USAID | ZAMBIA
FROM THE AMERICAN PEOPLE

Office of Acquisition and Assistance (OAA)

Issuance Date:	July 16, 2014
Questions due by:	July 29, 2014 (16:00 hrs. Zambia time)
Application Closing Date:	August 19, 2014 (16:00 hrs. Zambia time)

Subject: **Request for Application (RFA) No. RFA-611-14-000005: Zambia Family (ZAMFAM)**

Dear Prospective Applicant:

The United States Government, as represented by the United States Agency for International Development (USAID) Mission to Zambia, invites applications from local (indigenous) Zambian organizations whose concept papers were successful to submit full applications for the Zambia Family (ZAMFAM) Activity. The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended.

The purpose of ZAMFAM is to provide quality comprehensive, compassionate care and support services for OVC and PLWHA in targeted areas of Zambia with the goal of improved care and resiliency of these vulnerable populations. The Recipients will be responsible for ensuring achievement of the program results. Please refer to Section I, the Funding Opportunity Description, for a complete program description.

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

Applicants under consideration for an award that have never received funding from USAID will be subject to a pre-award audit to determine fiscal responsibility, ensure adequacy of financial controls management, procurement and property controls and verifying/establishing an indirect cost rate. Subject to the availability of funds, USAID intends to award no more than five cooperative agreements that collectively total approximately $75 million, to be allocated over the five-year period. *USAID reserves the right to fund any or none of the applications submitted.*

Award(s) will be made to the responsible applicant(s) whose application(s) best meets the requirements of this RFA and the selection criteria contained herein. Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application.

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

All guidance included in this RFA takes precedence over any reference documents referred to in the RFA. Any clarification questions concerning this RFA should be submitted in writing to the following email address: oaa-solicit-lusaka@usaid.gov by the date listed above.

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

The applicant shall submit applications in electronic format as described in Section IV. Only those applicants whose concept papers were successful and received an invitation to submit a full application shall apply.

Applications must be received by the closing date and time indicated at the top of this cover letter. Late applications will not be considered for award. Applications must be directly responsive to the terms and conditions of this RFA. Hardcopy, telegraphic or fax applications (entire proposal) are not authorized for this RFA and will not be accepted.

Sincerely,

Edward Acevedo

Edward Acevedo
Agreement Officer

TABLE OF CONTENTS

ACRONYMS

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

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

SECTION I. FUNDING OPPORTUNITY DESCRIPTION

1. GENERAL DESCRIPTION OF FUNDING OPPORUNITY

A. Background

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

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

To address the needs of OVC and associated PLWHA and strengthen comprehensive, integrated service delivery and support for families and caregivers of OVC and PLWHA, ZAMFAM will build the capacity of families and caregivers and provide child-focused services, including community-based child welfare and protection systems, to sustain delivery of a full array of services required for OVC and PLWHA. The ZAMFAM Activity will enable families to care for their children and will promote appropriate protection and permanent family care. Capacities of Community Based Organizations will be strengthened to provide quality services such as nutrition assessments and counseling support (NACS), skills building, income-generation through community saving groups, legal protection, and psychosocial services. This Activity will also strengthen the capacity of communities and community- and family-based service providers to care for children and vulnerable families by strengthening linkages with community structures and linkages to integrated Family Strengthening activities.

B. Program Objectives

B.1 Goal

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

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

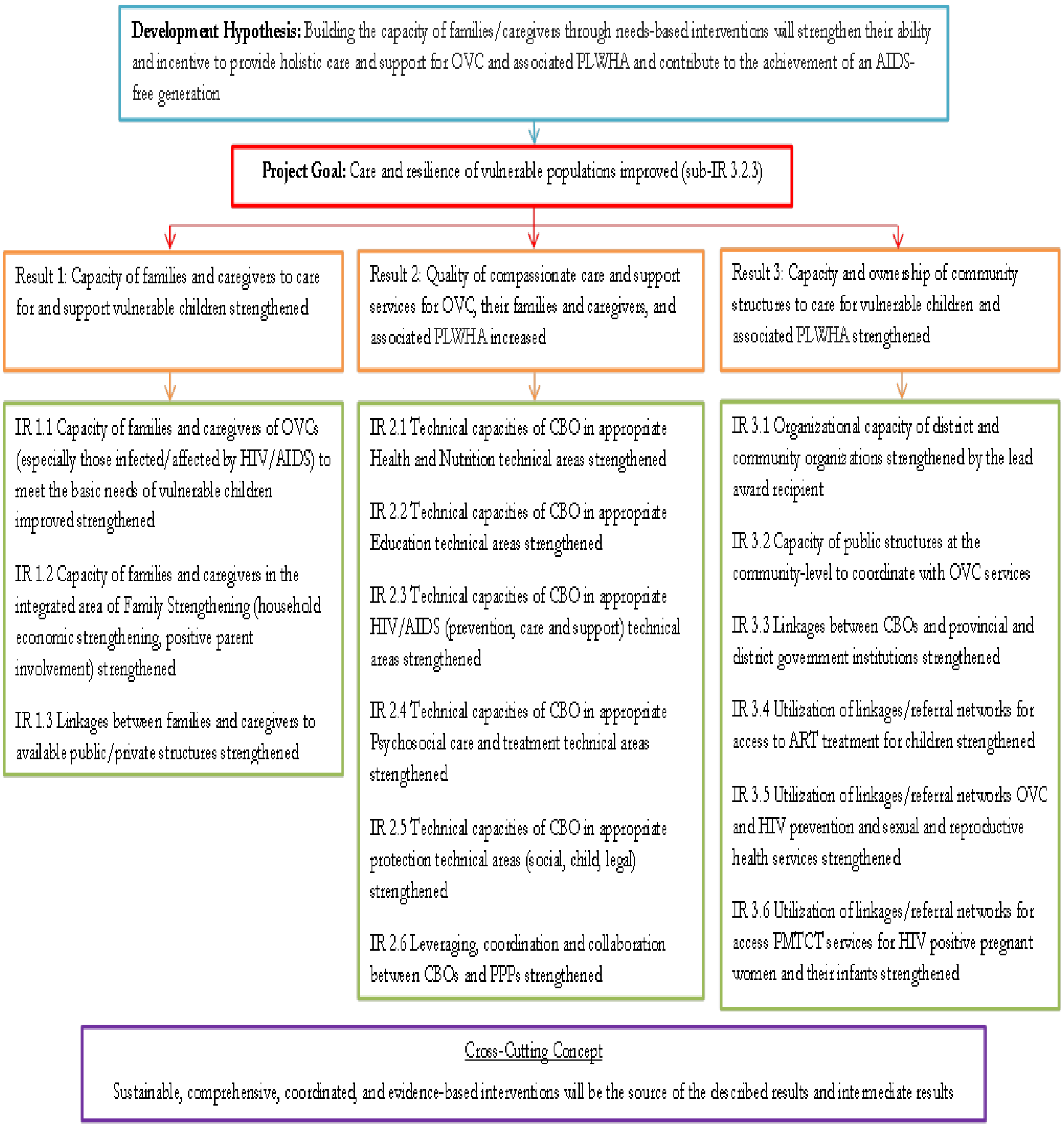
B.2 Results

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

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

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

All results should be achieved through sustainable, comprehensive, coordinated, and evidence-based interventions. The chart below depicts the logical framework for this activity:



C. Program Description

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

C.1 Geographic Scope

The prioritization of target provinces is based on a combination of several key factors, specifically: 1) high HIV and AIDS prevalence rates; 2) high prevalence of orphans and vulnerable children; 3) current multi-sectorial USG investments, i.e., three USAID-funded OVC systems strengthening projects; 4) high maternal and infant mortality rates; and 5) capacity of provincial government to assist in the coordination of programs. Based on the above factors, this activity will be focused on the following provinces: Central, Copperbelt, Luapula, Lusaka, and Southern Provinces.

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

C.2 Programming Focus

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

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

C.3 Expected Results

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

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

Sustainability through building the capacity of families and caregivers and transferring program responsibilities to promote country ownership are imperative. This is a central and long-standing feature of OVC programming and crucial for sustainable, positive outcomes for children in both the short and long terms. The Activity will support and enable families to care for their children, prevent unnecessary family-child separation, and promote appropriate protective and permanent family care.[1] Strengthening families and caregivers is a first priority. Supporting impoverished families struggling to provide care may involve increasing their income-generation potential and/or linking families to appropriate treatment or psychosocial support. Educating caregivers about protective care helps to prevent children from being exploited, abused, or neglected and ensures that children's nutrition and education needs are met.

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

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

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

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

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

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

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

development within the context of care (by families, communities and nations) while emphasizing the promotion of healthy development and safeguarding against modifiable threats to development, including health, nutrition, education, child protection, and social welfare.

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

- Improved organizational and technical capacity of local Zambian partners to offer community based health and social services;
- Improved community-based nutritional support of the most vulnerable children who are the zero to two years age group and all children under seven years;
- Increased community-based OVC access to education and other government services/institutions;
- Improved community-based HIV/AIDS services and support to OVC and associated PLWHA;
- Expanded high quality, evidence-based HIV prevention interventions to promote safer behaviors, positive social norms and uptake of high impact services among vulnerable children and their families;
- Improved community-based psychosocial care and treatment services and support to OVC;
- Improved community-based protection services (social, child, legal) and;
- Increased leveraging of public and private sector resources for programs that support, protect and strengthen vulnerable children, families and communities.

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

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

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

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

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

- Improved referral, linkages and support for access to ART treatment for children and PMTCT services for HIV positive pregnant women and their infants;
- Improved referrals and linkages from community-based prevention and other interventions to high impact HIV and sexual and reproductive health services for adolescents and orphaned children; and
- Strengthen linkages and referral networks and their access/utilization in the areas of ART treatment for children, HIV prevention and sexual and reproductive health and OVC services, and PMTCT services.

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

C.4 Target Audience

The Activity is expected to adopt a HIV-sensitive approach to targeting household and communities for services. Applicants should also consider other risk factors such as HIV prevalence rates, family structure, household income, exposure to violence, abuse, exploitation; and discrimination based on disability or gender. Applicants should clearly explain criteria for targeting communities, households and children and the number of communities, households as well as the number of children they expect to reach. Applicants are highly encouraged to submit applications that reflect the current situation reflecting OVC and associated PLWHA in Zambia. For example, community caregivers are having a more challenging time visiting homes, as the patients are mainly no longer bedridden and are in need of other high impact services. These services include but are not limited to: HES for caregivers/families, and ensuring OVC are nutritionally healthy and attending school regularly. It is USAID's expectation that a total of 500,000 OVC will be served for all five ZAMFAM awards for the life of projects (LOP). Section 3.2 "*Assembling a Portfolio"* of PEPFAR Guidance for Orphans and Vulnerable Children Programming dated July 2012 provides in-depth explanation of PEPFAR's clarification on expectations for targeting and prioritization for services under this activity.

C.5 Illustrative Activities

Applicants are encouraged to review the PEPFAR Guidance for Orphans and Vulnerable Children Programming, PEPFAR Prevention Guidance, PEPFAR Guidance on Integrating PMTCT, Maternal, Neonatal, and Child Health and Pediatric HIV Services and PEPFAR Technical Considerations Provided by PEPFAR Technical Working Groups for FY 2014 COPS and ROPS (October 2013) which are all available at www.pepfar.gov. Based on the review of these documents and context of targeted province, the applicant shall propose activities to achieve the above stated results and associated sub-results. The proposed interventions should align with GRZ priorities and policies, be cost-effective, be family-centered, be evidence-based, have effective linkage with the continuum of HIV/AIDS care, demonstrate a high likelihood of sustainability, be integrated within community and district structures, and potentially leverage additional resources.

C.6 Program Indicators

A limited set of program monitoring indicators will be used to track the progress of key USG-funded activities. Applications for funding under this RFA should clearly state how proposed activities relate to these program objectives and expected outcomes and how data will be collected, verified and reported to document progress toward meeting the objectives, including a staffing plan. All applications must include plans to document, monitor, and evaluate program performance. USAID will evaluate progress by monitoring selected indicators and assessing them in relation to the targets and overall objectives and expected outcomes of this activity.

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

C.6.1 Required PEPFAR Indicators

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

All applicants should make sure they refer to PEPFAR's Monitoring, Evaluation, and Reporting (MER) Operational Guidance and Indicator Reference Guide to ensure they are meeting the minimum standards for each indicator. Applicants should propose notional output targets for each indicator that their proposed activities plan to cover. Successful applicants will finalize their exact targets during the final negotiation phase of the award process. The USG also strongly encourages all recipients to provide relevant data to their local, district, provincial and national government counterparts. The following two PEPFAR Level 1 MER indicators will be required by all applicants. Other required PEPFAR Level 1 MER Indicators should be included based on their proposed activities.

REQUIRED PEPFAR Level 1 MER Indicators:

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

RECOMMENDED PEFPAR Level 2 MER Indicators:

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

D. Technical Considerations

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

D.1 Family/Household-Centered Approach

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

Approaches should seek to:

- Develop a systematic approach where the primary focus of comprehensive care and support is the entire family in the context of his/her home and community through coordination, collaboration, strategic partnerships and/or linkages and referrals to comprehensive health and social services provided by the government, NGOs, FBOs, CBOs and the private sector;

- Target households (as appropriate to the intervention) rather than specific individuals (or only children or HIV positive members of the house);
- Empower caregivers to provide for the essential needs of the children in their care; and
- Provide services through an integrated family-centered delivery model.

D.2 Community-Based Approach

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

Approaches should seek to:

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

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

The needs of individuals vary according to age, gender, socio-economic status, and geography. Appropriate identification of and programming for target beneficiaries is necessary to ensure the achievement of the project goal.

Approaches should seek to:

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

D.4 Quality-Focused Approach

Quality improvement (QI) approaches systematically monitor and evaluate overall care/services to ensure that program standards are being met, are regularly updated to reflect current knowledge, and that gaps between expectations and actual results and outcomes are routinely identified and addressed.

Approaches should seek to:

- Make use of national frameworks, standards, guidelines, and training curricula, where appropriate;
- Use organizational assessment tools that base results on standards for different organizational areas and that base capacity-building interventions on the standards to be achieved;

- Use tools approved by the GRZ and that minimize the development of duplicative resources; and
- Develop an organizational and project quality improvement plans and committees.

D.5 Gender-Sensitive Approach

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

Approaches should seek to:

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

D.6 Integrated Approach

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

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

Approaches should seek to:

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

the USG;

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

D.7 Coordinated Approach

To ensure a coordinated response in the provision of quality OVC services, the five ZAMFAM Activities will be expected to work closely together and align work plans, monitoring and evaluation plans, etc., whenever possible. In addition to the collaboration among the five ZAMFAM Activities, coordination is needed with the Zambian government, USAID, three USAID-funded OVC systems strengthening projects (Community Rising, Data Rising, and Zambia Rising), other OVC projects or organizations, and other stakeholders in the OVC and care and support field. In addition to the entities listed above, it is expected that the five ZAMFAM activities will collaborate with a project designed to assist in the transition and coordination process. This particular start-up transition is envisioned to end on or about October 2015, or approximately after the first ten months of the award.

Due to recent consultations with Ministry of Community Development, Mother and Child Health (MCDMCH), it has been brought to USAID/Zambia's attention that MCDMCH is planning to implement additional coordination structures, both at the national and district/community levels. For example, and due to the three OVC system strengthening projects, GRZ has already established a working "project advisory committee" and it is expected that this committee will also include the higher level coordination of the ZAMFAM projects. It is projected that the project advisory committee will meet at least once per quarter and the participants will include GRZ Ministries, project COPs, and other donors.

MCDMCH has also advised that in order to meet the need for ongoing OVC donor project coordination, the Ministry is planning on establishing a "Donor Coordination Office" at the national level. It is intended that the GRZ-led donor coordination office will be regularly involved with the ZAMFAM projects and a part of the project advisory committee. One of the expectations of the new GRZ coordination structures is to work on the transition and sustainability of ZAMFAM; partners are expected to work with GRZ on establishing which OVC services will be supported by ZAMFAM that GRZ can start supporting both during and after the project. Transition and sustainability should be built-in from the beginning but will be finalized in the work plans.

Regarding the district/community GRZ OVC coordination support, MCDMCH is planning to strengthen GRZ welfare structures. The proposed strengthened welfare structures are intended to compliment the GRZ health facilities by focusing on the non-clinical community services. GRZ has requested a focus on increased capacity building at the district and community levels for structures that serve vulnerable populations, i.e., OVC. As these developments unfold and GRZ is responding to the many new prime partner awards, applicants are advised that flexibility for coordinating structures will be needed throughout the Life of Project (LOP).

Applicants should reserve one percent of their overall budget for coordination. A coordination strategy will be developed after the award and agreement with the relevant Zambian government institutions, particularly the MCDMCH, Ministry of Gender and Child Development, Ministry of Health (MOH), Ministry of Education (MOE), Ministry of Sports and Youth, and the National AIDS Council (NAC). Objectives of the coordinated response might include: understanding the context and existing activities, harmonizing activities, avoiding duplication, sharing best practices, strengthening GRZ/NGO OVC community structures, and identifying joint solutions to challenges. Overall, the aim is to develop a community of practice that will further the goal of improving the quality of life of OVC and associated PLWHA.

Approaches should seek to:
- Coordinate with other ZAMFAM partners;
- Coordinate with the transition project for the initial year of the activity;
- Coordinate with the GRZ at the community, district, provincial, and national levels;
- Coordinate programming with other USG-supported projects in the OVC and care and support field; and
- Coordinate with UNICEF, the Global Fund, DFID, and other donor programs.

D.8 Capacity Building Approach

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

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

In addition to working to build the capacity of sub-partners, it is intended that the five ZAMFAM Activities will coordinate with a forthcoming project designed to build the capacity of local USAID prime partners, specifically those implementing OVC-related activities. Areas of support will include organizational development, financial management, and USG policy and regulation compliance. Recipients will have the opportunity to incorporate this one-year capacity building mechanism into their first workplan after the award of ZAMFAM.

D.9 Evidence-Based and Cost-Effective Approaches

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

Approaches should seek to:

- Use existing research and analyze the cost effectiveness of strategies;
- Use data from relevant Zambian assessments, surveys, studies, Demographic Health Surveys (DHS) data, HIV prevalence and incidence rates, and other population-based surveys from appropriate sectors (e.g. agriculture, poverty reduction, education) to guide targeting and intervention planning to establish priorities and targets for programs focused on vulnerable households and children infected and affected by HIV;

- Use Geographic Information Systems (GIS) service mapping to make decisions regarding the location and types of services for program beneficiaries; and
- Build the evidence base for programming for households and children infected and affected by HIV and AIDS by documenting innovative program models and identifying lessons learned and challenges.

D.10 Sustainable Approach

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

Approaches should seek to:

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

D.11 Link to CDCS and Other USAID projects

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

2. AUTHORIZING LEGISLATION/APPLICABILITY OF 22 CFR 226

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

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

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

3. PROGRAM ELIGIBILITY REQUIREMENTS

Only those qualified Applicants whose concept papers were successful and received a written invitation from the AO to submit a full application will be eligible for award under this RFA.

4. AWARD ADMINISTRATION

The appropriate *Standard Provisions for Non-U.S., Nongovernmental Recipients* will apply. The Agreement Officer will use the standards of 22 CFR 226 to guide in the administration of the award. These documents may be accessed through the internet as follows:

OMB Circular A-122:
http://www.whitehouse.gov/omb/circulars/a 122/a122.html

OMB Circular A-110:
http://www.whitehouse.gov/omb/circulars/a 110/a110.html

Automated Directives System 303 Grants and Cooperative Agreements to Non-Governmental Organizations:
http://www.usaid.gov/ads/policy/300/303

Standard Provisions for Non-U.S., Nongovernmental Recipients:
http://www.usaid.gov/policy/ads/300/303mab.pdf

You may contact Charles Nyanoka at oaa-solicit-lusaka@usaid.gov for copies of these regulations.

SECTION II – AWARD INFORMATION

1. ESTIMATE OF FUNDS AVAILABLE AND NUMBER OF AWARDS CONTEMPLATED

Subject to the availability of funds, USAID intends to provide approximately $75 million in total funding for the **Zambia Family** Activity. USAID anticipates awarding one or more Cooperative Agreements for ZAMFAM activities in each of the five target provinces: Central, Copperbelt, Luapula, Lusaka, and Southern Province. However, USAID reserves the right to make any number of awards or no awards at all through this RFA.

2. START DATE AND PERIOD OF PERFORMANCE

The period of performance anticipated herein is five (5) years. The estimated start date is on or about November 14, 2014.

3. TYPE OF AWARD

USAID intends to negotiate and award an assistance instrument known as a Cooperative Agreement with the apparently successful applicant(s) for this activity. A Cooperative Agreement implies a level of "substantial involvement" by USAID. This substantial involvement will be through the Agreement Officer, except to the extent that the Agreement Officer delegates authority to the Agreement Officer's Representative (AOR) in writing. The intended purpose of the substantial involvement during the award is to assist the recipient in achieving the supported objectives of the agreement. The substantial involvement elements for this award are listed below (this list does not include approvals required by applicable law, regulation or provision):

- Review and approval of key personnel and changes in key personnel;
- Approval of annual implementation plans;
- Agency and recipient collaboration and joint participation in implementation, including, but not limited to participation in advisory committees and direction and/or redirection of activities specified in the program description due to interrelationships and other programs;
- Approval of the Monitoring and Evaluation (M&E) plans;

    The Recipient will work in consultation with the Agreement Officer's Representative (AOR) and other PEPFAR/Zambia staff to develop and execute a final M&E plan including establishing a final list of indicators, baseline data and performance targets for each indicator. The M&E plan will be revised as appropriate on an ongoing basis in collaboration with USAID/Zambia and implementing partners working in the area of National and subnational Information Management Systems;

- Review and approval of all subcontractors and sub-recipients where the subcontract or sub award exceeds $150,000.

USAID may decide to incorporate additional elements of substantial involvement depending on the activities proposed.

4. AUTHORIZED GEOGRAPHIC CODE

The authorized Geographic Code for this Agreement will be 935, which includes any area or country including the recipient country, but excluding any country that is a prohibited source.

SECTION III – ELIGIBILITY INFORMATION

1. APPLICANTS

Only those qualified local Applicants whose concept papers were successful and received a written invitation from the AO to submit a full application will be eligible for award under this RFA.

In support of the Agency's reform agenda, "USAID FORWARD", aimed at increasing the number of local civil society and private sector partners receiving direct support from USAID, no one organization will receive an award in more than one province. However, in exceptional circumstances, an organization may be awarded two provinces depending on the applicant‘s institutional capacity, the geographic scope of the proposed program, and the type and extent of partnership or other teaming arrangements that are proposed.

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

USAID encourages applications from organizations with no prior experience working with USAID.

LOCAL PARTNER DEFINITION

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

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

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

Local NGOs are not required to register with USAID. Local NGO applicants may be non-profit or for-profit organizations. It is USAID policy not to award profit under assistance instruments, therefore, no profit will be allowed under this award. Additionally, when considering making an award to an NGO with limited or no previous USAID experience, USAID may conduct a pre-award survey to determine the organization‘s capabilities to implement the proposed activities.

2. LIMITATION ON SUB-AWARDS

Regardless of whom the recipient is, no more than 20-30% of the total estimated value of any agreement may be sub-awarded or contracted to organizations that do not meet the definition of a local partner set forth above.

3. COST SHARE

Cost sharing is not required under the RFA, though it is encouraged. Contributions can be either in cash or in kind and can include contributions from the Applicant, local counterpart organizations, project clients, and other donors (but not other U.S. government funding sources). Cost sharing contributions must be in accordance with OMB Circular A-122-Cost Principles for Non-Profit Organizations which can be found at the following link: http://www.whitehouse.gov/omb/circulars/a122.html. Information regarding the proposed cost share, if any, should be included in the SF 424 and the Budget as indicated on those documents. If Applicant decides to offer any cost sharing, Applicant's cost sharing plan should be discussed in the Budget Notes to the extent necessary to demonstrate its feasibility, applicability to the activity and provide details on how the cost sharing monetary values were estimated.

4. RESOURCE LEVERAGING

This RFA encourages applicants to leverage additional resources from the private sector for this project. USAID is looking for innovative, practical approaches to using these resources while promoting the program objectives. In accordance with ADS 303.3.10.2, leveraging represents all of the non-USAID resources that are expected to be applied to a project. It may include cost sharing, but may also include resources that third parties bring to the program without necessarily providing them to the recipient. Thus the recipient is not responsible for any leveraging in excess of the agreed-upon cost share.

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

1. POINTS OF CONTACT

Charlie Brown
Supervisory Agreement Officer
USAID/Zambia
U.S. Embassy
Subdivision 694/Stand 100
Kabulonga District, Ibex Hill Road
+260 (211) 357000
oaa-solicit-lusaka@usaid.gov.

Charles Nyanoka
A&A Specialist
USAID/Zambia
U.S. Embassy
Subdivision 694/Stand 100
Kabulonga District, Ibex Hill Road
+260 (211) 357000
oaa-solicit-lusaka@usaid.gov

2. REQUIRED FORMS

All Applicants must submit the application using the SF-424 series, which includes the:

- SF-424, Application for Federal Assistance
- SF-424A, Budget Information - Non-construction Programs
- SF-424B, Assurances - Non-construction Programs

The program described in Section I above includes non-construction elements. Therefore, these mandatory forms for non-construction programs must be completed. Costs to non-construction activities should be included on the SF-424A. Copies of these forms are included as part of the application package posted with this RFA on Grants.gov.

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

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

a. A signed copy of Certifications and Assurances, which includes:

1. Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs (This assurance applies to Non-U.S. organizations, if any part of the program will be undertaken in the U.S.);

2. Restrictions on Lobbying (22 CFR 227);

3. Prohibition on Assistance to Drug Traffickers (ADS 206); and,

4. Certification Regarding Terrorist Funding (AAPD 04-14).

b. Other certifications and statements found in Certifications, Assurances, and Other Statements of the Recipient:

1. The Survey on Ensuring Equal Opportunity for Applicants;

2. A Data Universal Numbering System (DUNS) number (See Use of a Universal Identifier by Grant Applicants for background information.);

3. A signed copy of Key Individual Certification Narcotics Offenses and Drug Trafficking, (ADS 206.3.10) when applicable;

4. A signed copy of Participant Certification Narcotics Offenses and Drug Trafficking (ADS 206.3.10) when applicable; and

5. A signed copy of Certification of Compliance with the Standard Provisions entitled Condoms and Prohibition on the Promotion or Advocacy of the Legalization or Practice of Prostitution or Sex Trafficking (AAPD 05-04) when applicable.

4. APPLICATION FORMAT GUIDELINES AND ASSUMPTIONS

Applications must be submitted via e-mail in two separate parts:

A. Technical application, and
B. Cost or business application

To facilitate the competitive review of the applications, applicants must conform to the format prescribed below.

A. TECHNICAL APPLICATION FORMAT

Technical applications should be specific, complete and presented concisely. Technical applications should take into account requirements of the program and evaluation criteria provided in **Section V**. A lengthy application does not in and of itself constitute a well thought out proposal. Applications shall demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program.

The application must be written in English and **limited to 20 pages for the technical application and 15 pages for annexes**. Pages exceeding these page limits will not be evaluated**.** The application shall be typed on standard A4 sized paper with each page numbered consecutively using Times New Roman 11-point font, with 1-inch margins. The technical application must follow the following format:

1) Cover Page (1 page limit **-** not included in page limit) must include

- RFA Number
- Name of organization(s) submitting application
- Province you plan to implement within
- Name of a contact person and title or position with the organization
- E-Mail Address
- Telephone
- Postal and physical addresses

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

The Applicant can include any other information or graphics on the cover page that it determines are beneficial.

2) Table of Contents *(optional, not included in page limit)*

3) Acronym List *(optional, not included in page limit)*

4) Executive Summary (2 page limit)

The Executive Summary shall summarize the key elements of the Applicant's technical strategy, management approach, implementation plan, expected results and M&E plan.

5) Technical Approach (12 page limit)

i. Technical understanding and proposed approach to achieve the project's purpose, goals, and objectives (8 of 12 page limit):

a) Background:

The application should demonstrate an understanding of the issues, constraints and opportunities present in the relevant geographical area. The applicant should demonstrate how the proposed program will make a significant positive contribution towards the wellbeing and health status of the program beneficiaries and their community.

b) Goal, objectives, strategies, and activities:

The application must clearly define the goals, objectives, strategies, and activities of the proposed program. Additionally, it must set forth the conceptual approach, methodology, and techniques for accomplishment of the stated objectives. It should describe the technical approach to be used to achieve the goals, types and scale of activities. The application must describe the target groups, the number of OVC being served, specific services that will be provided to them, and the expectations for improving the wellbeing of children and their families in the relevant geographical area. The applicant should discuss fully both the "what" and the "how" of its planned activities. Proposed project activities should be evidence based and follow the recommendations in relevant PEPFAR Guidance Documents and Zambian National Policies and Guidance.

c) Expected outcomes, results, and impact:

The application should clearly define the expected outcomes, results, and impact of the proposed program, and clearly outline the strategy for sustaining the activities or results beyond the life of this project. Outline the expected results and how they will be measured including mechanisms of measurement.

d) Implementation schedule:

The application should describe the implementation schedule of program activities over the life of the project, including key milestones.

ii. Monitoring, Evaluation and Reporting (3 of 12 page limit)

The application must describe how data will be collected and monitored including type, frequency and source for data collection and how efforts under this program will contribute to longer-term impact monitoring. The application should also describe how USAID reporting requirements will be met.

iii. Gender and Youth Considerations (1 of 12 page limit):

The applicant must describe how gender will be addressed in project activities and how the applicant proposes to implement and measure to ensure gender balance in the proposed program. The program must fully subscribe to USAID's gender policy, which requires that all policies, programs, implementation, monitoring plans, and budgets analyze and address the element of gender in pursuit of sustainable economic growth, job creation, household security, and poverty reduction. Special emphasis should be given to addressing underlying gender issues that might affect participation and access by men, boys, women and girls to the different activities services of the program.

The Applicant must describe how youth will be engaged in the participation and partnership of the proposed activities in the support of this RFA's objectives and goals. The program must fully subscribe to USAID's Youth in Development policy, which aims to improve the capacities and enable the aspirations of young people so that they contribute to and benefit from more stable, democratic, and prosperous communities and nations.

6) Institutional Capacity (1 page limit)

In this section, the Applicant should describe the organizational knowledge, capability, and experience of the lead Applicant and other proposed team members (sub-contractors and/or grantees) in managing similar programs. This includes implementing activities focused on service delivery, systems strengthening, advocacy, and capacity building of care and support of OVC and PLWHA. The application should also discuss the ability to manage sub-grants. Furthermore, the application should include a capacity development plan for the prime and any sub-partners.

7) Management Approach (6 page limit)

i. Management Plan

Applicants should include a management plan with the following information:

- Description of the roles of the prime organization and sub-partners, if any, and the comparative advantage of each organization.
- Description of the division of labor among prime and subs, if any.
- Discussion of how the proposed management structure will lead to efficiencies in operational and financial management.

ii. Staffing Plan and Key Personnel

The application must include an organizational chart showing placement of proposed personnel (both technical and administrative) with clearly defined position titles, level of effort, and lines of reporting. Applicants shall also discuss proposed technical, managerial and other personnel as deemed appropriate to implement the tasks described in the RFA. Such staff should have played important technical and country-level support roles in the past.

Five key personnel should be proposed with their names, positions, and a brief description of relevant education, skills, and experience to achieve the results of this activity. Applicants shall also include, in an annex, resumes for all key personnel candidates. Resumes may not exceed two pages in length and shall be in chronological order starting with most recent experience.

Letters of commitment from all key personnel to the effect that they will be available for the period of the cooperative agreement, should the Applicant receive an award, and should also be included in the Annex. The letter of commitment should indicate: (a) availability to serve in the stated position, in terms of days after award; (b) intention to serve for a stated term of service (preferably at least two years); and (c) agreement to the compensation levels which corresponds to the levels set forth in the cost application. Finally, a list of three non-personal professional references should be included in the Annex for each proposed key personnel. The reference information provided in the Annex should consist of the following: full name and relationship, accurate and up to date email address and phone number. The U.S. Government retains the right to contact employment references for all key personnel (including those not provided by the Applicant), and to use this information in the rating of personnel proposed. Zambian nationals are preferred for all staffing positions.

Key personnel for this project must include: Chief of Party/Project Director, Deputy Chief of Party/ Deputy Project Director, Finance and Operations Director, Monitoring and Evaluation Specialist, and Capacity Development Advisor. Below are job descriptions and qualifications for each of the key personnel positions.

Chief of Party /Project Director (PD) (100 percent LOE)
The PD is responsible and has authority and oversight for the entire program. The PD provides managerial and technical support throughout the implementation of the project, including management of sub-partners. The PD is responsible for the development and submission of the PEPFAR Country Operating Plan (COP) technical and budget documents, Annual Program Reports (APR) and Semi-Annual Program Reports (S/APR), in collaboration with the M&E Specialist, and develops requests for supplemental funding. S/he will have main responsibility for representation of the project to the United States Government (USG). The PD bears ultimate responsibility for ensuring that grantees and sub-grantees meet USAID, PEPFAR and program requirements.

Preferred Qualifications:

- A Master’s degree in public health, social sciences, or related degree, and at least 7 years of senior-level management experience in managing large, complex HIV care and support projects; or a Bachelor’s degree in public health, social sciences, or related degree, and at least 10 years of senior-level management experience in managing large, complex care and support projects;
- At least 5 years of supervision experience;
- Demonstrated strong leadership, communications, and interpersonal skills; and
- Demonstrated experience working with host country government.

Deputy Chief of Party/Deputy Project Director (DPD) (100 percent LOE)
The DPD is responsible for overseeing all programming, including ensuring the technical quality of services. The DPD works with sub-partners to decide on targets, oversees the development and execution of community action plans, monitors the implementation of the work plans, works with the PD to facilitate operational capacity building initiatives, directly facilitates technical capacity building, and supports coordination with local government and other key partners. The DPD directs and supervises senior program staff and consultants.

Preferred Qualifications:

- A Bachelor’s degree in public health, social sciences, or other related degree;

- At least 5 years of experience managing HIV care and support projects;
- At least 3 years of supervision experience;
- Experience working with CSO's in advocacy training and institutional capacity building;
- Demonstrated experience planning, designing, implementing, monitoring, and evaluating projects; and
- Demonstrated strong managerial, communications and interpersonal skills.

Finance and Operations Director (FOD) (100 percent LOE)
The FOD is responsible for overseeing project finances and other operational and administrative duties. The FOD will supervise all grant and contract management and reporting on contract and grant performance as well as provide financial and technical management to ensure best use of resources by preparing sound budgets, monitoring project expenses, and ensuring timely preparation of USAID financial reports.

Preferred Qualifications:
- A degree in finance or a related field or a professional qualification in accountancy, such as ACCA, CPA, or CIMA; must also be registered with the Zambian Institute of Chartered Accountants (ZICA);
- At least 5 years of experience managing the operations of a large, complex HIV care and support project; and
- In-depth knowledge of USAID financial management rules and regulations.

Monitoring and Evaluation Specialist (M&ES) (100 percent LOE)
The M&ES is responsible for all monitoring, evaluation and reporting activities under the award. The M&ES leads the development of and manages the Performance Monitoring Plan (PMP). The M&ES develops and maintains systems to collect and analyze information on inputs, outputs, outcomes and impact of the program. She/he conducts supportive supervisory visits to sub-grantees to observe, monitor, guide, and provide feedback on the use of data and indicators; analyze monthly data, and support training of M&E personnel in quality assurance methods.

Preferred Qualifications
- A degree in social sciences, evaluation, or a related field;
- A minimum of three years' experience in the M&E of HIV care and support projects;
- Experience in design and implementation of M&E systems in the HIV & AIDS and care and support sector in Zambia; and
- Demonstrated knowledge of management information systems.

Capacity Development Officer (CDO) (100 percent LOE)
The CDO will lead the project's internal capacity building and quality improvement efforts. The CDO will oversee the technical and organizational capacity development of the prime organization and the sub-partners. The CDO's responsibility is to tailor capacity building plans that may include human resources management, financial management, reporting, resource mobilization, sub-grant management, governance, reporting, monitoring and evaluation.

Preferred Qualifications
- A bachelor's degree in social sciences, business administration, or a related field;
- A minimum of 5 years of experience in capacity building;
- Experience in assessing technical capacity of organizations, developing customized; and capacity building plans, and providing individualized training, mentoring and on-site support in various technical areas of need.

8) **Past Performance (1 page limit)**

The Applicant should discuss examples of its past performance as well as examples of the past performance of the proposed sub-contractors/sub-recipients and or other partners, if any. The Applicant should address any relevant performance issues related to past performance.

The Applicant shall identify (briefly, with details in the Annex) its three (3) most recent and fully completed contracts or agreements that involve some of the activities described in Section I above and whose annual value amounted to approximately $1 million. In addition, the Applicant may identify (briefly, with details in the Annex) up to five (5) additional contracts or agreements related to the activities described in Section I for the prime and up to three (3) for each proposed sub-contractor/sub-recipient or other proposed partner, if any.

Also in the Annex, the Applicant shall include one information sheet for each such contract or agreement. The information sheets shall include all of the following information:

1. The identity of the entity involved (e.g. the Applicant, a major subcontractor or major sub-recipient);
2. A description of the project's scope, magnitude and period of performance;
3. Location of the project;
4. Details as to the Applicant's (or that of a major subcontractor or sub-recipient) role and activities during the project;
5. Discussions of accomplishments as well as challenges associated with completion of the project and what the Applicant did to overcome the challenges
6. Contact information (names, telephone numbers, email addresses, etc.) for the entity that funded the program or contract. Names and contact information should be provided for both technical and contracting/grant administration personnel, preferably for personnel who directly oversaw the program or contract.

Please note that it is the Applicant's responsibility to provide past performance reference contact information that is accurate and up-to-date.

B. COST/BUSINESS APPLICATION FORMAT

The Cost/Business Application is to be submitted separately from the technical application. While there is no page limit for this portion, Applicants are encouraged to be as concise as possible, but still provide the necessary details. The application must include: completed SF-424 forms as set forth in Section IV.2, entitled "Required Forms"; a 1-page summary budget in Microsoft Excel; a full detailed/itemized budget in Microsoft Excel, and an accompanying budget narrative in Microsoft Word.

1) The cost application should be for a period of 60 months.

2) An overall budget should be included in the Cost/Business Application that provides, in detail to the individual line item, a breakdown of the types of costs anticipated. The types of costs should be organized based on the cost categories in the SF-424 budgets listed in Section IV.2 above. All budgets shall include a sheet relating to the entire 60-month period. The budget shall include a summary and breakdown of the costs allocated to any sub-Recipient or sub-awardee involved in the program as well as the breakdown of the financial and in-kind contributions of all such organizations (the Applicant can also include separate sub-agreement or subcontract budgets for the sake of clarity). The detailed/itemized budgets must be submitted in the Excel format and

shall be unlocked/unprotected and shall show ALL formulas used to derive calculations.

3) Budget notes are required. These budget notes must provide an accompanying narrative by line item which explains in detail the basis for how the individual line item costs were derived.

4) The following Section provides guidance on line item costs.

Salary and Wages - Direct salaries and wages should be proposed in accordance with the organization's personnel policies. Details on the basis of estimate for each proposed salary should be sufficiently addressed in the budget narratives for all positions [key personnel, consultants, short term technical assistance and non-key personnel]. Any proposed salary increase [initial or annual] must be sufficiently justified and supported with the organization's personnel policies (to be provided as annex to the cost application).

Fringe Benefits - If the organization has a fringe benefit rate that has been approved by an agency of the US Government, such rate should be used and evidence of its approval should be provided. If a fringe benefit rate has not been so approved, the application should propose a rate and explain how the rate was determined. If the latter is used, the narrative should include a detailed breakdown comprised of all items of fringe benefits (*e.g.*, unemployment insurance, workers compensation, health and life insurance, retirement, etc.) and the costs of each, expressed in dollars and as a percentage of salaries.

Travel and Transportation - The application should indicate the number of trips, domestic and international, and the estimated costs. Specify the origin and destination for each proposed trip, duration of travel, and number of individuals traveling. *Per diem* should be based on the applicant's normal travel policies; applicants may choose to refer to the Federal Standardized Travel Regulations for cost estimates).

Equipment (procurement plan for commodities) - Refers to non-expendable personal property that has a useful life of more than one year and a per-unit cost of $5,000 or more.

Supplies - All consumable materials costing less than $5,000 per unit; other goods such as copy paper, pens and pencils, computers; any materials needed to conduct training, agreements for evaluating the grant, providing training, etc. The total costs of all sub-grant contracts are reflected in this line item. Costs should be broken down by types and units.

Monitoring and Evaluation Costs - Per ADS 203.3.5, include costs of data collection, analysis, and reporting as a separate line item to ensure that adequate resources are available.

Other Direct Costs - This includes communications, report preparation costs, passports and visas fees, medical exams and inoculations, insurance (other than insurance included in the Applicant's fringe benefits), office rent, branding/marking supplies, audits etc. The narrative should provide a breakdown and support for all and each other direct costs.

Indirect Costs –Local/ regional or other organizations that do not have a Negotiated Indirect Cost Rate Agreement (NICRA) letter with the US Government, these organizations should treat all indirect costs as direct costs and provide a fully developed and supported rationale for allocating or estimating how much of the indirect costs should be allocated to the program.

Seminars and Conferences - The applicant should indicate the subject, venue and duration of proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs.

Foreign Government Delegations to International Conferences - Funds in this agreement may not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization, except as provided in ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences or as approved by the AOR.

Training Costs - If there are any training costs to be charged to this Agreement, they must be clearly identified. The applicant should indicate the subject, venue and duration of proposed training, and their relationship to the objectives of the program, along with estimates of costs.

5) The required Certifications, including the SF 424s, should be included with the Cost Application.

6) The proposed budget should provide separate cost estimates for the management of the program (including program monitoring) or "administrative" costs and a cost estimate for program or "programmatic" costs. The Applicant should provide a basis or explanation for how costs were categorized as one or the other. Applicants should attempt to minimize their administrative and support costs for managing the project to maximize the funds available for program activities.

7) The cost/business portion of the application should describe headquarters and field procedures for financial reporting, if applicable. Discuss the management information procedure you will employ to ensure accountability for the use of U.S. Government funds. Describe program budgeting, financial and related program reporting procedures.

8) Indicate if financial commitments were made among partners during the preparation of the application. Budgets shall indicate the amounts committed to each member of the team. Letters of commitments from partners should be included.

9) **If requested by USAID after submission of applications**, please provide information on the Applicant's financial and management status, or that of major subcontractors and sub-recipients, including:
   (a) Audited financial statements for the past three years,
   (b) Organization chart, by-laws, constitution, and articles of incorporation, if applicable,
   (c) If the Applicant has made a certification to USAID that its personnel, procurement and travel policies are compliant with applicable OMB circular and other applicable USAID and Federal regulations, a copy of the certification should be included with the application. If the certification has not been made, the Applicant should submit a copy of its personnel (especially regarding salary and wage scales, merit increases, promotions, leave, differentials, etc.), travel and procurement policies, and indicate whether personnel and travel policies and procedures have been reviewed and approved by any agency of the Federal Government. If so, provide the name, address, and phone number of the cognizant reviewing official.
   (d) If applicable, approval of the organization's accounting system by a U. S. Government agency including the name, addresses, and telephone number of the cognizant auditor.

10) The Cost/Business Application should also address the Applicant's resources and capacity in the following areas in narrative form:
   (a) Have adequate financial resources or the ability to obtain such resources as required during the performance of the Program;
   (b) Has the ability to comply with the agreement conditions, taking into account all existing

and currently prospective commitments of the Applicant, non-governmental and governmental;

(c) Has a satisfactory record of performance (only a brief discussion of this issue is required in the cost/business application since past performance is an evaluation factor – the Applicant may wish to discuss any notable issues regarding its record of performance that were not discussed in the technical application);

(d) Has a satisfactory record of integrity and business ethics; and

(e) Is otherwise qualified and eligible to receive a cooperative agreement under applicable laws and regulations (e.g., EEO).

11) If requested by USAID after submission of applications, please provide any additional evidence of responsibility considered necessary in order for the Agreement Officer to make a determination of responsibility. Please note that a positive responsibility determination is a requirement for award, and all organizations may be subject to a preaward survey to verify the information provided and substantiate the determination.

12) Cost Sharing: Cost sharing is not required but recommended. If offered, Applicants should provide the source of the cost share, whether from their own resources, or private or local sources for the implementation of this project. Applicants should submit a separate cost-share budget clearly identifying the resources they intend to contribute to the total cost of the resultant agreement. Cost sharing must be verifiable from the Recipient's records, is subject to the requirements of 22 CFR 226.23 and can be audited.

5. SUBMISSION DATES AND TIMES

Applications must be received electronically via email at oaa-solicit-lusaka@usaid.gov no later than August 19, 2014 by 16:00 Zambia Local Time. Applications which are received late or are incomplete will not be considered in the review process but may only be considered at USAID's sole discretion. Receipt time is when the Application is received by the USAID/Zambia internet server. Handwritten submissions, telegraphic or fax submissions, and hardcopy paper submissions of the Application will not be accepted. P**lease do not send files in ZIP format.** Following are the procedures for submission of applications by e-mail:

a. Before sending your documents to USAID as e-mail attachments, convert them into Microsoft Word, Excel and/or PDF format (for documents requiring signature). Please limit attachments to 2 MB per e-mail.

b. Once sent, check your own e-mails to confirm that your attachments were indeed sent. If you discover an error in your transmission, re-send the material again and **note in the subject line of the email that it is a "corrected" Submission.** Do not send the same e-mail more than once unless there has been a change, and if so, note that it is a corrected e-mail. Do not wait for USAID to advise you that certain documents intended to be sent were not sent, or that certain documents contained errors in formatting, missing sections, etc. The applicant is responsible for its submission.

c. To avoid confusion, duplication, and congestion problems with our e-mail system, only one authorized person from your organization should send the e-mail submission.

6. OTHER SUBMISSION REQUIREMENTS

Proprietary Information – Applicants which include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes, should:

Mark the title page with the following legend:

"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, a cooperative is awarded to this applicant as a result of - or in connection with - the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting agreement. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in pages ___; and"

Mark each sheet of data it wishes to restrict with the following legend:

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

7. FUNDING RESTRICTIONS/PRE-AWARD EXPENSE

There are no funding restrictions applicable to this RFA at this time. Pre-award expenses are not authorized. USAID will not reimburse applicants for pre-award expenses incurred.

8. BRANDING STRATEGY AND MARKING PLAN

Pursuant to ADS 303.3.6.3.f and ADS 320.3.1.2, the apparently successful Applicant will be requested to submit a Branding Strategy and Marking Plan that will have to be successfully negotiated before a cooperative agreement will be awarded. These plans shall be prepared in accordance with the guidance in ADS 320.3.3, 22 CFR 226.91 and the references therein. Please note that the Branding Strategy and Marking Plan shall not be included with the original application but shall be provided only after a written request of the Agreement Officer.

SECTION V – APPLICATION REVIEW INFORMATION

1. EVALUATION PROCESS AND CRITERIA

A. OVERVIEW

Awards will be made based on the ranking of applications according to the technical evaluation criteria. The Technical Applications and the Cost Proposals shall be evaluated separately. Technical Applications will be evaluated using an adjectival rating against each evaluation criteria and sub-factors. Where sub-sub-criteria exist, these will be used as elements to be considered when establishing the overall rating for the major criterion. Cost has not been assigned an adjectival rating; however, cost estimates will be analyzed as part of the application evaluation process and be used for the best value determination when making the award decision.

The criteria presented below have been tailored to the requirements of this particular RFA. Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications, (b) set the standard against which all applications will be evaluated, and (c) will be used to make an award decision. To facilitate the review of applications, applicants must organize the narrative sections of their applications with the same headings and in the same order as the selection criteria.

B. TECHNICAL EVALUATION CRITERIA

The following evaluation factors and sub-factors are listed in order of importance starting with the most important factors listed first. For example, Factor # 1 is more important than Factor # 2; Factor # 2 is more important than Factor # 3, etc.

1.1 Factor 1: – Technical Approach

Evaluation under this criterion will focus on the soundness of the overall technical approach and the effectiveness of the proposed plan to make a significant positive contribution towards the well-being and health status of the program beneficiaries and their communities.

The following sub-factors relate to the evaluation of the technical approach in order of importance.

Sub-factor 1: Technical understanding and approach to achieve project results:

The evaluation of this sub-factor will consider the extent to which the application demonstrates understanding of the challenges and opportunities present in the relevant geographical area in the care and support of OVC and PLWHA.

The following considerations relate to the evaluation of this sub-factor:

- The proposed interventions are in line with the principles and approaches outlined in the Program Description.

- The strategy for engaging the GRZ and other key stakeholders in fostering a unified response to OVC challenges and sustaining the activities or results beyond the life of this project is clear and feasible.

- The implementation schedule of activities over the five-year period is realistic, and the schedule includes a feasible plan for rapid start-up of activities.

Sub-factor 2: Monitoring, Evaluation and Reporting (MER)

The evaluation of this sub-factor will consider the responsiveness of the monitoring and evaluation (M&E) plan in achieving the desired results of the project.

The following considerations relate to the evaluation of this sub-factor:

- The strategy for coordination and integration with existing GRZ information management systems is clear and feasible.

- The application describes clearly how the project will ensure quality of data.

- The M&E plan includes appropriate PEPFAR "Monitoring, Evaluation and Reporting" indicators and custom indicators that are outcomes-oriented. Indicators are gender-sensitive and there should not more than 10 indicators in total.

- The M&E plan includes targets that are challenging but attainable.

Sub-factor 3: Gender, Adolescent, and Youth Consideration

The evaluation of this sub-factor will consider the responsiveness of the OVC program platform to offer opportunities for engaging men and boys and changing harmful norms so that adolescent girls are protected from HIV and their overall safety and well-being will be ensured. The program must fully subscribe to USAID's gender and youth policy, which requires that all policies, programs, implementation, monitoring plans, and budgets analyze and address the element of gender and youth in pursuit of sustainable economic growth, job creation, household security, and poverty reduction.

The following considerations relate to the evaluation of this sub-factor:

- The application demonstrates a clear understanding of gender issues that might affect the success of the project.

- The application demonstrates an understanding of the unique needs of adolescents and includes youth's active involvement in the project.

2.1 Factor 2: Institutional Capacity

This factor focuses on the existing capabilities of the applicant in providing similar services to those required in this RFA.

The following considerations relate to the evaluation of this sub-factor:

- The application demonstrates the organization(s)'s knowledge, capability, and experience of the prime applicant and sub-partners, if any, in providing comprehensive, cost-effective, quality services to OVC and PLWHA at family/household and community levels.

- The application demonstrates the ability of the applicant to conduct sub-grantee management of organizations providing care and support to OVC and PLWHA.

- The capacity development plan is realistic and matches the areas of development for the organization(s) – prime and sub-partners.

3.1 Factor 3: Management Approach

Evaluation under this evaluation criterion will consider the effectiveness of the management structure, including institutional partners and personnel, to achieve the desired results of the project.

The following sub-factors relate to the evaluation of the management approach in order of importance.

Sub-factor1: Management Plan

Evaluation under this sub-factor will consider the appropriateness of the management plan in determining organizational responsibilities to carry out the objectives of the project.

The following considerations relate to the evaluation of this sub-factor:

- The management plan clearly describes the roles of the prime organization and sub-partners, if any, and the comparative advantage of each organization.

- The division of labor among prime and subs is clear and appropriate to ensure the highest quality coordination and collaboration with the national, provincial, and district governments and other key stakeholders, including beneficiaries.

- The management plan, including geographical location of the proposed applicant's offices, leads to efficiencies in operational and financial management.

Sub-factor 2: Staffing Plan and Key Personnel

The evaluation of this sub-factor will consider the appropriateness of the staffing plan, including key personnel, to sufficiently manage and implement project activities under this award.

The following considerations relate to the evaluation of this sub-factor:

- The staffing plan has the right number of people and complement of technical and administrative skills to effectively manage the program towards achievement of results.

- The organizational chart demonstrates that proposed personnel are placed appropriately in the organizational chart with clearly defined position titles, level of effort, and lines of reporting.

- The required five key personnel are proposed with their names, positions, and a paragraph describing how the proposed candidates' skills and experiences are relevant to achieve the results of this RFA.

  Resumes for the proposed key personnel should be included with three references and their contact information (name, title, organization, phone number, e-mail address). References might be contacted as part of the evaluation. The letters of commitment should also be included for key personnel.

- The proposed key personnel's skills and experiences meet the requirements of the RFA and clearly demonstrate the suitability of the candidates for the positions.

- In addition to key personnel, other proposed full- or part-time staff and consultant positions are in accordance with the needs of the project.

4.1 Factor 4: Past Performance

Performance information will be used for both the responsibility determination and best value decision. USAID may use performance information obtained from other than the sources identified by the Applicant. USAID will utilize existing databases of agreements performance information if any and solicit additional information from the references provided in and from other sources if and when the Agreement Officer finds the existing databases to be insufficient for evaluating an applicant's performance.

If the performance information contains negative information on which the applicant has not previously been given an opportunity to comment, USAID will provide the Applicant an opportunity to comment on it prior to its consideration in the evaluation. USAID may give more weight to performance information that is considered more relevant and/or more current.

The Applicant's performance information determined to be relevant will be evaluated in accordance with the elements below:

- Quality of product or service, including consistency in meeting goals and targets;
- Timeliness of performance, including adherence to agreement/contract schedules and other time-sensitive project conditions;
- Effectiveness of headquarter management to make prompt decisions and ensure efficient completion of tasks;
- Business relations, addressing the history of professional behavior and overall business-like concern for the interests of the customer, including coordination among sub-partners and other key partners and a cooperative attitude in remedying problems;
- Customer satisfaction with performance, including end user or beneficiary wherever possible;
- Effectiveness of key personnel, including appropriateness of personnel for the job and prompt and satisfactory changes in personnel when problems with clients were identified; and
- Cost control, including forecasting costs as well as accuracy in financial reporting, ensuring that unnecessarily expensive technical assistance is not used when lower cost advisors are adequate, and pacing the expenditure of level of effort such that contract deliverables and outputs can be produced within budget.

Note: USAID will assign a neutral rating to an application which has no past experience history (e.g. new business).

C. COST EVALUATION

This criterion will evaluate the cost effectiveness and cost realism and reasonableness of the applications. Additional information on each of these considerations is set forth below.

- Cost effectiveness - The Applicant's demonstration that proposed results will be achieved with the most efficient use of available resources. Cost effectiveness may include analyzing the cost per result proposed. Cost effectiveness will also include an analysis of the ratio of administrative costs compared to costs dedicated to program implementation.
- Cost realism - That the Applicant's technical approach supports the costs proposed. In addition, the cost realism analysis will evaluate whether the costs estimated accurately reflect the costs that would be incurred during the actual performance of the program, and whether those costs are reasonable. The cost realism analysis will: a) verify the Applicant's understanding of the

requirements and regulations; b) assess the degree to which the cost proposal reflects the approaches in the technical application; and c) assess the degree to which the cost included in the cost proposal accurately represents the work effort included in the technical application.

- Reasonableness and fairness of proposed costs, including all costs. Consistency of budget line items and amounts with the resource requirements of the different activities.
- Finally, the clarity and conformity of the applicant's Cost/Business Application to the instructions will be considered.

2. OTHER FACTORS TO BE CONSIDERED

Prospective applicants are forewarned that an application with the lowest estimated cost may not be selected if award to a higher priced application affords the government a greater overall benefit. All evaluation factors other than cost or price, when combined, are significantly more important than cost. However, estimated cost is an important factor and the estimated cost to the Government increases in importance as competing applications approach equivalence and may become the deciding factor when technical applications are approximately equivalent in merit.

Cost sharing Terms: consideration will be given to the proposed costs, any Public-Private Alliance leverage, the applicant's understanding of the RFA requirements, and consistency with the technical application.

Branding Strategy and Marking Plan: USAID will request and evaluate a branding strategy and marking plan from apparently successful applicants, except in cases where an existing waiver applies; this evaluation will not be part of the competitive evaluation set forth in this section.

3. BRANDING STRATEGY AND MARKING PLAN

It is a federal statutory and regulatory requirement that all USAID programs, projects, activities, public communications, and commodities that USAID partially or fully funds under a USAID grant or cooperative agreement or other assistance award or sub award, must be marked appropriately overseas with the USAID Identity. See Section 641, Foreign Assistance Act of 1961, as amended; for guidance refer to **22 CFR 226.91**.

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

The United States President's Emergency Plan for AIDS Relief (PEPFAR) logo and country-specific PEPFAR logo must also be include in the applicants Branding Strategy And Marking Plan wherever PEPFAR has a presence. PEPFAR guidance regarding use of these logos and other steps to develop the PEPFAR brand are available at http://www.pepfar.gov/documents/organization/198963.pdf.

4. REVIEW AND EVALUATION PROCESS

The technical applications will be evaluated in accordance with the evaluation criteria set forth above by a Technical Evaluation Committee (TEC) comprised of U.S. Government representatives and Zambian experts.

Cost applications will be evaluated by the Agreement Officer based on the considerations specified under Criterion C above. Proposed costs may be adjusted, for purposes of evaluation, based on results of the cost analysis and its assessment of reasonableness, completeness, and credibility. This analysis is intended to determine the degree to which the costs included in the cost application are fair and reasonable. An overall evaluated price (cost plus cost share) will be determined and will be used as part of the trade-off analysis in determining source selection. To the extent that they are necessary (if award is not made based on initial applications), communications with those applicants that are determined to have the greatest chance for award will occur.

Award will be made to the responsible applicant whose application offers the greatest value based on the criteria specified above.

Authority to obligate the Government: the Agreement Officer is the **only** individual who may legally commit the U.S. Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either an Agreement signed by the Agreement Officer or a specific, written authorization from the Agreement Officer.

SECTION VI – AWARD AND ADMINISTRATION INFORMATION

1. NOTIFICATION TO OFFERORS

The Notice of Award (ADS 303.3.7.1.a) signed by the Agreement Officer is the authorizing document that will be provided to the successful applicant to inform the applicant of its selection to be further considered to negotiate a cooperative agreement. USAID will provide this Notice electronically to the person designated to receive this information in the application.

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

2. DEVIATIONS

No deviations are currently contemplated to the standard provisions for the cooperative agreement contemplated by this RFA.

3. GENERAL INFORMATION ON REPORTING REQUIREMENTS

The following reports and related requirements will be included in the cooperative agreement issued as a result of this RFA: 1. Start-up Plan; 2. Annual Work Plans; 3. Performance Monitoring Plan; 4. Semi-Annual Progress Reports; 5. Quarterly Financial Reports; 6. PEPFAR Semi-Annual and Annual Progress Reports; 6. Final Report; 7. Mid-term and Final Evaluation.

A. REPORTING, MONITORING AND EVALUATION

A.1 Start-up Plan: Within the first two weeks of notification of the award, the implementing partner (with its sub-partners) will prepare and submit a start-up plan for USAID approval. This plan should describe a schedule for mobilizing and staffing the program over the initial three months following the award.

A.2 Annual Work Plans: Prior to the end of that three-month period, and annually thereafter, the partner will submit an annual work plan, and a detailed budget estimate associated with that plan, for USAID approval. This work plan will identify the activities to be carried out and results to be achieved in the coming year, the associated level of effort, and funding sources to be used for that work. It will also describe how the program plans to work with relevant government ministries, other USG-funded programs in-country as well as with other donors and in-country partners. The time-frame for annual work plans will be synchronized with the USG fiscal year and PEPFAR planning and reporting cycle, October 1 to September 30. In the first and last years of the program, the partner will develop a partial year work-plan that is still synchronized with the PEPFAR planning and reporting time-frame, but also reflects the start and end dates of the program.

A.3 Performance Monitoring Plan: Before the end of the first three-month mobilization period, the partner will submit for USAID approval a performance monitoring plan (PMP) covering the life-of-the program, which includes specific, detailed plans to document, monitor and evaluate program performance. The PMP will establish specific, quantifiable performance indicators and targets for the overall objectives included in the original proposal and activities in 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 overall program outcomes and results, including collection of baseline data, and for the use of data collected by the program to improve program planning and performance. Because baseline data collection is vital, the applicant should budget this activity appropriately to be performed in-house or externally through a consultant or firm.

The PMP should demonstrate understanding of PEPFAR indicators and reporting requirements, including how data will be collected, verified and reported to document program progress. Data quality is a critical component of PEPFAR, and applicants must develop systems to ensure data quality and be prepared for data quality audits. Indicators and data need to be gender-sensitive and sex-disaggregated where appropriate.

A.4 Reporting: The Awardee will report semi-annually and annually in relation to the annual work plan and the originally submitted proposal. The reporting cycle will be synchronized with the PEPFAR reporting cycle. Semi-annual reports should cover the period October 1 to March 31 and be submitted no later than April 30. Annual reports should cover the period October 1 to September 30 and should be submitted no later than October 31.
Implementing partners must report on the required indicators relevant to their program area, as laid out by the Office of the Global AIDS Coordinator (OGAC). These indicators are discussed in the document PEPFAR Monitoring, Evaluation, and Reporting (MER) Strategy, available at http://www.pepfar.gov. The global indicators should however be considered a minimum reporting requirement. The PMP should specify more comprehensive and complementary indicators that better capture program outputs and outcomes specific to this program.

Implementing partners must provide periodic updates on program status through regular face-to-face meetings with the program Assistance Officers' Representative (AOR) on a schedule to be agreed upon by the Program Director and the AOR.

A.5 PEPFAR Semi-Annual and Annual Progress Reports (SAPR; APR): In addition to the reports listed above, the Awardee must submit completed SAPR and APR forms which USAID provides to OGAC. In past years, these reports have followed the same submission timeline as reports for fiscal year quarters 2 and 4 but are subject to change per OGAC guidance.

A.6 Quarterly Performance Reports: The Recipient will submit quarterly reports that give insight into the progress of planned activities. The narrative report will include qualitative and quantitative information describing activities carried out and specific results achieved during the quarter. To the extent that the PMP includes quarterly targets, this should be reflected in the narrative report. Reporting periods will coincide with USAID fiscal year quarters, with reports due no later than thirty (30) days after the end of each quarter.

USG Fiscal Year Q1: **October 1 to December 31**	Quarterly Report due January 31
USG Fiscal Year Q2: **January 1 to March 31**	Quarterly Report due April 30
USG Fiscal Year Q3: **April 1 to June 30**	Quarterly Report due July 31
USG Fiscal Year Q4: **July 1 to September 30**	Quarterly Report due October 30

The report should also include budgeted versus actual expenditures (along with a brief analysis of any variance) and estimated accruals for the quarter.

The report must contain, at a minimum:

- Progress (activities completed, benchmarks achieved, performance standards completed) since the last report by program area and program site and national level;
- Problems encountered and whether they were resolved or are still outstanding;

- Proposed solutions to new or ongoing problems;
- Success stories with at least two photos
- Documentation of best practices that can be taken to scale; and
- List of upcoming events with dates.

A.7 Quarterly Financial Reports: The Awardee must submit quarterly financial reports to USAID within 30 calendar days following the end of each quarter. They must be disaggregated at the program area and contain, at a minimum:

- Total agreement budget
- Total funds awarded to date by USAID into the agreement (Total funds obligated to date);
- Total funds previously reported as expended by Awardee by main line items;
- Total funds expended in the current quarter by the Awardee by main line items;
- Total funds expended (actual plus estimated accrued) towards the end of the report period
- Total un-liquidated obligations by main line items; and
- Unobligated balance of USAID funds.
- Estimated expenditures for remainder of year
- Estimated monthly burn rate

A.8 Monitoring and Evaluation Plan: To ensure that resources are invested wisely and result in desired outcomes, rigorous monitoring and evaluation of OVC activities must take place throughout the program. Continuous gathering of information will allow for identification of unintended consequences and mid-course corrections of interventions. In order to facilitate the documentation of actual future improvements, baseline values of existing conditions need to be established. MEASURE Evaluation has developed quantitative child outcomes and caregiver/household outcomes measurement tools for global application can be used as part of the proposed Monitoring and Evaluation Plan (http://www.cpc.unc.edu/measure/our-work/ovc/ovc-program-evaluation-tool-kit). The recipient will work closely with USAID to develop a comprehensive M&E plan that will include baseline surveys for future impact evaluations.

The recipient is required to have a monitoring and evaluation plan showing how:

- Outcomes will be measured;
- Outcomes will contribute to results;
- Baseline information will be collected;
- Methods for mid-term and end of project evaluations.
- Reports to provide activity managers with valid internal assessments of the recipient's activities and interventions.

At the mid-term and the end of the project, USAID/Zambia may undertake an independent performance and impact evaluation of the program using primary and/or secondary data through qualitative and/or quantitative methods.

A.9 Special Reporting: Depending on the final scope of activities and results indicators agreed by USAID and the recipient, USAID may require additional annual reporting to fulfill Agency, congressional, or presidential requirements. The Recipient will be notified of these requirements in advance and expected to incorporate them into the PMP.

A.10 Closeout Plan: Six months prior to the completion date of the agreement, the Recipient will submit a demobilization plan to the AOR for approval. The demobilization plan shall include a) draft property disposition plan, b) plan for the phase-out of project operations, c) delivery schedule for all reports or other deliverables required under the agreement, and d) timetable for completing all required actions in the demobilization plan, including the submission date of the final property disposition plan to the Agreement Officer.

A.11 Final Report: At the end of the Agreement, the Awardee must prepare a completion report and end-of program presentation which highlight accomplishments against work plans, gives the final status of the benchmarks and results, addresses lessons learned during implementation and suggests ways to resolve constraints identified. The report must provide recommendations for follow-on work that might complement the completed work and details of close out and transition plans.

4. ENVIRONMENTAL COMPLIANCE

A. GENERAL

A.1 The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (*http://www.usaid.gov/policy/ads/200/*), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. The Recipient's environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this Request for Application.

A.2 In addition, the recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

A.3 No activity funded under this Agreement will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), 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.")

B. COMPLIANCE WITH THE IEE

An Initial Environmental Examination (IEE) has been approved for the Activity funding the cooperative agreement expected as a result of this RFA. The IEE covers activities expected to be implemented under this cooperative agreement. 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 shall be responsible for implementing all IEE conditions pertaining to activities to be funded under this RFA.*

C. IMPLEMENTATION PLANS

C.1 As part of its initial Work Plan, and all Annual Work Plans thereafter, the recipient, in collaboration with the USAID Agreement Officer's Representative and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this cooperative agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation.

C.2 If the Recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.

C.3 Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

D. 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 shall:

D.1 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 shall 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 shall include monitoring the implementation of the conditions and their effectiveness.

D.2 Integrate a completed EMMP or M&M Plan into the initial work plan.

D.3 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.

5. USAID DISABILITY POLICY

The following provision is incorporated into this RFA.

A. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)

A.1 The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4)

to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following website:
http://pdf.dec.org/pdf_docs/PDABQ631.pdf

A.2 USAID therefore requires that the recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing the program under this grant or cooperative agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women and children with disabilities.

[END OF PROVISION]

SECTION VII – AGENCY CONTACTS

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

SECTION VIII – OTHER INFORMATION

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

The following Standard Provisions have been provided below in full text:

1. Branding Strategy - Assistance (June 2012);
2. Marking Plan – Assistance (June 2012);
3. Central Contractor Registration and Universal Identifier (October 2010);
4. Reporting Subawards And Executive Compensation (October 2010);
5. Conscience Clause Implementation (February 2012);
6. Condoms (Assistance) (June 2005);
7. Prohibition On The Promotion Or Advocacy Of The Legalization Or Practice Of Prostitution Or Sex Trafficking (Assistance) (April 2010);

Following the Standard Provisions, additional information that may be useful during preparation of Application is provided.

1. BRANDING STRATEGY - ASSISTANCE (JUNE 2012)

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

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

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

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

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

(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 prefers to have 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 transition.usaid.gov/branding, included as part of the program or project name.

(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.

(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.

e. The Agreement Officer will consider the Branding Strategy's adequacy in the award criteria. The Branding Strategy will be reviewed to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.

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

[END OF PROVISION]

2. MARKING PLAN – ASSISTANCE (JUNE 2012)

a. Applicants recommended for an assistance award must submit and negotiate a "Marking Plan," detailing the public communications, commodities, and program materials, and other items that will visibly bear the "USAID Identity," which comprises of the USAID logo and brandmark, with the tagline "from the American people." The USAID Identity is the official marking for the Agency, and is found on the USAID Web site at http://transition.usaid.gov/branding.

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

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

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

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

(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 Strategic Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why an aspect of the award is presumptively neutral. Identify by category or deliverable item, examples of material for which an exemption is sought.

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

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

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

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

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

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

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

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

[END OF PROVISION]

3. CENTRAL CONTRACTOR REGISTRATION AND UNIVERSAL IDENTIFIER (OCTOBER 2010)

a. Requirement for Central Contractor Registration (CCR). Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR 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 sub awards under this award, you:

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

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

c. Definitions. For purposes of this award term:

(1) Central Contractor Registration (CCR) 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 CCR Internet site (currently at http://www.ccr.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 http://fedgov.dnb.com/webform).

(3) Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 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 sub recipient under an award or sub award to a non-Federal entity.

(4) Sub award:

(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 sub recipient.

(ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

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

(5) Sub recipient means an entity that:

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

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

[END OF PROVISION]

4. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (OCTOBER 2010)

a. Reporting of first-tier sub awards.

(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 sub award 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 sub award 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 sub awards); 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 sub awards); 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 http://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.ccr.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 Sub recipient Executives.

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

(i) in the sub recipient's preceding fiscal year, the sub recipient 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 sub awards); 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 sub awards); 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 http://www.sec.gov/answers/execomp.htm.)

(2) Where and when to report. You must report sub recipient 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 sub award. For example, if a sub award is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the sub recipient 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) sub awards, and

(2) the total compensation of the five most highly compensated executives of any sub recipient.

e. Definitions. For purposes of this award term:
(1) Entity means all of the following, as defined in 2 CFR part 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 sub recipient under an award or sub award to a non-Federal entity.

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

(3) Sub award:

(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 sub recipient.

(ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-

133, “Audits of States, Local Governments, and Non- Profit Organizations”).

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

(4) Sub recipient means an entity that:

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

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

(5) Total compensation means the cash and noncash dollar value earned by the executive during the recipient’s or sub recipient’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 no equity 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 (e.g. 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]

5. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)

(a) An organization, including a faith-based organization, that is otherwise eligible to receive funds under this agreement for HIV and 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 and AIDS; or

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

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

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

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

[END OF PROVISION]

<u>6. CONDOMS (ASSISTANCE) (JUNE 2005)</u>

Information provided about the use of condoms as part of projects or activities that are funded under this agreement shall be medically accurate and shall include the public health benefits and failure rates of such use and shall be consistent with USAID's fact sheet entitled, ―USAID HIV/STI Prevention and Condoms. This fact sheet may be accessed at:

http://www.usaid.gov/our_work/global_health/aids/TechAreas/prevention/condomfactsheet.html.

[END OF PROVISION]

<u>7. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (APRIL 2010)</u>

(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) and (b)(3), by accepting this award or any sub award, a non-governmental organization or public international organization awardee/subawardee agrees that it is opposed to the practices of prostitution and sex trafficking because of the psychological and physical risks they pose for women, men, and children.[7]

(2) The following organizations are exempt from (b)(1): the Global Fund to Fight AIDS, Tuberculosis and Malaria; the World Health Organization; the International AIDS Vaccine Initiative; and any United Nations agency.

(3) Contractors and subcontractors are exempt from (b)(1) 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.

(4) Notwithstanding section (b)(3), not exempt from (b)(1) are recipients, sub recipients, contractors, and subcontractors that implement HIV and AIDS programs under this assistance award, any sub award, 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 shall insert this provision, which is a standard provision, in all sub awards, procurement contracts or subcontracts.

(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]

8. REFERENCE DOUCMENTS AND HELP FUL RESOURCES

Applicants should note that the documents listed below are intended only as sources for background information that may be helpful to applicants, but are not a part of this RFA.

The NPI Resource Guide to Managing U.S. Government -Funded HIV and AIDS Programs
http://www.npi-connect.net/documents/592341/749044/NPI+Guide+to+Managing+USG-Funded+HIV+AIDS+Programs

USAID Logical Framework (LogFrame) Technical Note
http://usaidlearninglab.org/sites/default/files/resource/files/2012_12%20Logical%20Framework%20Technical%20Note_final%20(2).pdf

USAID Youth In Development Policy
http://www.usaid.gov/sites/default/files/documents/1870/Youth_in_Development_Policy.pdf

PEPFAR Guidance for Orphans and Vulnerable Children Programming
http://www.pepfar.gov/documents/organization/195702.pdf

PEPFAR Prevention Guidance
http://www.pepfar.gov/guidance/171094.htm

PEPFAR Monitoring, Evaluation and Reporting (MER) Guidance
http://www.pepfar.gov/documents/organization/217767.pdf

PEPFAR Guidance on Integrating PMTCT, Maternal, Neonatal, and Child Health and Pediatric HIV Services
http://www.pepfar.gov/guidance/pmtct/158785.htm

PEPFAR Branding Guidance
http://www.pepfar.gov/documents/organization/198963.pdf

Zambia -Situation Analysis of Children and Women 2008
http://www.unicef.org/sitan/files/UNICEF_GRZ_Situation_Analysis_2008.pdf

JHU randomized controlled trial of mental health treatment for youth, caregivers and families 2014
http://www.jhsph.edu/research/centers-and-institutes/center-for-refugee-and-disaster-response/response_service/AMHR/

The Child Status Index (CSI) provides a framework for identifying the needs of children…
http://www.cpc.unc.edu/measure/tools/child-health/child-status-index

The Essential Package: Holistically Addressing the Needs of Young Vulnerable Children and Their Caregivers Affected by HIV and AIDS
http://www.care.org/sites/default/files/documents/The_Essential_Package_Holistically_Addressing_the_Needs_of_Young_Vulnerable_Children_and_Their_Caregivers_Affected_by_HIV_and_AIDS_1_0.pdf

National Plan of Action for Children in Zambia Roll-Out 2009. December 2009.
http://www.unicef.org/about/annualreport/files/Zambia_COAR_2010.pdf

ATTACHMENTS

The following attachments and annexes are provided:

1. SF-424 Forms;
2. Certifications, Assurances and Other Statements of the Recipient;
3. Applicant Past Performance Data Reference Sheet.

[END OF RFA]