain USAID and other donors investment. In collaboration with USAID the Recipient will lead such a co-creation process involving stakeholders supporting OVCs, saving groups, microfinance institutions, mobile phone companies and other relevant stakeholders to create an added value to saving group and income generating activities. An example of value to saving groups will be digitizing them in urban areas and where appropriate.

Furthermore the Recipient will generate, capture, share, analyze, and apply information and knowledge, including performance monitoring data, findings from evaluations, research, practice, and experience to intentionally and systematically pause and reflect and in consultation with USAID and relevant stakeholders readapt strategies and approaches that aim to improve the outcome of orphans and vulnerable children and their households. The Recipient will facilitate stakeholders dialogue, data analytics and collaborative decision making processes and innovative strategies required to a successful co-creation and CLA agenda to improve OVC outcomes.

It is expected that improving the outcomes of thousands of vulnerable children and orphans through health, education and socio-economic strengthening and asset management will contribute to a better future for themselves, their families, their communities and their country and thus contribute to the journey to self-reliance of Burundi.

A.12 Key Personnel

The following positions are designated as Key Personnel:

1. Chief of Party/Activity Director
2. Senior Technical OVC Program Director/ Deputy Chief of Party
3. Finance and Operations Director
4. Livelihood and Economic Strengthening Technical Advisor
5. Strategic Information and Knowledge Technical Advisor

Roles and Responsibilities, qualifications and level of effort for each of these positions are set forth below:

Chief of Party (COP)/Activity Director - 100% Level of Effort:

Roles and Responsibilities of the COP:

- Overall responsibility for coordination and management of all Activity interventions and personnel.
- Primary responsibility for representation of the Activity to the USG.
- Manage a team of senior staff and sub-awardees and ensure quality, timeliness, and efficiency of all interventions implemented under the Activity.

Qualifications of the proposed Chief of Party/Activity Director:

- A Master's Degree or higher in Public Health, International Development, Social Welfare, Institutional or Organizational Development, International Management, Public Administration or a related field, **desired**.
- At least 12 years of experience implementing and managing complex programs in Sub-Saharan Africa at a senior level of similar scope and size. Significant experience in PEPFAR programs and previous CoP/Director experience of a large development program of comparable size and scope, **desired**.
- Strong leadership qualities and depth and breadth of technical and management expertise, particularly in HIV, as demonstrated by a minimum of eight years of progressively increasing experience in designing, implementing and managing large, complex projects involving multiple partners, in/for developing countries, **desired**.
- Experience in interacting with government agencies, host country governments and counterparts, and international donor agencies, **desired**.
- Demonstrated ability to engage government and to represent OVC and AGYW priorities and issues, **desired**.
- Experience with child welfare and protection programs, systems strengthening, capacity building, economic strengthening, service delivery, quality improvement or policy development, **desired**.
- Knowledge of gender issues and links with OVC, AGYW, and HIV/AIDS, **desired**.
- Demonstrated experience in financial, personnel, and technical management, **desired**.
- Leadership qualities, technical expertise and experience, management experience, interpersonal skills and relationships to fulfill the requirements of the program description. **highly desired**
- Strong interpersonal, writing, and oral presentation skills in English Level III **required** and Level IV **highly desired** and French (Level IV), **required**¹⁴.

Senior Technical OVC Program Director/ Deputy Chief of Party- 100% Level of Effort:

Roles and Responsibilities:

- Responsible for the technical oversight of the OVC components of the Activity, including work planning and reporting.
- Reports directly to the CoP and supports the CoP in providing technical direction for Activity

¹⁴**ILR Level 3 - Professional working proficiency**

Professional working proficiency is rated 3 on the scale. A person at this level is described as follows:

- able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most conversations on practical, social, and professional topics
- able to understand the essentials of all speech in a standard dialect, including technical discussions within a special field
- able to read within a normal range of speed and with almost complete comprehension a variety of authentic prose material on unfamiliar subjects

ILR Level 4 - Full Professional working proficiency

Full professional proficiency is rated 4 on the scale. A person at this level is described as follows:

- able to use the language fluently and accurately on all levels and as normally pertinent to professional needs
- able to understand all forms and styles of speech pertinent to professional needs
- able to read fluently and accurately all styles and forms of the language pertinent to professional needs

- implementation and ensures OVC outcomes are met.
- Acts as Deputy CoP.
- Oversees all OVC activities in collaboration with other technical leads.
- Oversees the care and support provided to children and adolescents living with HIV enrolled in the Activity.
- Ensures strong linkages with all other Activity components.

Qualifications of the Senior Technical OVC Program Manager/Deputy Chief of Party:

- A Master's Degree or higher in Public Health, Social Sciences, International Development, Social Work, Child Development, Education or a related field, **desired**.
- At least 8 years of experience designing, implementing and managing OVC Activities of similar scope and size; with experience in Burundi **highly desirable** and/or with USG or other Donor-funded OVC, HIV, or health programs, **desired**.
- Demonstrated experience in managing Activities that address the needs of vulnerable children and adolescents, adolescents living with HIV, including OVC caregiver support, economic strengthening, child protection, violence against children, case management, early childhood development, and OVC policy and advocacy, **desired**.
- Knowledge of and experience with HIV prevention and programming for adolescent girls and young women, **desired**.
- Demonstrated skills in project reporting, preferably for USG-funded OVC, HIV, or health programs, **desired**.
- Familiarity with Burundi's institutional, policy, and programming context for OVC, **desired**.
- Strong interpersonal, writing, and oral presentation skills in English (Level IV), **desired**.

Finance and Operations Manager - 100% Level of Effort

Roles and Responsibilities:

- Responsible for the overall financial management of the Activity.
- Oversees the effective and appropriate use of financial resources, develops effective mechanisms to monitor the expenditures, and oversees all financial and operational matters including managing financial systems, generating financial reports, tracking expenses, administering sub-awards, and managing finance and operational issues and staff.
- Ensures implementation of administrative, financial and human resource policies in line with USG regulations.

Qualifications of the Finance and Operations Manager:

- A Master's degree or higher in Accounting, Finance, Business Management, Commerce or a related field, **required**.
- A minimum of 8 years of experience working as a finance and administration manager on activities of similar scope and size, **desired**.
- At least three years of experience overseeing grants and or sub-grants of similar size, **desired**.
- Familiarity with managing Activities that are donor funded, especially with those that are USG funded, **desired**.
- Extensive financial experience working with Non-Governmental Organizations, **desired**.

- Strong demonstrated leadership qualities, depth and breadth of technical and management expertise and experience to manage effectively and efficiently USAID funds, **desired**.
- Strong interpersonal, writing, and oral presentation skills in English Level III required and Level IV **highly desired**.

Livelihood and Economic Strengthening Technical Advisor - 100% Level of Effort:

Roles and Responsibilities:

- Responsible for all interventions associated with improving the economic stability of households caring for OVC.

Qualifications of the Livelihood and Economic Strengthening Technical Advisor:

- Master's Degree or higher in Economic Development, Business, Finance, Social Sciences or a closely related field, **desired**.
- At least five years of experience designing, implementing and managing household economic strengthening initiatives, preferably in/for developing countries, **required**.
- Proven technical expertise in a broad range of relevant intervention strategies (such as Village Savings and Loan Associations, enterprise development, microfinance, private sector development, and social protection) as applied to very poor and highly vulnerable households, **highly desired**.
- Experience in leveraging private-public partnerships, **desired**.
- Strong interpersonal, writing, and oral presentation skills in English (Level IV), **highly desired**.

Strategic Information and Knowledge Technical Advisor- 100% Level of Effort

Roles and Responsibilities:

- Responsible for designing and implementing systems to ensure appropriate tracking and assessment of all Activity interventions.
- Primarily responsible for reporting on Activity outputs and outcomes and for ensuring quality of interventions.

Qualifications of the Strategic Information and Knowledge Technical Advisor:

- Master's degree or higher in public health evaluation, public health, epidemiology, statistics, demography or related field, **desired**.
- At least 8 years of experience in monitoring and evaluation of HIV/AIDS and/or OVC and AGYW Activities of similar scope and size, **desired**.
- Demonstrated experience in developing and managing data, data collection systems, analytics, and informatics solutions in the health sector preferably with experience in Burundi, **desired**.
- Demonstrated ability to develop and implement quality assurance systems, **desired**.
- Familiarity with national OVC, youth and HIV care and support policies and plans, **desired**.
- Strong interpersonal, writing, and oral presentation skills in English (Level IV), **required**.

A.13. Authorizing Legislation

The resulting award is authorized in accordance with the Foreign Assistance Act of 1961, as amended. As the award is restricted to local non-U.S. organizations meeting the criteria described in Section C., the cost principles in Subpart E of 2 CFR 200 will apply unless the applicant/recipient is a for-profit organization, in which case, the Cost Accounting Standards in Part 30, and the Cost Principles in Part 31 of the Federal Acquisition Regulation (FAR) at 48 CFR (<https://www.acquisition.gov/browse/index/far>) will apply instead of Subpart E of 2 CFR 200.

Furthermore, since the resulting award will be a Fixed Amount Award, ADS 303.3.25 and the required USAID Standard Provisions for a Fixed Amount Award which includes all of the Mandatory Provisions to Nongovernmental Organizations and the applicable “Required, As Applicable” Standard Provisions to Nongovernmental Organizations will apply.
(<https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>)

[END OF SECTION A]

SECTION B: FEDERAL AWARD INFORMATION

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

USAID anticipates awarding one (1) Fixed Amount Award pursuant to this Notice of Funding Opportunity. USAID reserves the right to fund any one or none of the applications submitted.

Subject to funding availability and at the discretion of the Agency, USAID intends to provide approximately \$3,000,000 in total USAID funding over a three-year period. Payments will be based on milestones for a verifiable product, task, deliverable, or goal of the recipient.

For budgeting purposes, the funding types and estimated amounts per year are as follows:

Funding Type	Year 1	Year 2	Year 3	Totals
HIV	\$600,000	\$700,000	\$700,000	\$2,000,000
FP	\$400,000	\$300,000	\$300,000	\$1,000,000
TOTAL	\$1,000,000	\$1,000,000	\$1,000,000	\$3,000,000

B.2. Anticipated Start Date and Period of Performance for Federal Award

The anticipated period of performance is three (3) years from the effective date of award. The estimated start date will be no later than October 31, 2019.

B.3. Type of Award and Substantial Involvement

B.3.1 Type of Award: USAID plans to award a Fixed Amount Award (FAA) pursuant to this NOFO. Under the Fixed Amount Award (FAA), payments are based on the achievement of milestones. USAID expects to work collaboratively with the apparently successful applicant to co-create the milestones.

B.3.2 Substantial Involvement: Substantial involvement is not anticipated under this award.

B.4. Nature of the Relationship between USAID and the Recipient

The principal purpose of the relationship with the Recipient under the Activity is to transfer funds to accomplish a public purpose of support or stimulation of the Wiyizire Activity which is authorized by Federal statute.

B.5. Title to Property

Title to property financed by USAID under the resulting award must vest with the Recipient in accordance with the requirements regarding use, accountability, disposition of such property in accordance with the USAID Mandatory Standard Provision for non-U.S. NGOs entitled “Title To and Use of Property”.

B.6. Authorized Geographic Code

For the award(s) resulting from this NOFO, the authorized geographic code for the *source* of USAID-financed commodities (other than “restricted commodities,” as discussed below), and for the *nationality* of suppliers of USAID-financed commodities (other than restricted commodities) and services (other than ocean and air transportation and certain engineering and construction services) is Geographic Code **935**. Geographic Codes are described in 22 CFR 228.03 (<https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=260c5b7cc4cf7639856f204d96e3515f&rgn=div5&view=text&node=22:1.0.2.22.25&idno=22>) and the Internal Mandatory References to Chapter 310 of USAID’s Automated Directives System (ADS 310) entitled “List of Developing Countries” (<https://www.usaid.gov/ads/policy/300/310maa>), “List of Advanced Developing Countries” (<https://2012-2017.usaid.gov/sites/default/files/documents/1876/310mab.pdf>), and “List of Prohibited Source Countries” (<https://www.usaid.gov/ads/policy/300/310mac>). Other legal restrictions on procurement, e.g., OFAC sanctions, may apply to particular procurements of specific source or nationality. Consult the USAID Agreement Officer based on particular circumstances.

“Restricted Commodities” are certain agricultural commodities, motor vehicles, pharmaceuticals, condoms and contraceptives, pesticides, used equipment, and fertilizer. Special rules apply to restricted commodities, and are described in ADS 312.3.3 (<https://www.usaid.gov/sites/default/files/documents/1876/312.pdf>).

Ocean and air transportation services will be subject to the requirements of the USAID standard provisions for non-U.S. NGOs entitled “Ocean Shipment of Goods” and “Travel and International Air Transportation”.

B.7. Relevant Provisions

Standard Provisions for Fixed Amount Awards will be applicable to any resulting award.

[END OF SECTION B]

SECTION C: ELIGIBILITY INFORMATION

C.1. Eligible Applicants

The below eligibility requirements apply to the principal Applicant.

Eligibility for this NOFO is restricted. Eligibility is restricted to local Burundian organizations.

Only local organizations as defined below are eligible for award. USAID defines a “local entity” as an individual, a corporation, a nonprofit organization, or another body of persons that:

- (1) Is legally organized under the laws of; and
- (2) Has as its principal place of business or operations in; and
- (3) Is majority owned by individuals who are citizens or lawful permanent residents of; and
- (4) Is managed by a governing body the majority of who are citizens or lawful permanent residents of the country receiving assistance.

For the purposes of this NOFO the country receiving assistance is Burundi.

For purposes of this definition, "majority-owned" and "managed by" include, without limitation, beneficiary interests and the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization's managers or a majority of the organization's governing body by any means."

Limitation on Subawards to Non-Local Entities: When proposing sub-awards, the Prime applicant may use other Burundian or international organizations to implement components of the Activity for which they have expertise and experience. For example, international organizations may be a sub-partner specifically to provide capacity building support to local partners. Nonetheless, please review the Standard Provision on Limitation on Sub-awards to Non-Local Entities in Section F. 3 of this NOFO which states “By submission of an application and execution of the award, the applicant/recipient agrees that at least fifty (50) percent of the cost for award performance incurred for personnel must be expended for employees of the prime/local entity.”

An Eligibility Checklist (Annex C) is provided and must be completed and submitted as part of the Cost/Business Application (see page 48 of this NOFO).

C.2. Fee/Profit

Note, it is USAID policy that no fee/profit is payable under the prime award or under any subawards made thereunder. However, fee/profit is payable by the prime recipient or a sub-recipient to a contractor/vendor if the recipient or sub-recipient is procuring goods or services in furtherance of the Activity being supported by the award or sub-award. Please refer to the following for additional information: <https://www.usaid.gov/ads/policy/300/303sai>.

C.3. New Implementing Partners

In support of the Agency's interest in fostering a larger assistance base and expanding the number and sustainability of development partners, USAID/Burundi encourages applications from potential new implementing partners. The Recipient must be a responsible entity. Applicants must have established financial management, monitoring and evaluation processes, internal control systems, and policies and procedures. The successful applicant(s) will be subject to a responsibility determination assessment by the Agreement Officer (AO).

C.4. Cost-Sharing

Cost sharing is NOT required under the resulting Award. Cost share means that portion of the program costs not borne by the U.S. Government.

C.5. Other

C5.1 Exclusivity

In order to maximize the number of competitive applications, exclusivity agreements between the prime applicant and proposed sub-awards are **not** required. Sub-awards must be allowed to be listed on multiple applications by multiple applicants as they choose.

C.5.2 Number of Applications

Applicants may submit only one application under this NOFO. Additional applications will not be reviewed. If correction of a submitted application is required prior to the application deadline, please utilize the Agency Point of Contact in Section D.1.1.

[END OF SECTION C]

SECTION D: APPLICATION AND SUBMISSION INFORMATION

D.1. General Conditions and Instructions

D.1.1 Agency Points of Contact

Peggy L. Manthe
Agreement Officer
U.S Agency for International Development
USAID/Rwanda, 2657 Avenue de la
Gendarmerie
Kacyiru, Kigali
E-mail Address: pmanthe@usaid.gov

Godfrey Kyagaba
Snr. Acquisition & Assistance Specialist
U.S Agency for International Development
50, Avenue des Etats Unis,
Bujumbura, Burundi
E-mail Address: gkyagaba@usaid.gov

D.1.2 Questions and Answers

Questions regarding this NOFO must be submitted to the Points of Contact via email to the email addresses listed in Section D.1.1 above no later than the date and time stated on the cover letter, as may be amended, of this NOFO. This is intended to provide sufficient time to address the questions during the pre-application conference and incorporate all questions and answers as an amendment to this solicitation. All questions and answers concerning this NOFO will be furnished to all prospective Applicants (without attribution to the organization) as an amendment to this NOFO which will be posted on www.grants.gov and the US Embassy Bujumbura website. Unless otherwise notified by an amendment to the NOFO, no questions will be accepted after the deadline except at the pre-application conference. Applicants must **not** submit questions to any other USAID staff except those identified in Section D.1.1 above.

D.1.3 Submission of Electronic Applications and General Content

Applications **must** be submitted by email to Peggy Manthe at pmanthe@usaid.gov with a copy to Godfrey Kyagaba at gkyagaba@usaid.gov. All application files submitted must be compatible with Microsoft (MS) Office in MS Windows environment and/or Adobe Acrobat (.pdf). It is preferable that the various parts of the technical application be consolidated into a single document before sending, if possible. If this is not possible, please provide instructions on how to collate the attachments. USAID will not be responsible for errors in compiling electronic applications if no instructions are provided or are unclear. Applicants may submit *.zip files format. Each email with attachments must not exceed 10MBs. The subject of each e-mail must read as follows: (a) 72069519RFA00002 “WIYIZIRE;” abbreviated organization name of applicant; technical or cost/business application, email X of X.

D.1.4 Preparation of Applications

Each Applicant must furnish the information required by this NOFO. Applications must be submitted in two **separate** parts: the Technical Application and the Cost/Business Application. **In accordance with ADS 303.3.20, it is USAID policy that English is the official language of all award documents; however, applications submitted in response to this NOFO may be submitted in either French or English language. In case of any discrepancies between the English and French version, the English version is the official version and takes precedence.** This subsection addresses general content requirements applying to the whole application. Please see subsections D.2 and D.3, below, for information on the content specific to the Technical and Cost/Business application. The Technical

Application must address technical aspects only while the Cost/Business Application must present the budget, budget narrative and address risk and other related issues.

D.1.4.1 Cover Page

Both the technical and cost/business application must include a cover page which will only serve as a transmittal letter to the Agreement Officer containing the following information:

- i. Notice of Funding Opportunity number, Activity Name/Title;
- ii. Name of organization(s) submitting the application;
- iii. Name and title of person with authority to negotiate and legally bind organization (if different from contact person), Email Address(es), Telephone number(s), Postal and physical addresses;
- iv. Name of any proposed sub-recipients (identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303.3.6.5[b][2]. A summary table must be included that lists the prime applicant and all sub-recipients; and
- v. DUNS number of the primary applicant.

D.1.4.2 Non-disclosure

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

"This application includes data that must not be disclosed outside the U.S. Government and must 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 must 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 {insert sheet numbers})."

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

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

D.1.4.3 Formatting

Applications must comply with the following:

- The application must be well organized, clear, specific, complete and succinctly presented. Detailed information must be presented only when specifically required in the Notice of Funding Opportunity (NOFO).
- The technical application body **must not exceed 20 pages**, excluding authorized annexes, cover pages, an executive summary, list of acronyms, dividers, and the table of contents. USAID will not provide to the selection committee for review any pages in excess of the page limits noted in subsequent sections of this NOFO.

- Applications must be written in English or in French¹⁵ and all costs in U.S. dollars
- Use standard 8 ½" x 11" or A4 paper (210mm by 297mm paper), single sided, single-spaced, 12 point Times New Roman font, 1" margins, left justification and headers and/or footers on each page including consecutive page numbers, date of submission, and Applicant's name.
- 10 point font can be used for graphs and charts. Tables however, must comply with the 12 point Times New Roman requirement.
- The technical application must be submitted in a searchable and editable Word and PDF format.
- The cost/business application must include an excel spreadsheet with all cells unlocked, no hidden formulas or sheets and not password protected. A PDF version of the Excel spreadsheet may be submitted in addition to the Excel version at the Applicant's discretion, however, the official cost/business application submission is the unlocked Excel version.
- The estimated start date identified in Section B of this NOFO must be used in the budget of the cost/business application for Year 1.

D.1.5 General Application Submission Instructions

Applicants must review, understand and comply with all aspects of this NOFO. Failure to do so may be considered as being non-responsive and may be evaluated accordingly. Applicants should retain for their records one (1) copy of the application and all attachments which accompany it.

D.1.5.1 Closing Date and Time

Applications in response to this NOFO must be received no later than the closing date and time indicated on the cover letter unless the NOFO is amended to extend the deadline. All applications received by the submission deadline will be reviewed for responsiveness to the NOFO. It is the Applicant's responsibility to ensure that all necessary documentation is complete and received on time. Applicants must contact pmanthe@usaid.gov with a copy to Godfrey Kyagaba at gkyagaba@usaid.gov if experiencing technical difficulty with the submission of the application.

D.1.5.2 Modifications

Applicants may submit modifications to their applications at any time before the NOFO closing date and time. No modifications to the application will be accepted after the submission deadline.

D.1.5.3 Late or Incomplete Submissions

Any application received after the closing date and time specified on the cover letter of this NOFO for receipt of applications will not be considered unless (a) there is acceptable evidence to establish that it was received at the USAID Mission and was under USAID's control prior to the time set for receipt of applications, and the Agreement Officer determines the late application would not cause an undue delay; or (b) it is in the interest of USAID. For this NOFO, the initial point of entry to the government infrastructure is the USAID mail server. Acceptable evidence to establish the time of receipt at the USAID Mission includes system generated documentation of delivery receipt date and time or

¹⁵ Applications submitted in French will be translated into English which will become the official version. The English version will be used for evaluation and selection of the apparently successful applicant

confirmation from the receiving office. Applicants must retain proof of timely delivery. The AO will notify applicants in writing of late or incomplete applications.

D.1.5.4 Withdrawal of Applications

Applications may be withdrawn by written notice received by the AO at any time before award. Withdrawals are effective upon receipt of notice by the AO.

D.2. Technical Application Instructions

The technical application will be the critical item of consideration in selection of an applicant for award. The technical application must be specific, complete, and presented concisely. The application must demonstrate the Applicant's capabilities and expertise with respect to achieving the goals of this Activity. The application should take into account the requirements of the Activity and merit review criteria found in Section E of this NOFO.

Scanned PDF documents may be used for information requiring signatures and copies of documents of general content requirements applying to the whole application

All technical applications should include the sections and content below, addressing the specifics of the Activity for which the application is submitted:

The sections for the technical application are as follows:

1. Cover Page; *(not to exceed one (1) page; not included in the 20 page limit)*
2. Table of Contents; *(not to exceed two (2) pages; not included in the 20 page limit)*
3. List of Acronyms *(optional, not to exceed two (2) pages); (not included in the 20 page limit)*
4. Executive Summary; *(not to exceed two (2) pages; not included in the 20 page limit)*
5. Technical Application *(not to exceed a total of 20 pages)*
 - a. Technical Approach
 - b. Management and Staffing Plan
 - c. Organizational Capacity and Experience
6. Required Annexes *(will not count toward the technical application page limit);*
7. **Annex 1:** Resumes for Key Personnel including up to 3 references each (providing name of reference, position/title, professional relationship, email address and phone number). USAID will contact references from the provided sources as well as additional references as needed - Not to exceed 3 pages for each key personnel position,
Annex 2: Letters of Commitment for each proposed Key Personnel (non-exclusive) - Not to exceed 1 page for each key personnel.
Annex 3: Staffing Plan including key personnel and non-key personnel
- Not to exceed 5 pages
Annex 4: Letters of Commitment from each sub-recipient- Not to exceed 1 page for each sub-recipient (Non-exclusive).
Annex 5: Organizational Chart- 2 Pages

1. **Cover Page:** See Section D.1.4.1 "Cover Page" above.

2. Table of Contents: include major sections and page numbering to easily cross-reference and identify merit review criteria.

3. List of Acronyms (optional): This section is limited to two pages, and must spell out any acronyms that are utilized in the Technical Application. A table format is acceptable.

4. Executive Summary: The executive summary must summarize the key elements of the applicant's technical application, including but not limited to, the technical approach, the management approach and staffing plan.

5. Technical Application: The Technical Application Body must contain the following sections:

- a. Technical Approach;
- b. Management Approach and Staffing Plan
- c. Organizational Capacity and Experience

Additional specific guidance for each section of the Technical Application Body is set forth below.

a. Technical Approach (Merit Review Criteria 1)

This section must be comprehensive and clearly demonstrate how the applicant will achieve the goal, objectives, results and outcomes outlined in the Program Description in an informed, coherent, and feasible way, over the three year life of the Activity.

The Technical Approach section must provide specific information which addresses the following:

- Applicant's understanding of the objectives of the Activity as set forth in the Program Description (PD) and how the Activity's goal, objectives, results, and expected outcomes outlined in the PD will be achieved over the life of the Activity. The Applicant is expected to provide a detailed description of the proposed technical approach, the methodology, as well as the techniques for implementation, monitoring, evaluation and learning needed to achieve the Activity objectives, goal, results and expected outcomes.
- Applicant's understanding of the country OVC issues, existing initiatives and programmatic gaps and how to address them.
- Because of possible change in country context over the course of implementation of the Activity, the Applicant's approach must demonstrate the ability to respond proactively to changes in the existing platform/implementation environment in Burundi during the Activity period.
- How the application demonstrates that planned strategies will ensure identification and reach orphans and vulnerable children through multiple community and clinical level entry points with tailored innovative packages of services that are adaptable to different needs and routines and provide an effective continuum of prevention, care, GBV (prevention and response) and impact mitigation services with traceable linkages.
- The applicant's plan to promote sustainability.

b. Management Approach and Staffing Plan (Merit Review Criteria 2)

Management Approach:

The Applicant must demonstrate capacity in management, planning, and implementation of proposed interventions and provide a clear description of how the resultant award will be managed, including an approach to address potential problems. The section on management approach must:

1. Describe the nature of organizational linkages, lines of authority, accountability and communication between the Recipient and any sub-recipients utilizing the complementary capacity of proposed sub-recipients effectively and efficiently;
2. Include roles and responsibilities of the Recipient and each sub-awardee. This includes their relationships between each other and patterns for utilizing and sharing resources.
3. Provide and specify composition and organizational structure of the entire Activity team including sub-recipients and include an organizational chart for the entire Activity team ;
4. Describe what expertise sub-recipients will provide relevant to the achievement of the goal, objectives, results and expected outcomes of this Activity.

Staffing Plan

The Applicant must propose a comprehensive staffing plan to accomplish the intended goal, objectives, results and expected outcomes of the WIYIZIRE Activity. The plan must demonstrate an appropriate mix of managers, technical experts, and administrative staff at national and provincial levels. Resumes and letters of commitment for all key personnel must be included in Annex 1 and Annex 2 respectively. Resumes may not exceed three pages in length and experience should be in reverse chronological order starting with the most recent experience.

The Applicant must choose a staffing structure in line with the required qualifications of key personnel based on their proposed technical and management approach. The Applicant must describe the role of each staff member named under key personnel as well as their technical expertise relevant to the Activity. A staffing plan including key personnel and technical non-key personnel is to be included in Annex 3.

The successful Applicant must present an appropriate mix of experienced local and regional personnel for all staff positions in this Activity. USAID, however, will consider appropriate international staff for positions that are more difficult to recruit locally or regionally. **At least 75% of the local organization's staff (managerial, professional, and support personnel) must be citizens or lawfully admitted permanent residents of Burundi.** The Applicant must also take into consideration gender aspects when hiring staff to ensure equal gender opportunities.

USAID envisions the five key personnel positions described in Section A.10 "Key Personnel" within the Program Description to be essential to the successful implementation of this Activity. Applicant must propose five individuals to fill these key personnel positions. The proposed distribution of functions across personnel must be supported with demonstrated capacity and experience.

Other Non-Key Personnel: The Applicant has the discretion to determine the proper number and mix of additional long-term personnel, short-term technical assistance, and other staffing arrangements to cost-effectively carry out the objectives of this Activity. Familiarity with the political, social, economic, and

cultural context of working in Burundi or in a country of similar socio-economic context in the region is highly desired. It is essential applicants consider how best to coordinate and collaborate with existing PEPFAR partners and other local institutions (private businesses, NGO for profit or for non profit, faith-based etc) in its staffing structure.

c. Organizational Capacity and Experience (Merit Review Criteria 3)

In this section, the applicant must describe the organizational capacity of both the local prime Applicant and its subrecipients to implement the requirements set forth in the Program Description and demonstrate how their combined capacity will enable successful achievement of the objectives and expected outcomes outlined in the Program Description. Proposed capacity of the local prime and each subrecipient must be demonstrated by presenting outcomes of previous work in specific technical areas. Letters from subrecipients must reference what expertise they will provide that is relevant to the achievement of the goal, objectives, results and expected outcomes outlined in the Program Description. The Applicant must also describe its organizational knowledge, experience, and capacity in collaborating and coordinating with other implementing partners to accomplish Activity objectives and expected outcomes. Similarly, the Applicant must also describe the organizational knowledge and capacity of the proposed sub-awardees in successfully managing similar Activities.

D.3. Cost/Business Application Instructions

The cost/business application must be submitted separately from the Technical Application. While no page limit exists, Applicants are encouraged to be as concise as possible while still providing the necessary level of detail. The overall budget must be presented in US dollars, cover the entire period of performance, organized in the cost categories in the SF-424A budget, and using the attached budget template. (Annex B).

A cost analysis will be performed only for the Apparently Successful Applicant. In order for USAID to accomplish this cost analysis, the information provided by the Applicant in the detailed budget and budget narrative must be complete and in enough detail to determine whether the proposed costs for the Applicant's Activity are allocable, allowable and reasonable.

The cost/business application must contain the following sections (which are further described below with a description for each requirement.

1. Cover Page
2. SF 424 Forms
3. Budget and Budget Narrative
4. Approval of Subawards
5. Duns and Bradstreet and SAM Registration
6. Funding Restrictions
7. **Pre-award costs**
8. Geographic Code
9. History of Performance (Apparently Successful Applicant only)
10. Certifications, Assurances and Other Statements of the Recipient (Apparently Successful Applicant only)

The following sections describe the documentation that the Applicants must submit to USAID prior to award.

D.3.1 Cover Page (See section D.1.4.1 above)

D.3.2 SF 424 Form(s)

The Applicant must sign and submit the cost/business application using the SF-424 series. Standard Forms can be accessed electronically at www.grants.gov or using the following links:

Instructions for SF-424	http://www.grants.gov/web/grants/form-instructions/sf-424-instructions.html
Application for Federal Assistance (SF-424)	https://www.grants.gov/web/grants/forms/sf-424-family.html
Instructions for SF-424A	https://www.grants.gov/web/grants/forms/sf-424-family.html
Budget Information (SF-424A)	https://www.grants.gov/web/grants/forms/sf-424-family.html
Instructions for SF-424B	https://www.grants.gov/web/grants/forms/sf-424-family.html
Assurances (SF-424B)	https://www.grants.gov/web/grants/forms/sf-424-family.html

D.3.3 Detailed Budget and Budget Narrative

The Budget must be submitted as one unprotected Excel file (MS Office 2000 or later versions) with visible formulas and references and must be broken out by project year. Files must not contain any hidden or otherwise inaccessible cells. Budgets with hidden cells lengthen the cost analysis time required to make award, and may result in a rejection of the cost application. The Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs. The applicant must ensure the budgeted costs address any additional requirements identified in Section F, such as Branding and Marking. The Budget Narrative must be thorough, including sources for costs to support USAID's determination that the proposed costs are fair and reasonable.

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

- i. Summary Budget, inclusive of all Activity costs broken out by major budget category and by fiscal year for interventions to be implemented by the applicant and any potential sub-recipients for the entire period of the program. See Annex B for Budget Template.
- ii. Detailed Budget, including a breakdown by fiscal year or partial fiscal year, sufficient to allow the Agency to determine that the costs represent efficient use of funding to implement the applicant's program. It is essential that adequate cost, historical or pricing data is available to

establish an FAA with the assurance that the Recipient will realize no increment above the actual cost.

- iii. Detailed Budgets for each sub-recipient, broken out by budget category and by year, for the entire implementation period of the Activity.

The detailed budget breakdown must provide the information described below. The detailed budget breakdown must follow the budget format, including the major budget line items, set forth below, and must be broken-down by fiscal year. The application must include a subtotal for each budget line item. Each page must indicate the applicable year and the applicant's name clearly marked at the top of each page

- 1) **Personnel** – Direct salaries and wages must be proposed in accordance with the applicant's personnel policies and must include position title, salary rate, level of effort, and salary escalation factors. If the organization has standing policies across all projects for annual salary escalations that exceed current inflation rates, those policies and the effective date of those policies must be provided with the application. The Applicant must also confirm that the policy applies to all staff across all projects.
- 2) **Fringe Benefits** – (if applicable) If the Applicant has a fringe benefit rate approved by an agency of the U.S. Government, the Applicant must use such rate and provide evidence of its approval. If an Applicant does not have a fringe benefit rate approved, the Applicant must propose a rate and explain how the Applicant determined the rate. In this case, the Budget Narrative must include a detailed breakdown comprised of all items of fringe benefits (e.g., 13th month, housing allowance, workers compensation, health and life insurance, retirement/gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.
- 3) **Travel and Transportation** – Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Per Diem and associated travel costs must be based on the applicant's normal travel policies. When appropriate please provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.
- 4) **Equipment** – means tangible nonexpendable personal property (including information technology systems) having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit. However, consistent with the recipient's policy, lower limits may be established. In this section, include a detailed breakdown of all proposed equipment proposed for procurement. Indicate each item, the number of units being budgeted and proposed cost. List all proposed items separately. Include proposed vehicle purchases, if any, in this section
- 5) **Supplies**- Supplies" means tangible personal property excluding equipment. A computing device is a supply if the acquisition cost is less than \$5,000 per unit. In this section, include a detailed breakdown of all proposed supplies and other items proposed for procurement. Indicate each item, the number of units being budgeted and the proposed item cost. List all proposed items separately.

- 6) Contractual** – The applicant's budget must include a lump-sum for each sub-award and contract (not to exceed 25% of the Total Estimated Amount), and identify the purpose of the sub-award/contract and the sub-award recipient or contractor, if known. The lump-sum(s) must be consistent with the detailed sub-award/contractor budgets described in the NOTE below. Contracts awarded by non-U.S. NGOs are subject to the USAID standard provisions for non-U.S. NGOs entitled “Procurement Policies” and “USAID Eligibility Rules for Procurement of Commodities and Services.”

NOTE: Following the applicant's detailed budget breakdown, detailed budget breakdowns for each sub recipient must be presented. Sub-award/contract budgets must not be intermingled. The first page must be a summary budget, following the same budget format and line items as are set forth above, for the full term of the sub-award/contract. Following the summary budget, a detailed budget breakdown for each year must be presented in accordance with the instructions provided above for the applicant.

- 7). Construction** – Not applicable. Construction is not authorized under the resulting award. Applicants must not include any costs related to construction in their budgets.

8) Other Direct Costs – This may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams and vaccinations, as well as any other miscellaneous costs, including those associated with branding and marking USAID programs, such as magnets, plaques, stickers, banners, press events, materials, and so forth, which directly benefit the Activity proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the Activity, along with estimates of costs. Otherwise, the narrative should be minimal.

9) Indirect Costs – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. The application must identify which approach they are requesting and provide the applicable supporting information:

	<u>Eligibility</u>	<u>Initial application requirements</u>
Direct Charge Only	Any applicant	See above on direct costs

De minimis rate of 10% of modified total direct costs (MTDC)	Any applicant that has never received a NICRA; the applicant may choose to charge a de minimis rate of 10% of modified total direct costs ¹⁶ (see definition in 2 CFR 200.68). If the prospective applicant chooses the de minimis rate, the 10% indirect cost rate will be incorporated in the award budget and the recipient must follow the requirements in 2 CFR 200.414(f).	Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate a rate, which the non-Federal entity may apply to do at any time. The applicant must describe which cost elements it charges indirectly vs. directly.
No current NICRA, but applicant has an indirect rate other than the de minimis	Any applicant may request but approval is at the discretion of the Agency	A NICRA may be negotiated after award at the discretion of the Agency. Provisional rates may be set forth in the award subject to audit and finalization. The applicant must identify the indirect cost rate and base it is proposing. See USAID's Indirect Cost Rate Guide for Non Profit Organizations for further guidance.

If the applicant does not have an approved NICRA and does not elect to utilize the 10% de minimis rate, the AO will provide further instructions and may request additional supporting information, including financial statements and audits, should the application still be under consideration after the merit review. USAID is under no obligation to approve the applicant's requested method.

D.3.4. Approval of Subawards

The applicant must submit information for all subawards that it wishes to have approved at the time of award. For each proposed subaward the applicant must provide the following:

- Name of organization
- DUNS Number
- Confirmation that the subrecipient does not appear on the Treasury Department's Office of Foreign Assets Control (OFAC) list
- Confirmation that the subrecipient does not have active exclusions in the System for Award Management (SAM)

¹⁶ Note: the 10% de minimis rate is applied to Modified Total Direct Costs (MTDCs). In accordance with 2 CFR 200.68 the definition of MTDCs is "MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs

- Confirmation that the subrecipient is not listed in the United Nations Security designation list
- Confirmation that the subrecipient is not suspended or debarred
- Confirmation that the applicant has completed a risk assessment of the subrecipient, in accordance with 2 CFR 200.331(b)
- Any negative findings as a result of the risk assessment and the applicant's plan for mitigation

D.3.5 Dun and Bradstreet and SAM Requirements

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

1. Provide a valid DUNS number for the Applicant before submitting an application;
2. Be registered in SAM before submitting its application. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient (<http://www.sam.gov>).
3. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The registration process may take many weeks to complete. Therefore, Applicants are encouraged to register early to be eligible to apply for this NOFO.

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

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

D.3.6 Funding Restrictions

USAID policy is not to award profit under assistance instruments. Should for-profit organizations want to apply to this NOFO, they must forego their profit

D.3.7 Pre-award costs

USAID will not reimburse any applicant for pre-award costs unless specifically authorized by the Agreement Officer, who may, at his/her sole discretion, authorize the selected applicant(s), at its own risk, to begin Activity implementation and the incurrence of costs prior to a signed award as of a specified date, with no commitment to reimburse costs in the event that the award was not subsequently awarded.

D.3.8 Geographic Code

Except as may be specifically approved in advance by the Agreement Officer, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in Section B.6 of this NOFO and must meet the source and nationality requirements set forth in 22 CFR 228.

D.3.9 History of Performance

Applicants should **not** provide the below information unless requested by the Agreement Officer:

The applicant must provide information regarding its recent history of performance for all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs, not to exceed the past 3 years, as follows:

- Name of the Awarding Organization;
- Award Number;
- Activity Title;
- A brief description of the activity;
- Period of Performance;
- Award Amount;
- Reports and findings from any audits performed in the last 3 years -{insert desired number of years}; and
- Name of at least two (2) updated professional contacts who most directly observed the work at the organization for which the service was performed with complete current contact information including telephone number, and e-mail address for each proposed individual.

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

D.3.10 Required Certifications and Assurances and other statements of the Recipient's

The applicant must complete the following documents and submit a signed copy UPON REQUEST BY THE AGREEMENT OFFICER (AO).

- (1) "Certifications, Assurances, Representations, and Other Statements of the Recipient" document found at <http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>
- (2) Assurances for Non-Construction Programs (SF-424B)

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

[END OF SECTION D]

SECTION E: APPLICATION REVIEW INFORMATION

E.1. Merit Review Criteria

The merit review criteria prescribed herein are tailored to the requirements of this particular NOFO. Applicants should note that these criteria serve to: (a) identify the significant matters which the Applicants should address in their applications, and (b) set the standard against which all applications will be evaluated.

Technical and other factors will be evaluated relative to each other, as described herein and prescribed by the Technical Application Format. The Technical Application will be evaluated by a Selection Committee (SC) using the merit review criteria described in this section

E.2. Review and Selection Process

E.2.1 Technical Merit Review

USAID will conduct a merit review of all applications received that comply with the instructions in this NOFO. Applications will be reviewed and evaluated in accordance with the following criteria shown in descending order of importance so that applicants will know which areas require emphasis in the preparation of the technical application.

Criterion 1: Technical Approach:

The technical approach criterion will be evaluated in terms of overall quality and the extent to which the proposed technical approach demonstrates a clear understanding of the objectives of the Activity and a convincing approach to achieve the objectives, goal, results and expected outcomes.

The following considerations are not sub-criteria with specific ratings/points assigned but merely specific aspects of the technical approach criterion that will be considered in the evaluation:

- The extent to which the applicant offers actionable, evidence-based and sustainable solutions that accelerate achievement and maintenance of HIV/AIDS epidemic control, specifically among OVC and AGYW in Burundi. Applicants must reference the evidence directly in the application or the annexes and may not provide hyperlinks ;
- The extent to which the overall strategy, methodology, and analyses are well-reasoned and appropriate to accomplish the specific objectives of the Activity and clearly demonstrate the contribution of the Activity to the PEPFAR/UNAIDS 95-95-95 targets;
- The extent to which the Applicant demonstrated its capacity to cope with and proactively respond to changes due to possible change in country context over the course of implementation of the Activity; and
- The extent to which the applicant is able to clearly explain how planned strategies will ensure identification and reach beneficiaries through multiple community and clinical level entry points with tailored innovative packages of services that are adaptable to different needs and routines and provide an effective continuum of prevention, care, GBV (prevention and response) and impact mitigation services with traceable linkages.

Criterion 2: Management Approach and Staffing Plan:

The management approach, will be evaluated for effectiveness in successfully implementing planned interventions to achieve the goal, objectives, results and expected outcomes, including, but not limited to, the following considerations:

The following considerations are not sub-criteria with specific ratings/points assigned but merely specific aspects of the management approach and staffing plan criterion that will be considered in the evaluation:

- The extent to which the proposed management structure supports the technical approach and the realism and effectiveness of the strategies and approaches to manage activities described in their proposed application
- The clarity of the roles and responsibilities between the prime local organization and its sub-awardees or teaming partner(s) (as applicable), as well as the composition and organizational structure
- A sound management plan that clearly describes coordination and collaboration between the Prime local organization and other USAID implementing partners who will be receiving technical assistance, as well as a clear definition of the relationships and coordination among other stakeholders and other partners

The staffing plan will be assessed based on the extent to which the proposed key personnel and staffing plan support the technical approach and convincingly demonstrates an ability to achieve Activity goal, objectives, results and outcomes. The following aspects will be considered for the personnel and staffing criterion:

- To the extent to which the proposed staffing plan is efficient and effective and key and technical personnel possess the full range of experience, skills, and expertise required to successfully implement the Activity
- The extent to which key personnel possess relevant and demonstrated qualifications, experience, and skills applicable to the key personnel positions.

Criterion 3: Organizational Capacity and Experience:

The organizational capacity and experience criterion will be evaluated based on the existing capacity and experience of the prime local organization and its sub-awardees in implementing similar Activities (scope and size). Specifically, capacity and experience in the following areas will be considered:

The following considerations are not sub-criteria with specific ratings/points assigned but merely specific aspects of the organizational capacity and experience criterion that will be considered in the evaluation:

- Demonstrated experience in managing the administrative and financial aspects of an activity of similar size and complexity in Burundi.
- Demonstrated experience in delivering technical assistance, and collaborating with a range of partners including, donors, community based organizations, faith based organisations, civil society organizations and other local partner organizations in Burundi.

- Demonstrated organizational capacity and knowledge in implementing similar activities (in size and scope) and in collaborating, coordinating with other implementing partners and donors to accomplish Activity objectives and expected outcomes.
- Demonstrated organizational capacity and knowledge in effectively and efficiently managing subrecipients to deliver results and building capacity of subrecipients to acquire technical and financial competencies and accomplish Activity objectives and expected outcomes.

E.2.2 Business Review

USAID will evaluate the cost/business application of the applicant under consideration for an award as a result of the merit review to determine whether the proposed costs are fair and reasonable.

USAID will also consider: (1) the applicant's ability to perform the activities within the amount requested; and (2) whether the applicant's plans will achieve the program objectives with reasonable economy and efficiency.

E.3. Risk Assessment:

The Agreement Officer will use the **Fixed Amount Award Entity Eligibility Checklist** (to be requested only from the apparently successful applicant) to assess the applicant's capacity and capabilities for accomplishing the milestones. If the assessment identifies weaknesses or deficiencies in the organization that call into question the ability of the organization to complete the proposed activity, the weaknesses and deficiencies will be documented and the mitigation measures to reduce or eliminate the risk of failure to the organization and the Agency will be described as part of the risk assessment. Mitigation measures may include, but are not limited to the following: capacity building technical assistance, including but not limited to financial management and procurement functions; or, increased monitoring visits to confirm adequate progress on milestones.

USAID will review information available through USG or other repositories of eligibility, qualification, or financial integrity information, as appropriate. This includes, but is not limited to:

- The USG's System for Award Management (SAM) (<http://www.sam.gov>);
- The non-public segment of the USG's Federal Awardee Performance and Integrity Information System (FAPIIS), which is accessible through SAM;
- The List of Specially Designated Nationals (SDN) and Blocked Persons maintained by the U.S. Department of the Treasury's Office of Foreign Assets Control (<https://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>);
- The United Nations ISIL (Da'esh) & Al-Qaida Sanctions List (https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list)

E.4. Review of Proposed Award Budget

The apparently successful applicant's budget will be reviewed to ensure that costs are in compliance with OMB's and USAID's policies. The recipient must justify in advance the proposed costs for each element of the program. An evaluation will be conducted of the cost breakdown; elements of costs in the budget will be evaluated and analyzed for reasonableness and allocability. The review of the proposed budget

will be used to determine: (1) The extent of the applicant's understanding of the financial aspects of the program and the applicant's ability to perform the interventions within the amount requested; and (2) Whether the applicant's plans will achieve the program objectives with reasonable economy and efficiency

The budget of the apparently successful applicant will be reviewed to ensure that costs are in compliance with OMB's and USAID's policies. The recipient must justify in advance the proposed costs for each element of the program. When reviewing costs, the cost breakdown will be reviewed; and specific elements of costs will be evaluated and analyzed for reasonableness and allocability.

[END OF SECTION E]

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

F.1. Federal Award Notices

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

Award Issuance: Below is the procedure for the award issuance process:

1. Although an earlier notification may be provided to the applicant regarding their recommended selection for award, only an award signed by the USAID Agreement Officer will constitute the USAID commitment of the selection of the applicant.
2. USAID will provide the Fixed Amount Award electronically to the successful applicant's designated point of contact. The signed Fixed Amount Award will authorize the selected applicant to begin implementation of the interventions described in their technical application or revised technical application/addenda, and will obligate funds for payment to the recipient for the achievement of milestones. The signed award will be accompanied by a USAID Agreement Officer's Representative (AOR) and Alternate AOR Designation letter.
3. The unsuccessful applicants designated point of contact will be notified electronically in writing of their non-selection once USAID decides which applicant the Agency will consider for award. Within 10 working days after an applicant receives notice that USAID will not fund its application, the unsuccessful applicant may send a written request for additional information to the Agreement Officer. Additional information may be provided at the discretion of the Agreement Officer following the procedures included in ADS 303.3.7.2.

F.2. Administrative & National Policy Requirements

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

Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations:

<https://www.usaid.gov/sites/default/files/documents/1868/303mat.pdf>

F.3. Standard Provisions

The Mandatory and Required as Applicable Standard Provisions will be attached to the final award document. However, the following Standard Provisions indicated below in full text should be specifically noted by the prospective applicants.

I. PROHIBITION ON REQUIRING CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS OR STATEMENTS (MAY 2017)

(a) Definitions.

“Contract” has the meaning given in 2 CFR Part 200.

“Contractor” means an entity that receives a contract as defined in 2 CFR Part 200.

“Internal confidentiality agreement or statement” means a confidentiality agreement or any other written statement that the recipient requires any of its employees or subrecipients to sign regarding non-disclosure of recipient information, except that it does not include confidentiality agreements arising out of civil litigation or confidentiality agreements that recipient employees or subrecipients sign at the behest of a Federal agency.

“Subaward” has the meaning given in 2 CFR Part 200. “Subrecipient” has the meaning given in 2 CFR Part 200.

(b) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions), Government agencies are not permitted to use funds appropriated (or otherwise made available) for federal assistance to a non- Federal entity that requires its employees, subrecipients, or contractors seeking to report waste, fraud, or abuse to sign internal confidentiality agreements or statements that prohibit or otherwise restrict its employees, subrecipients, or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(c) The prohibition in paragraph (b) of this provision does not contravene requirements applicable to Standard Form 312, (Classified Information Nondisclosure agreement), Form 4414 (Sensitive Compartmented Information Nondisclosure Agreement), or any other form issued by a Federal department or agency governing the Nondisclosure of classified information.

(d) Representation. By submission of its application, the prospective recipient represents that it will not require its employees, subrecipients, or contractors to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting its employees, subrecipients, or contractors from lawfully reporting waste, fraud, or abuse related to the performance of a Federal award to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information (for example, the Agency Office of the Inspector General).

[END OF PROVISION]

II. PROTECTING LIFE IN GLOBAL HEALTH ASSISTANCE (MAY 2019)

(a) Ineligibility of Foreign Non-governmental Organizations that Perform or Actively Promote Abortion as a Method of Family Planning

This provision is in two parts: I, applicable to foreign non-governmental organizations; and II, applicable to U.S. non-governmental organizations. Both part I and part II should be included in awards.

I. Grants and Cooperative Agreements with Foreign Non-governmental Organizations

(1) The recipient agrees that it will not, during the term of this award, perform or actively promote abortion as a method of family planning in foreign countries or provide financial support to any other foreign non-governmental organization that conducts such activities. For purposes of this paragraph (a), a foreign nongovernmental organization is a for-profit or not-for-profit non-governmental organization that is not organized under the laws of the United States, any State of the United States, the District of Columbia, or the Commonwealth of Puerto Rico, or any other territory or possession of the United States.

(2) The recipient agrees that authorized representatives of USA may, at any reasonable time, announced or unannounced, consistent with 2 CFR Part 200: (i) inspect the documents and materials maintained or prepared by the recipient in the usual course of its operations that describe the health activities of the recipient, including reports, brochures, and service statistics; (ii) observe the health activities conducted by the recipient, (iii) consult with healthcare personnel of the recipient; and (iv) obtain a copy of audited financial statements or reports of the recipient, as applicable.

(3) In the event USAID has reasonable cause to believe that the recipient may have violated its undertaking not to perform or actively promote abortion as a method of family planning, the recipient must make available to USAID such books and records and other information as USAID may reasonably request to determine whether a violation of that undertaking has occurred, consistent with 2 CFR Part 200.

(4) Health assistance furnished to the recipient under this award must be terminated if the recipient violates any undertaking required by this paragraph (a), and the recipient must refund to USAID any unexpended amounts furnished to the recipient under this award, plus an amount equivalent to that used by the recipient to perform or actively promote abortion as a method of family planning while receiving funding under this award. The amount to be refunded to USAID under this subparagraph (4) may not exceed the total amount of health assistance furnished under this award.

(5) The recipient may not furnish health assistance under this award to another foreign non-governmental organization (the subrecipient) unless: (i) subrecipient agrees, by entering into such subaward, that it does not perform or actively promote abortion as a method of family planning in foreign countries and will not provide financial support to any other foreign non-governmental organization that conducts such activities; and (ii) such foreign non-governmental organization's agreement contains the same terms and conditions as described in subparagraph (6) below.

(6) Prior to entering into an agreement to furnish health assistance to a foreign non-governmental organization under this award, the recipient must ensure that such agreement with the subrecipient includes the following terms:

(i) The subrecipient will not, while receiving assistance under this award, perform or actively promote abortion as a method of family planning in foreign countries or provide financial support to other foreign non-governmental organizations that conduct such activities;

(ii) The recipient and authorized representatives of USAID may, at any reasonable time, announced or unannounced, consistent with 2 CFR Part 200: (A) inspect the documents and materials maintained or prepared by the subrecipient in the usual course of its operations that describe the health activities of the subrecipient, including reports, brochures, and service statistics; (B) observe health activities conducted by the subrecipient; (C) consult with healthcare personnel of the subrecipient; and (D) obtain a copy of audited financial statements or reports of the subrecipient, as applicable;

(iii) In the event that the recipient or USAID has reasonable cause to believe that a subrecipient may have violated its undertaking not to perform or actively promote abortion as a method of family planning, the recipient will review the health program of the subrecipient to determine whether a violation of such undertaking has occurred. The subrecipient must make available to the recipient such books and records and other information as may be reasonably requested to conduct the review. USAID may review the health program of the subrecipient under these circumstances, and the subrecipient must provide access on a timely basis to USAID to such books and records and other information upon request, consistent with 2 CFR Part 200;

(iv) Health assistance provided to the subrecipient under this award must be terminated if the subrecipient violates any award terms under subparagraphs (6)(i)-(iii), above, and the subrecipient must refund to the recipient any unexpended amounts furnished to the subrecipient under this award, plus an amount equivalent to that used by the subrecipient to perform or actively promote abortion as a method of family planning while receiving funding under this award, up to the total amount of health assistance furnished to the subrecipient under this award; and

(v) The subrecipient may furnish health assistance under this award to another foreign non-governmental organization only if: (A) such foreign nongovernmental organization agrees, by entering into such agreement, that it will not perform or actively promote abortion as a method of family planning in foreign countries and will not provide financial support to any other foreign non-governmental organization that conducts such activities, and (B) such foreign non-governmental organization's agreement contains the same terms and conditions as those provided by the subrecipient to the recipient as described in subparagraphs (6)(i)-(iv), above.

(7) Where the terms and conditions of the award require USAID approval of subawards, the recipient must include a description of the due diligence performed by the recipient on the subrecipient before furnishing health assistance under this award.

(8) The recipient is liable to USAID for a refund for a violation by the subrecipient of any requirement of this paragraph (a) only if: (i) the recipient knowingly furnishes health assistance under this award to a subrecipient that performs or actively promotes abortion as a method of family planning, or (ii) the subrecipient did not abide by its award terms required by subparagraphs (6)(i)-(iii), above, and the recipient failed to make reasonable due diligence efforts prior to furnishing health assistance to the subrecipient, or (iii) the recipient knows or has reason to know, by virtue of the monitoring that the recipient is required to perform under the terms of this award, that a subrecipient has violated any of the award terms required by subparagraphs (6)(i)-(iii), above, and the recipient fails to terminate health assistance to the subrecipient, or fails to require the subrecipient to terminate assistance furnished under a subaward that violates any award terms required by subparagraphs (6)(i)-(iii), above.

(9) The recipient acknowledges that USAID may make independent inquiries in the community served by the recipient or a subrecipient under this award regarding whether it performs or actively promotes abortion as a method of family planning.

(10) The following definitions apply for purposes of paragraph (a):

(i) Abortion is a method of family planning when it is for the purpose of spacing births. This includes, but is not limited to, abortions performed for the physical or mental health of the mother and abortions performed for fetal abnormalities, but does not include abortions performed if the life of the mother would be endangered if the fetus were carried to term or abortions performed following rape or incest.

(ii) “To perform abortions” means to operate a facility where abortions are provided as a method of family planning. Excluded from this definition is the treatment of injuries or illnesses caused by legal or illegal abortions, for example, post-abortion care.

(iii) “To actively promote abortion” means for an organization to commit resources, financial or other, in a substantial or continuing effort to increase the availability or use of abortion as a method of family planning.

(A) This includes, but is not limited to, the following activities:

(I) Operating a service-delivery site that provides, as part of its regular program, counseling, including advice and information, regarding the benefits and/or availability of abortion as a method of family planning;

(II) Providing advice that abortion as a method of family planning is an available option or encouraging women to consider abortion (passively responding to a question regarding where a safe, legal abortion may be obtained is not considered active promotion if a woman who is already pregnant specifically asks the question, she clearly states that she has already decided to have a legal abortion, and the healthcare provider reasonably believes that the ethics of the medical profession in the host country requires a response regarding where it may be obtained safely and legally);

(III) Lobbying a foreign government to legalize or make available abortion as a method of family planning or lobbying such a government to continue the legality of abortion as a method of family planning; and

(IV) Conducting a public information campaign in foreign countries regarding the benefits and/or availability of abortion as a method of family planning.

(B) Excluded from the definition of active promotion of abortion as a method of family planning are referrals for abortion as a result of rape or incest, or if the life of the mother would be endangered if she were to carry the fetus to term. Also excluded from this definition is the treatment of injuries or illnesses caused by legal or illegal abortions, for example, postabortion care.

(C) Action by an individual acting in the individual’s capacity must not be attributed to an organization with which the individual is associated, provided that the individual is neither on duty nor acting on the organization’s premises, and the organization neither endorses nor provides financial support for the action and takes reasonable steps to ensure that the individual does not improperly represent that he or she is acting on behalf of the organization.

(iv) Furnishing health assistance to a foreign non-governmental organization includes the transfer of funds made available under this award or goods or services financed with such funds, but does not include the purchase of goods or services from an organization or the participation of an individual in the general training programs of the recipient or subrecipient.

(v) To “control” an organization means to possess the power to direct, or cause the direction of, the management and policies of an organization.

(11) In determining whether a foreign non-governmental organization is eligible to be a recipient or subrecipient of health assistance under this award, the action of separate non-governmental organizations must not be imputed to the recipient or subrecipient, unless, in the judgment of USAID, a separate non-governmental organization is being used purposefully to avoid the provisions of this paragraph (a). Separate non-governmental organizations are those that have distinct legal existence in accordance with the laws of the countries in which they are organized. Foreign organizations that are separately organized must not be considered separate, however, if one is controlled by the other. The recipient may request the USAID Agreement Officer’s approval to treat as separate the health activities of two or more organizations, which would not be considered separate under the preceding sentence. The recipient must provide a written justification to USAID that the health activities of the organizations are sufficiently distinct to warrant not imputing the activity of one to the other.

(12) Health assistance may be furnished under this award by a recipient or subrecipient to a foreign government or parastatal even though the government or parastatal includes abortion in its health program, provided that no such assistance may be furnished under this award in support of the abortion activity of the government or parastatal and any funds transferred to the government or parastatal must be placed in a segregated account to ensure that such funds may not be used to support the abortion activity of the government or parastatal.

(13) For the avoidance of doubt, in the event of a conflict between a term of this paragraph (a) and an affirmative duty of a healthcare provider required under local law to provide counseling about and referrals for abortion as a method of family planning, compliance with such law must not trigger a violation of this paragraph (a).

II. Grants and Cooperative Agreements with U.S. Non-governmental Organizations

(1) The recipient (A) agrees that it will not furnish health assistance under this award to any foreign non-governmental organization that performs or actively promotes abortion as a method of family planning in foreign countries; and (B) further agrees to require that such subrecipients do not provide financial support to any other foreign non-governmental organization that conducts such activities. For purposes of this paragraph (a), a foreign non-governmental organization is a for-profit or not-for-profit non-governmental organization that is not organized under the laws of the United States, any State of the United States, the District of Columbia, or the Commonwealth of Puerto Rico, or any other territory or possession of the United States.

(2) Prior to entering into an agreement to furnish health assistance to a foreign non-governmental organization (subrecipient) under this award, the recipient must ensure that such agreement with the subrecipient includes the following terms:

(i) The subrecipient will not, while receiving assistance under this award, perform or actively promote abortion as a method of family planning in foreign countries or provide financial support to other foreign non-governmental organizations that conduct such activities;

(ii) The recipient, and authorized representatives of USAID may, at any reasonable time, announced or unannounced, consistent with 2 CFR Part 200: (A) inspect the documents and materials maintained or prepared by the subrecipient in the usual course of its operations that describe the health activities of the subrecipient, including reports, brochures, and service statistics; (B) observe the health activities conducted by the subrecipient; (C) consult with healthcare personnel of the subrecipient; and (D) obtain a copy of audited financial statements or reports of the subrecipient, as applicable;

(iii) In the event that the recipient or USAID has reasonable cause to believe that a subrecipient may have violated its undertaking not to perform or actively promote abortion as a method of family planning, the recipient will review the health program of the subrecipient to determine whether a violation of such undertaking has occurred. The subrecipient must make available to the recipient such books and records and other information as may be reasonably requested to conduct the review. USAID may review the health program of the subrecipient under these circumstances, and the subrecipient must provide access on a timely basis to USAID to such books and records and other information upon request, consistent with 2 CFR part 200;

(iv) Health assistance provided to the subrecipient under this award must be terminated if the subrecipient violates any award terms required by subparagraphs (2)(i)-(iii), above, and the subrecipient must refund to the recipient any unexpended amounts furnished to the subrecipient under this award, plus an amount equivalent to that used by the subrecipient to perform or actively promote abortion as a method of family planning while receiving funding under this award, up to the total amount of health assistance furnished to the subrecipient under this award; and

(v) The subrecipient may furnish health assistance under this award to another foreign non-governmental organization only if: (A) such foreign nongovernmental organization agrees, by entering into such agreement, that it will not perform or actively promote abortion as a method of family planning in foreign countries and will not provide financial support to any other foreign non-governmental organization that conducts such activities; and (B) such foreign non-governmental organization's agreement contains the same terms and conditions as those provided by the subrecipient to the recipient as described in subparagraphs (2)(i)-(iv), above.

(3) Where the terms and conditions of the award require USAID approval of subawards, the recipient must include a description of the due diligence performed by the recipient on the subrecipient before furnishing health assistance under this award.

(4) The recipient is liable to USAID for a refund for a violation by the subrecipient of any requirement of this paragraph (a) only if: (i) the recipient knowingly furnishes health assistance under this award to a subrecipient that performs or actively promotes abortion as a method of family planning; or (ii) the subrecipient did not abide by its award terms required by subparagraphs (2)(i)-(iii), above, and the recipient failed to make reasonable due diligence efforts prior to furnishing health assistance to the subrecipient; or (iii) the recipient knows or has reason to know, by virtue of the monitoring that the recipient is required to perform under the terms of this award, that a subrecipient has violated any of the award terms required by subparagraphs (2)(i)-(iii), above, and the recipient fails to terminate health

assistance to the subrecipient, or fails to require the subrecipient to terminate assistance furnished under a subaward that violates any award terms required by subparagraphs (2)(i)-(iii), above.

(5) The recipient acknowledges that USAID may make independent inquiries in the community served by a subrecipient under this award regarding whether such subrecipient performs or actively promotes abortion as a method of family planning.

(6) The following definitions apply for purposes of this paragraph (a):

(i) Abortion is a method of family planning when it is for the purpose of spacing births. This includes, but is not limited to, abortions performed for the physical or mental health of the mother and abortions performed for fetal abnormalities, but does not include abortions performed if the life of the mother would be endangered if the fetus were carried to term or abortions performed following rape or incest.

(ii) “To perform abortions” means to operate a facility where abortions are provided as a method of family planning. Excluded from this definition is the treatment of injuries or illnesses caused by legal or illegal abortions, for example, post-abortion care.

(iii) “To actively promote abortion” means for an organization to commit resources, financial or other, in a substantial or continuing effort to increase the availability or use of abortion as a method of family planning.

(A) This includes, but is not limited to, the following activities:

(I) Operating a service-delivery site that provides, as part of its regular program, counseling, including advice and information, regarding the benefits and/or availability of abortion as a method of family planning;

(II) Providing advice that abortion as a method of family planning is an available option or encouraging women to consider abortion (passively responding to a question regarding where a safe, legal abortion may be obtained is not considered active promotion if a woman who is already pregnant specifically asks the question, she clearly states that she has already decided to have a legal abortion, and the healthcare provider reasonably believes that the ethics of the medical profession in the host country requires a response regarding where it may be obtained safely and legally);

(III) Lobbying a foreign government to legalize or make available abortion as a method of family planning or lobbying such a government to continue the legality of abortion as a method of family planning; and

(IV) Conducting a public-information campaign in foreign countries regarding the benefits and/or availability of abortion as a method of family planning.

(B) Excluded from the definition of active promotion of abortion as a method of family planning are referrals for abortion as a result of rape or incest, or if the life of the mother would be endangered if she were to carry the fetus to term. Also excluded from this definition is the treatment of injuries or illnesses caused by legal or illegal abortions, for example, postabortion care.

(C) Action by an individual acting in the individual's capacity must not be attributed to an organization with which the individual is associated, provided that the individual is neither on duty nor acting on the organization's premises, and the organization neither endorses nor provides financial support for the action and takes reasonable steps to ensure that the individual does not improperly represent that he or she is acting on behalf of the organization.

(iv) Furnishing health assistance to a foreign non-governmental organization includes the transfer of funds made available under this award or goods or services financed with such funds, but does not include the purchase of goods or services from an organization or the participation of an individual in the general training programs of the recipient or subrecipient.

(v) To "control" an organization means to possess the power to direct, or cause the direction of, the management and policies of an organization.

(7) In determining whether a foreign non-governmental organization is eligible to be a subrecipient of health assistance under this award, the action of separate non-governmental organizations must not be imputed to the sub-recipient, unless, in the judgment of USAID, a separate non-governmental organization is being used purposefully to avoid the provisions of this paragraph (a). Separate nongovernmental organizations are those that have distinct legal existence in accordance with the laws of the countries in which they are organized. Foreign organizations that are separately organized must not be considered separate, however, if one is controlled by the other. The recipient may request the USAID Agreement Officer's approval to treat as separate the health activities of two or more organizations, which would not be considered separate under the preceding sentence. The recipient must provide a written justification to USAID that the health activities of the organizations are sufficiently distinct to warrant not imputing the activity of one to the other.

(8) Health assistance may be furnished under this award by a recipient or subrecipient to a foreign government or parastatal even though the government or parastatal includes abortion in its health program, provided that no such assistance may be furnished under this award in support of the abortion activity of the government or parastatal and any funds transferred to the government or parastatal must be placed in a segregated account to ensure that such funds may not be used to support the abortion activity of the government or parastatal.

(9) For the avoidance of doubt, in the event of a conflict between a term of this paragraph (a) and an affirmative duty of a healthcare provider required under local law to provide counseling about and referrals for abortion as a method of family planning, compliance with such law shall not trigger a violation of this paragraph (a).

(b) This provision shall be inserted verbatim in subawards in accordance with the terms of paragraph (a).

[END OF PROVISION]

III. EQUAL PARTICIPATION BY FAITH-BASED ORGANIZATIONS (JUNE 2016)

a. Faith-Based Organizations; Encouraged Faith-based organizations are eligible, on the same basis as any other organization, to participate in any USAID program for which they are otherwise eligible. Neither USAID nor entities that make and administer subawards of

USAID funds shall discriminate for or against an organization on the basis of the organization's religious character or affiliation. Additionally, religious organizations shall not be disqualified from participating in USAID programs because such organizations are motivated or influenced by religious faith to provide social services, or because of their religious character or affiliation. Decisions about awards of USAID financial assistance must be free from political interference or even the appearance of such interference. Awards must be made on the basis of merit, not the basis of the religious affiliation of an Applicant, or lack thereof. A faith-based organization may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, within the limits contained in this provision. For more information, see the USAID Faith Based and Community Initiatives Web site and 22 CFR 205.1.

b. Explicitly Religious Activities Prohibited.

(1) Explicitly religious activities include activities that involve overt religious content such as worship, religious instruction, prayer, or proselytization.

(2) The recipient must not engage in explicitly religious activities as part of the programs or services directly funded with financial assistance from USAID. If the recipient engages in explicitly religious activities, the activities must be offered separately, in time or location, from any programs or services directly funded by this award, and participation must be voluntary for beneficiaries of the programs or services funded with USAID assistance.

(3) These restrictions apply equally to religious and secular organizations. All organizations that participate in USAID programs, as recipients or subawardees, including religious ones, must carry out eligible activities in accordance with all program requirements and other applicable requirements governing USAID funded activities.

(4) Notwithstanding the restrictions of b.(1) and (2), a religious organization that participates in USAID-funded programs or services:

(i) May retain its independence and may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, provided that it does not use direct financial assistance from USAID to support or engage in any explicitly religious activities or in any other manner prohibited by law;

(ii) May use space in its facilities, without removing religious art, icons, scriptures, or other religious symbols; and

(iii) May retain its authority over its internal governance, and may retain religious terms in its organization's names, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

c. Implementation in accordance with the Establishment Clause: Nothing in this provision shall be construed as authorizing the use of USAID funds for activities that are not permitted by Establishment Clause jurisprudence or otherwise by law.

d. Discrimination Based on Religion Prohibited: The recipient must not, in providing services, discriminate against a program beneficiary or potential program beneficiary on the basis of religion or religious belief, refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

e. A religious organization's exemption from the Federal prohibition on employment discrimination on the basis of religion, set forth in Sec. 702(a) of the Civil Rights Act of 1964, 42 U.S.C. 2000e-1 is not forfeited when the organization receives financial assistance from USAID.

f. The Secretary of State may waive the requirements of this section in whole or in part, on a case-by-case basis, where the Secretary determines that such waiver is necessary to further the national security or foreign policy interests of the United States.

g. This provision must be included in all subawards under this award.

[END OF PROVISION]

IV. CONFLICT OF INTEREST (August 2018)

a. A conflict of interest in the award, administration, or monitoring of subawards arises when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties, has a financial or other interest in or a tangible personal benefit from a non-federal entity considered for a subaward. The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from subrecipients or parties to subawards. However, pass-through entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the pass-through entity.

b. The recipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of subawards. The recipient safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

c. The non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a subaward action involving a related organization.

d. The recipient must have a system or systems in place to address, resolve, and disclose to USAID any conflicts of interest as described in this provision that affect any subaward regardless of the amount funded under this award.

e. The recipient must disclose any conflict of interest and the recipient's approach for resolving the conflict of interest to the cognizant Agreement Officer for the award within 10 calendar days of the discovery of the conflict of interest.

f. Upon notice from the recipient of a potential conflict of interest and the approach for resolving it, the Agreement Officer will make a determination regarding the effectiveness of the recipient's actions to resolve the conflict of interest within 30 days of receipt of the recipient's notice, unless the Agreement Officer advises the recipient that a longer period is necessary.

g. The recipient cannot request payment from USAID for costs for transactions subject to the conflict of interest pending notification of USAID's determination. Failure to disclose a conflict of interest may result in cost disallowances.

h. For conflicts of interest, including organizational conflicts of interest, involving contracts, the recipient must follow 2 CFR 200.318, general procurement standards.

i. The recipient must insert the substance of this provision, including paragraph (i), in all subawards under this award, at any subaward tier.

[END OF PROVISION]

**V. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE
LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING
(ASSISTANCE) (SEPTEMBER 2014)**

(a) The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this agreement may be used to promote or advocate the legalization or practice of prostitution or sex trafficking. Nothing in the preceding sentence shall be construed to preclude the provision to individuals of palliative care, treatment, or post-exposure pharmaceutical prophylaxis, and necessary pharmaceuticals and commodities, including test kits, condoms, and, when proven effective, microbicides.

(b)(1) Except as provided in (b)(2), by accepting this award or any subaward, a nongovernmental organization or public international organization awardee/subawardee agrees that it is opposed to the practices of prostitution and sex trafficking.

(b)(2) The following organizations are exempt from (b)(1):

(i) the Global Fund to Fight AIDS, Tuberculosis and Malaria; the World Health Organization; the International AIDS Vaccine Initiative; and any United Nations agency.

(ii) U.S. non-governmental organization recipients/subrecipients and contractors/subcontractors.

(iii) Non-U.S. contractors and subcontractors if the contract or subcontract is for commercial items and services as defined in FAR 2.101, such as pharmaceuticals, medical supplies, logistics support, data management, and freight forwarding.

(b)(3) Notwithstanding section (b)(2)(iii), not exempt from (b)(1) are non-U.S. recipients, subrecipients, contractors, and subcontractors that implement HIV/AIDS programs under this assistance award, any subaward, or procurement contract or subcontract by:

(i) Providing supplies or services directly to the final populations receiving such supplies or services in host countries;

(ii) Providing technical assistance and training directly to host country individuals or entities on the provision of supplies or services to the final populations receiving such

supplies and services; or

(iii) Providing the types of services listed in FAR 37.203(b)(1)-(6) that involve giving advice about substantive policies of a recipient, giving advice regarding the activities referenced in (i) and (ii), or making decisions or functioning in a recipient's chain of command (e.g., providing managerial or supervisory services approving financial transactions, personnel actions).

(c) The following definitions apply for purposes of this provision:

“Commercial sex act” means any sex act on account of which anything of value is given to or received by any person.

“Prostitution” means procuring or providing any commercial sex act and the

“practice of prostitution” has the same meaning.

“Sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act (22 U.S.C. 7102(9)).

(d) The Recipient must insert this provision, which is a standard provision, in all subawards, procurement contracts or subcontracts for HIV/AIDS activities.

(e) This provision includes express terms and conditions of the award and any violation of it shall be grounds for unilateral termination of the award by USAID prior to the end of its term.

[END OF PROVISION]

VI. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2015)

a. Reporting of First-Tier Subawards.

(1) Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

(2) Where and when to report.

(i) You must report each obligating action described in paragraph a.(1) of this award term to **www.fsrs.gov**.

(ii) For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

(3) What to report. You must report the information about each obligating action that the submission instructions posted at **www.fsrs.gov** specify.

b. Reporting Total Compensation of Recipient Executives.

(1) Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if –

(i) The total Federal funding authorized to date under this award is \$25,000 or more;

(ii) In the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)

(2) Where and when to report. You must report executive total compensation described in paragraph b.(1) of this award term:

(i) As part of your registration profile at www.sam.gov.

(ii) By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

(1) Applicability and what to report. Unless you are exempt, as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you must report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if –

(i) In the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

(ii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)

(2) Where and when to report. You must report subrecipient executive total compensation described in paragraph c.(1) of this award term:

(i) To the recipient.

(ii) By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (for example, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions.

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- (1) Subawards, and
- (2) The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions.

For purposes of this award term:

(1) Entity means all of the following, as defined in 2 CFR 25:

- (i) A governmental organization, which is a State, local government, or Indian tribe;
- (ii) A foreign public entity;
- (iii) A domestic or foreign nonprofit organization;
- (iv) A domestic or foreign for-profit organization;
- (v) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

(2) Executive means officers, managing partners, or any other employees in management positions.

(3) Subaward:

(i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

(ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200).

(iii) A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

(4) Subrecipient means an entity that:

(i) Receives a subaward from you (the recipient) under this award; and

(ii) Is accountable to you for the use of the Federal funds provided by the subaward.

(5) Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

(i) Salary and bonus.

(ii) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

(iii) Earnings for services under nonequity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

(iv) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

(v) Above-market earnings on deferred compensation which is not tax-qualified.

(vi) Other compensation, if the aggregate value of all such other compensation (for example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

[END OF PROVISION]

VII. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (July 2015)

a. Requirement for System of Award Management (SAM). Unless you are exempted from this requirement under 2 CFR 25.110, you as the Recipient must maintain the currency of your information in SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently, if required by changes in your information or another award term.

b. Requirement for Data Universal Numbering System (DUNS) numbers. If you are authorized to make subawards under this award, you:

(1) Must notify potential subrecipients that no entity (see definition in paragraph c. of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.

(2) May not make a subaward to an entity unless the entity has provided its DUNS number to you.

c. Definitions. For purposes of this award term:

(1) System of Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at www.sam.gov).

(2) Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at fedgov.dnb.com/webform).

(3) Entity, as it is used in this award term, means all of the following, as defined at 2 CFR 25, subpart C:

(i) A governmental organization, which is a State, local government, or Indian tribe;

(ii) A foreign public entity;

(iii) A domestic or foreign nonprofit organization;

(iv) A domestic or foreign for-profit organization; and

(v) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

(4) Subaward:

(i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you, as the Recipient, award to an eligible subrecipient.

(ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200 subpart F Audit Requirements).

(iii) A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

(5) Subrecipient means an entity that:

(i) Receives a subaward from you under this award; and

(ii) Is accountable to you for the use of the Federal funds provided by the subaward.

[END OF PROVISION]

**VIII. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) –
SOLICITATION PROVISION (February 2012)**

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

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

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

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

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

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

iii. 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 (ii) above, the Applicant must meet the submission date provided for in the solicitation.

[END OF PROVISION]

IX. LIMITATION ON SUBAWARDS TO NON-LOCAL ENTITIES (JULY 2014)

(a) By submission of an application and execution of the award, the Applicant/recipient agrees that at least fifty (50) percent of the cost of award performance incurred for personnel must be expended for employees of the prime/local entity.

(b) By submission of an application and execution of the award, the Applicant/Recipient represents that it is an individual, a corporation, a nonprofit organization, or another body of persons that:

(1) Is legally organized under the laws of;

(2) Has as its principal place of business or operations in;

(3) Is majority owned by individuals who are citizens or lawful permanent residents of; and

(4) Is managed by a governing body the majority of who are citizens or lawful permanent residents of the country in which this award will be primarily performed.

(c) For purposes of this provision, “majority owned” and “managed by” include, without limitation, beneficiary interests and the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization's managers or a majority of the organization's governing body by any means.

[END OF PROVISION]

F.4. Reporting requirements

Financial Reporting:

i. Quarterly financial reporting:

Financial reporting requirements will be in accordance with the Standard Provisions for Non- U.S Organizations. The Recipient must submit an electronic version of the SF 425 Financial Report to the Agreement Officer’s Representative (AOR) on a quarterly basis. Electronic copies of the SF-425 can be found at: https://www.whitehouse.gov/omb/grants_forms. In addition, the Recipient must submit quarterly financial reports to AOR within 30 days after the end of each quarter of the fiscal year during the performance period. The Recipient will use the form PEPFAR Program Expenditures (DS-4213 OMB 1405-0208), the PROMIS information system and subsequently approved information systems as a part of completing the PEPFAR Expenditure Analysis at the end of each USG fiscal year (September 30). Copies of all required financial reports will be submitted to the Agreement Officer’s Representative (AOR).

Quarterly financial reports should contain, at a minimum:

- Total funds awarded to date by USAID into the agreement;
- Total funds previously reported as expended by Recipient main line items;
- Total funds expended in the current quarter by the Recipient by the main line items;
- Total un-liquidated obligations by main line items; and,
- Unobligated balance of USAID funds

ii. Annual Program Expenditure Reporting:

Since 2018, the USG introduced a new annual reporting requirement of expenditures of PEPFAR programs at the end of each fiscal year. The Expenditure Reporting (ER) will be an ongoing PEPFAR activity and is being institutionalized as part of routine PEPFAR reporting. All PEPFAR implementing partners are required to adhere to this reporting requirement. The goal of this interagency exercise is to better understand the costs USG incurs to provide a broad range of HIV services and support and subsequently use this information to improve program planning. Recipients of PEPFAR funding are required to capture PEPFAR Program Expenditures in an Excel form which will be uploaded and submitted using the Data for Accountability, Transparency and Impact (DATIM).

Program Planning and Reporting

The Recipient will submit reports to the USAID AOR as described below:

i. Annual Implementation work plans

The Recipient will submit annual implementation plans to the Agreement Officer's Representative (AOR). The annual implementation plans will describe activities to be conducted at a greater level of detail than the Program Description, but shall be cross referenced with the applicable sections in the agreement Program Description and the related year's Country Operational Plan (COP).

ii. Monitoring, Evaluation and Learning Plan

A rigorous monitoring and evaluation system for the Activity, including adequate staffing, technical support and information systems for routine data collection and analytics, is required.

PEPFAR indicators will be used to report performance. A complete list of the indicators used by PEPFAR can be found in PEPFAR's Monitoring Evaluation and Reporting (MER) Indicators Reference Guide at www.pepfar.gov. The Recipient will work closely with USAID to finalize indicators and set performance targets based on USAID and PEPFAR guidance and requirements. The Recipient will be responsible for data collection, analysis, and performance reporting required by USAID and PEPFAR per defined daily, weekly, monthly, quarterly and annual results reporting cycle. Data will be used to evaluate Recipient performance, drive decisions, guide course corrections as needed, and determine future funding. Data are reported to USAID/Burundi and the Office of the Global AIDS Coordinator/Washington (OGAC) using the Data for Accountability Transparency and Impact (DATIM) among other systems. Within 60 days of the award, the Recipient will submit to USAID for approval a Monitoring, Evaluation and Learning (MEL) Plan covering the life of the Activity. The MEL Plan is a performance management tool to plan and manage the process of assessing and reporting progress toward achieving objectives, and will include specific, detailed plans to document, monitor and evaluate program performance. The MEL Plan will be updated annually with results must achieved against targets.

The MEL plan must describe how:

- Results will be measured;
- Baseline data will be measured;
- Outputs will contribute to results;
- Program data will be collected, collated, analyzed and used.
- Layering of interventions will be tracked for beneficiaries;
- OVC outcome indicators will be tracked;
- Program learning will be systematically documented and used;
- Enrolment tools and case management tools will be developed and used, especially for OVC; and

The MEL Plan will establish specific, quantifiable performance indicators and targets for overall results included in the original application and activities in the annual work plans; describe the establishment of monitoring systems to measure program progress against overall objectives; and present a plan for data collection and measurement of program objectives and expected outputs, including collection of baseline data, and for the use of data collected by the program to improve program planning and performance. Efforts should be made, to the extent possible, to build on existing national data.

For each indicator, the MEL Plan should provide interim and final targets, data sources, collection methods, and baseline information or a timeline for collecting it. Additional indicators should be developed by the Recipient in collaboration with the AOR, such as measures of reductions in risk

behaviors or increases in service uptake among target populations. Data sources and collection methodologies should also be noted for each monitoring and evaluation component. In addition to the direct program output indicators, the Recipient should provide data on the coverage and layering of interventions, as well as an evaluation plan for project outcomes. The Recipient should include qualitative data on program achievements and results.

The MEL Plan must demonstrate understanding of PEPFAR indicators, other program indicators, and reporting requirements, including a log frame that explains how data will be collected, verified and reported to document project progress. Data quality is a critical component of USAID, and the Recipient should develop systems to ensure data quality and be prepared for data quality audits and Site Improvement through Monitoring System (SIMS) assessments. The MEL Plan will be revised as appropriate on an ongoing basis in collaboration with the USG and the Host Government and routine data quality assessments will be required.

iii. Performance Reporting

a. Quarterly Progress Reports

The Recipient shall submit quarterly narrative performance reports to USAID to reflect results and activities of each preceding quarter utilizing a reporting template provided by USAID. Reports are to be submitted within 30 days of the end of each quarter, or by a date as directed by USAID. Narrative performance reports shall be submitted by email to the AOR and the Agreement Officer. The narrative report shall describe progress made during the reporting period and assess overall progress to that date versus agreed upon indicators including the agreement-level outputs achieved, using the agreement-level performance indicators established in the annual implementation plan for that quarter. The reports shall also describe the accomplishments of the Recipient and the progress made during the past quarter and shall include information on all activities, both ongoing and completed during that quarter. The quarterly reports shall highlight any issues or problems that are affecting the delivery or timing of services provided by the Recipient. The reports will include financial information on the expense incurred, available funding for the remainder of the Activity and any variances from planned expenditures.

In addition to submitting the detailed report to the AOR, the Recipient will be required to input achievements directly into the reporting system that PEPFAR is using at the time of reporting, which currently is DATIM and DHIS. The frequency of reporting into the system depends on the PEPFAR indicators that the project reports on. PEPFAR regularly provides guidance on the frequency of reporting for each indicator. The guidance will be shared with the Recipient as it becomes available.

The quarterly progress reports shall include the following information at a minimum:

- (i) a summary of activities and key achievements;
- (ii) a description of progress made during the reporting period and actual achievements; and
- (iii) an assessment of overall progress to date against PEPFAR-defined performance indicators, and the planned outputs for the reporting period in the annual implementation plan.

The reports should also highlight key accomplishments and any issues that are affecting the timing of activities, steps being taken or proposals being made to resolve issues, plans and intended outputs for the following quarter.

b. Annual Performance Reports (APR)

The Recipient will be required to prepare and submit performance reports reflecting more detailed data on achievements against the PEPFAR indicators on an annual basis in the Annual Progress Report (APR) or as requested by the US Government Office of Global AIDS Coordinator (OGAC). This report shall include information on the agreed upon list of indicators, the original targets, the targets achieved to date and a narrative for each indicator which include reasons justifying the under or over achievement. This report shall be submitted to the AOR by October 30th in order to ensure that information on partner performance, especially numbers reached, is incorporated into the Country APR. OGAC may on occasion have other performance reporting requests that the Recipient will be expected to comply with in a timely manner.

The annual progress report shall be a review of the previous year's accomplishments relative to the MEL Plan, including challenges and success stories. Problems or issues encountered and how they were resolved shall be presented in the report. The report shall be submitted to the AOR within 30 calendar days after the end of the USG fiscal year (September 30). It shall be submitted in lieu of the fourth quarterly performance report. The annual report shall include a discussion, supported with quantitative and qualitative evidence, (which evidence shall remain auditable under the terms of the agreement and USAID program implementation procedures), of progress against indicators and/or impacts achieved to date. This shall include clear identification of which impacts achieved were within the manageable interests of the Recipient and which were likely catalyzed by Recipient-supported initiatives, leading to substantial, sustained achievement of results. The final versions of the annual progress reports require AOR approval.

c. Final Agreement Completion Report

The Recipient shall prepare and submit three copies of a final/completion report to the AOR which summarizes the accomplishments of this agreement, methods of work used, budget and disbursement activity, and recommendations regarding unfinished work and/or program continuation. The final/completion report shall also contain an index of all reports and information products produced under this agreement. The report shall be submitted no later than 90 days following the estimated completion date of the agreement.

d. Close-out Plan

Six months prior to the completion date of the agreement, the Recipient will submit a closeout plan for AOR approval. The close-out plan will include, at a minimum, an illustrative property disposition plan, a plan for the phase-out of in-country operations, a delivery schedule for all reports or other deliverables required under the cooperative agreement and a timetable for completing all required actions in the close-out plan, including the submission date of the final property disposition plan to the Agreement Officer.

F.6. Development Experience Clearinghouse Requirements

Consistent with ADS 540 Development experience documentation may be submitted.

- Online: <https://www.usaid.gov/results-and-data/information-resources/development-experience-clearinghouse-dec>
- By mail (for pouch delivery):

USAID Development Experience Clearinghouse

M/CIO/ITSD/KM/DEC
Ronald Reagan Building M. 01
U.S. Agency for International Development
Washington, DC 20523

For questions on DEC submissions, contact
M/CIO/ITSD/KM/DEC
Telephone: +1 202-712-0579
E-mail: DocSubmit@usaid.gov

F.7. Branding Strategy & Marking Plan

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

Branding Strategy

- 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 AOR 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 timeframe specified by the AO 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. USAID/ Burundi will require implementing partners to procure magnets to label USAID funded vehicles. When vehicles are being used for non-administrative purposes, the magnets should be adhered; at all other times the magnets should be removed. These costs are subject to the revision and negotiation with the AO and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.
- e. The Branding Strategy must include, at a minimum, all of the following:
 - (1) All estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth.
 - (2) The intended name of the program, project, or activity.
- (i) USAID requires the applicant to use the "USAID Identity," comprised of the USAID logo and brandmark, with the tagline "from the American people" as found on the USAID Web site at <https://www.usaid.gov/branding>, unless the NOFO states that the USAID Administrator has approved the use of an additional or substitute logo, seal, or tagline.

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

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

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

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

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

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

(i) Describe the main program message.

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

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

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

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

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

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

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

Marking Plan

- 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 <https://www.usaid.gov/branding>. The NOFO will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.
- b. The request for a Marking Plan, by the AO 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 AO 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 AO and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.
- e. The Marking Plan must include all of the following:
 - (1) A description of the public communications, commodities, and program materials that the applicant plans to produce and which will bear the USAID Identity as part of the award, including:
 - (i) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other sites physical in nature;
 - (ii) Technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;
 - (iii) Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and
 - (iv) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.
 - (v) Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.
 - (2) A table on the program deliverables with the following details:
 - (i) The program deliverables that the applicant plans to mark with the USAID Identity;

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

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

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

(v) The rationale for not marking program deliverables.

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

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

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

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

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

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

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

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

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

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

F.8. Environmental Compliance

F.8.1 General

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 <https://www.usaid.gov/sites/default/files/documents/1865/204.pdf>, which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. The recipient environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of award.

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

F.8.2 Compliance with the IEE

An Initial Environmental Examination (IEE) has been approved for the USAID Burundi PAD funding this Activity. The IEE covers activities expected to be implemented under this Award. USAID has determined that a Negative Determination with conditions applies to one or more of the proposed interventions. This indicates that if these interventions are implemented subject to the specified conditions, they are expected to have no significant adverse effect on the environment. The applicant must be responsible for implementing all IEE conditions pertaining to interventions to be funded under this award. USAID has determined that a Negative Determination with conditions applies to one or more of the proposed activities. This indicates that if these activities are implemented subject to the specified conditions, they are expected to have no significant adverse effect on the environment. The recipient must be responsible for implementing all IEE conditions pertaining to activities to be funded under this NOFO.

F.8.3. Implementation Plans

- As part of its initial Implementation Plan, and all Annual Implementation Plans thereafter, the recipient, in collaboration with the USAID AOR and Mission Environmental Officer (MEO) or BEO, as appropriate, must review all ongoing and planned activities under this award to determine if they are within the scope of the approved Regulation 216 environmental documentation.

- If the recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it must prepare an amendment to the documentation for review and approval of MEO or BEO. No such new activities must be undertaken prior to receiving written USAID approval of environmental documentation amendments.
- Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation must be halted until an amendment to the documentation is submitted and written approval is received from USAID.

F.8.4 Mitigation Measures and Monitoring

When the approved Regulation 216 documentation is (1) an IEE that contains one or more Negative Determinations with conditions and/or (2) an EA, the recipient must:

- Unless the approved Regulation 216 documentation contains a complete environmental mitigation and monitoring plan (EMMP) or a project mitigation and monitoring (M&M) plan, the recipient must prepare an EMMP or M&M Plan describing how the recipient will, in specific terms, implement all IEE and/or EA conditions that apply to proposed project activities within the scope of the award. The EMMP or M&M Plan must include monitoring the implementation of the conditions and their effectiveness.
- Integrate a completed EMMP or M&M Plan into the initial work plan.
- Integrate an EMMP or M&M Plan into subsequent Annual Work Plans, making any necessary adjustments to activity implementation in order to minimize adverse impacts to the environment.

[END OF SECTION F]

SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

G.1. Agreement Officer for this Award resulting from this NOFO:

Peggy L. Manthe
U.S Agency for International Development
USAID/Rwanda, 2657 Avenue de la Gendarmerie
Kacyiru, Kigali
E-mail Address: pmanthe@usaid.gov

G.2. Points of Contact for Questions:

Peggy L. Manthe
U.S Agency for International Development
USAID/Rwanda, 2657 Avenue de la Gendarmerie
Kacyiru, Kigali
E-mail Address: pmanthe@usaid.gov

Godfrey Kyagaba
Senior Acquisition & Assistance Specialist
USAID/Burundi
50, Avenue des Etats Unis,
Bujumbura, Burundi
E-mail Address: gkyagaba@usaid.gov

[END OF SECTION G]

SECTION H: OTHER INFORMATION

List of Annexes

The following documents are included as Annexes to the NOFO to provide additional information to the prospective applicants.

Annex A – List of Acronyms
Annex B - Budget Template
Annex C - Eligibility Checklist

Web links

- Grants.gov : www.grants.gov
- PEPFAR Gender Strategy:
<https://www.pepfar.gov/reports/guidance/genderstrategy/index.htm>
- The following link includes useful information for potential Applicants about working with USAID: <https://www.usaid.gov/work-usaid/how-to-work-with-usaid>
- SF-424 series: <http://www.grants.gov/web/grants/forms/sf-424-family.html>
- Cable no. 119780 - Salary Supplements for Host Government Employees
: <http://www.usaid.gov/ads/policy/300/119780>

[END OF SECTION H]