Funding Opportunity Cover Page

Issuance Date:	**February 28, 2017**
Deadline for Questions:	**March 7, 2017, 4:00 p.m. (EST)**
Closing Date for Application Submission:	**April 11, 2017**
Closing Time for Application Submission:	**4:00 p.m. (EST) Washington, D.C.**
Place of Performance:	**Uganda**

Subject: Notice of Funding Opportunity (NFO) Number RFA-617-17-000004: “Defeat TB”

Ladies and Gentlemen:

The United States Agency for International Development (USAID) is seeking applications to fund one organization through a five-year $20,000,000 Cooperative Agreement to implement TB control efforts aimed at improving TB case notification and treatment outcomes while addressing the underlying health system barriers that are critical to improving service delivery to contribute to ending the TB epidemic in Uganda.

This is a full and open competition, under which any type of organization, large or small, commercial (for-profit) firms, faith-based, and non-profit organizations in partnerships or consortia, are eligible to compete.

Subject to the availability of funds an award will be made to that responsible applicant(s) whose application(s) best meets the objectives of this funding opportunity and the selection criteria contained herein. While one award is anticipated as a result of this Notice of Funding Opportunity, USAID reserves the right to fund any or none of the applications submitted.

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

Eligible organizations interested in submitting an application are encouraged to read this funding opportunity thoroughly to understand the type of program sought, application submission requirements and evaluation process. To be eligible for award, the applicant must provide all information as required in this NFO and meet eligibility standards in Section C of this NFO.

The successful Applicant will be responsible for ensuring the achievement of the program objectives. Please read each section of the NFO.

This funding opportunity is posted on http://www.grants.gov, and may be amended. Select “Find Grant Opportunities,” then click on “Browse Agencies,” and select the “Agency for International Development” and search for the NFO. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity. Applicants will need to have available or download Adobe program to their computers in order to view and save the Adobe forms properly. It is the responsibility of the applicant to ensure that the entire NFO has been received from the internet in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on www.grants.gov or accessing the NFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

Any questions regarding this NFO must be submitted in writing to KampalaUSAIDSolicita@usaid.gov by **March 7, 2017 4:00 p.m. (EST) Washington, D.C.** Questions sent to any other e-mail address will not be answered. The e-mail transmitting the questions must reference the NFO number and title on the subject line of the e-mail. Responses to questions received prior to the deadline will be furnished to all potential applicants through an amendment to this notice posted on http://www.grants.gov.

If you decide to submit an application, please note that electronic submission is required. Applications are to be sent as email attachments to KampalaUSAIDSolicita@usaid.gov, to the attention of Carol Ssekandi, Assistance Specialist. Late applications will not be considered for award. Hard copy, telegraphic, or fax applications (entire proposal) are not authorized for this NFO and will not be accepted.

An applicant under consideration for an award that has never received funding from USAID may be subject to a pre-award survey to determine fiscal responsibility, capacity, and ensure adequacy of financial controls. Applicants are encouraged to register with the Data Universal Numbering System (DUNS) and System for Award Management at https://www.sam.gov/portal/public/SAM/ as these are mandatory requirements before any award can be made. In the event that the submission deadline is due before registration is complete, applicants should proceed with the submission of their applications.

Issuance of this notice of funding opportunity does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for any costs incurred in preparation or submission of comments/suggestions or an application. Further, the Government reserves the right to reject any or all applications received. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense. In addition, final award of any resultant grant cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.

Thank you for your interest in USAID programs.

Sincerely,

Jennifer L. Crow Yang

Jennifer L. Crow Yang
Supervisory Agreement Officer

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SECTION A – PROGRAM DESCRIPTION

A.1 INTRODUCTION

Under the 2016 - 2021 Country Development Cooperation Strategy (CDCS), USAID/Uganda anticipates awarding a five-year $20 million award to a qualified indigenous local, regional or international organization to provide technical assistance to the National Tuberculosis and Leprosy Control Program (NTLP). While this activity will primarily align with Development Objective Three in the CDCS results framework (DO3), *Key Systems More Accountable and Responsive to Uganda's Development Need*, this activity will contribute to each of the other objectives. The activity's goal is to substantially reduce Uganda's tuberculosis (TB) burden by 2023, contributing to the US Government's and World Health Organization's (WHO) End TB Strategy to end TB by 2035. This program shall implement the following activities:

- Increase screening and detection of all forms of tuberculosis in infants, children and adults at facility and community levels,
- Initiate and complete anti-TB treatment for all patients diagnosed with all forms of TB,
- Ensure strong community systems to strengthen the continuum of TB prevention, screening, diagnosis, care and treatment, and
- Enhance leadership at the national and sub-national level that is capable of strategy development and implementation to achieve high-impact TB control in the public and private sector.

Expected programmatic results include, but are not limited to: high coverage, quality and outcome of TB and TB/HIV activities; National TB and Leprosy program (NTLP)leadership, coordination, partnership, implementation and absorption capacity strengthened; National Strategic Plan revised; implementation science/operational research conducted; quality improvement framework implemented; advocacy for additional human resources for health (HRH) and domestic funding increased; TB-associated stigma reduced; strengthened community systems for TB case management, case finding, contact tracing, TB Preventive Therapy (TPT), TB infection prevention and control; new and effective diagnostic technologies and treatment modalities implemented at scale; supply chain system for anti-TB treatment strengthened; private healthcare sector engaged; linkage between poverty and TB assessed, addressed, and integrated with USAID-funded economic growth and other relevant activities; innovative approaches for TB data capture, analysis, visualization and sharing implemented; and Behavioral Change Communication (BCC) materials developed.

These results will be achieved through close collaboration with Uganda's NTLP, national and district-based TB and TB/HIV systems strengthening projects, the private sector and current USG-funded activities. The Defeat TB Activity will implement the guiding principles of the CDCS and strategies that address TB diagnostic and treatment access barriers for women, girls and children while leveraging public and private sectors resources.

A.2 PROGRAM DESCRIPTION

1. Background

Worldwide, TB is the leading infectious disease cause of death and remains the number one overall cause of mortality among people living with HIV (PLHIV), accounting for approximately one-third of AIDS-related deaths[1]. A recent national TB prevalence survey demonstrated that incidence (234/100,000) and prevalence (253/100,000) rates in Uganda are far higher than previously believed. The exact burden of MDR- and XDR-TB remains unknown although WHO estimates MDR-TB rates to be increasing among

[1] UNAIDS Fact Sheet, 2016

new (1.6%) and retreatment (12%) cases[2] . The emergence of MDR- and extensively-drug resistant (XDR)-TB poses a global health security risk that must be urgently addressed.

Despite a higher HIV prevalence among women in Sub-Saharan Africa, incidence of TB is higher in men. TB cases in Uganda are predominantly reported more among men than women. This is in spite of the fact that more women are currently reached with HIV services and have a higher HIV prevalence than men. This might be a true finding based on plausible epidemiologic causes, or a reflection of limited access to TB services by women in Uganda. The activity will explore this gender issue and strategies to maximize access to diagnosis and treatment of TB and MDR TB by women and children and improve their participation in TB services.

USAID has supported TB control efforts in Uganda since 2007 through the following activities with a focus on TB: Tuberculosis Control Assistance Program (2007-2010), TB CARE I (2012-2013), TRACK TB (2012-2017). This is in addition to supporting district-based USAID Technical Assistance projects to implement TB, TB/HIV activities within supported regions. Cumulative TRACK TB project achievements to date are improvements is the TSR from 71% in 2012 to 86% and the cure rate from 33% to 77% in 2015 (TRACK TB PY4 Report) within Kampala as a focus region for the TB flagship project. This is in addition to the scale up of MDR TB care and treatment services to all national and regional referral hospitals in Uganda.

Over the years, major underlying challenges identified during implementation are health system bottlenecks such as inefficient supply chain system, inadequate health human resources for TB especially at the national level, inadequate partner coordination, inadequate domestic financing and commitment to TB; addressing these bottlenecks remains key for investments in future TB activities.

According to the 2016 Global TB Report, Uganda’s TB program funding is largely dependent on international donors (78%), with the GOU contributing 4% to the total budget, leaving approximately 18% of costs unfunded. Without a significant increase in domestic financing, interruptions in donor support may hinder implementation of TB control activities and adversely impact access to TB diagnostic and treatment services.

Current underperformance in the case detection rate is partly due to limited access to quality diagnostic services and poor implementation of intensified TB case finding both at facility and community levels. Across the board, pediatric TB is still poorly addressed and remains a diagnostic challenge for clinicians.

Xpert MTB/RIF technology exists at less than 10% of the approximately 1500 Diagnostic and Treatment Units (DTUs), and drug susceptibility testing is limited to the National TB Reference Lab (NTRL). The 2016 Global TB reports estimates Uganda’s MDR-TB incidence at 1,900 cases, yet as of June 2016, only 918 MDR TB cases had been recorded (TRACK TB). The country has limited resources to address the threat of MDR-TB even as the risk of development of drug resistant TB is particularly elevated in a context of TB/HIV co-infection, stock outs of first- and second- line anti TB medications, high treatment default rates, and poor infection control practices within facilities.

The treatment success rate is only 75% among new and relapse cases.[2] Underperformance in the treatment success rate is due to the overall low directly observed treatment - short course (DOTS) coverage; the high facility DOTS coverage (90%, NTLP) only reflects the first two weeks of anti-TB treatment. The coverage of community DOTS is unknown but likely does not exceed 20% (NTLP). Community DOTS is required to achieve high treatment success rates, yet it remains limited by mobile urban and rural populations and weak community structures. These weak structures are due to the sub-optimal investment

[2] Global TB Report 2016

in community systems which serve as a critical link between facilities and communities for community mobilization, drug distribution, and patient tracking.

Uganda is among the 30 countries with a high burden for TB/HIV co-infection, with a high HIV sero-prevalence (7.1% of adults 15 – 49 years old) and an estimated 1.4 million adults and 96,000 children living with HIV.[1] (UNAIDS, 2016). Of the estimated 79,000 annual new TB cases, 26,000 are co-infected with HIV and there are 6,400 deaths among TB/HIV co-infected individuals.[2] Despite international and national HIV and TB guidelines recommending Isoniazid Preventive Therapy (IPT) for all PLHIV, current IPT coverage for PLHIV is not known and remains suboptimal due to barriers like drug stock outs, limited healthcare worker knowledge, and limited capacity to exclude active TB disease. Implementation of interventions to address TB/HIV co-infection in Uganda requires greater harmonization between the NTLP and AIDS Control Program (ACP) and coordination among all partners.

Critical human resource shortages at the central TB program are hampering capacity of the program to effectively plan, implement, coordinate, monitor and evaluate TB control efforts.

Due to limited resources and prioritization, advocacy, communication and social mobilization (ACSM) interventions remain sub-optimal. ACSM interventions are required at the community level to increase knowledge, demand, utilization, and participation in TB control services.

To address the challenges above, USAID/Uganda intends to award a five-year (January 2018 - December 2022) activity worth $20 million to implement TB control efforts aimed at improving TB case notification and treatment outcomes while addressing the underlying health system barriers that are critical to improving service delivery to contribute to ending the TB epidemic in Uganda.

2. Activity Description

The goal of Defeat TB is to substantially reduce Uganda's TB burden by 2023, contributing to US Government's and WHO's End TB Strategy to end TB by 2035. The activity's purpose is to increase TB case detection and treatment success in Uganda to 90% of all cases.

2.1 Alignment with the Country Development Cooperation Strategy (CDCS)

This activity is one of several programs designed to contribute to the attainment of the intermediate results under the CDCS Development Objective One (DO1), *Community and Household Resilience in Select Areas and Target Population Increased*, Development Objective Two (DO2), *Demographic Drivers Affected to Contribute to Long Term Trend Shift*, and Development Objective Three (DO3), *Key Systems More Accountable and Responsive to Uganda's Development Needs*. This program will contribute to the attainment of several of the intermediate and sub-intermediate results in the DO1, DO2, and DO3 results framework:

- IR 1.1 Key Drivers of Vulnerability Addressed, Driven by Beneficiaries
  - Sub IR 1.1.1 Behaviors that reduce vulnerability strengthened
  - Sub IR 1.1.2 Effective community planning related to key threats and potential Shocks improved
- IR 1.3 Enhanced Prevention and Treatment of HIV, Malaria and Other Epidemics among the Most Vulnerable
  - Sub IR 1.3.1 Prevention and treatment scaled up
  - Sub IR 1.3.2 New infections reduced
- IR 1.4 Community and Household Assets Increased and Diversified
  - Sub IR 1.4.1 (Household) Sources of income diversified
  - Sub IR 1.4.2 Access to financial resources improved

- IR 2.2 Child Wellbeing Improved
  - Sub IR 2.2.1 Child health services strengthened
- IR 3.1 Leadership in Development Supported
  - Sub IR 3.1.2 Leadership practices cultivated
- IR 3.2 Citizens actively participate in development
  - Sub IR 3.2.1 Inclusive participation in decision making processes increased
  - Sub IR 3.2.2. Access to and utilization of information increased
  - Sub IR 3.2.4 Citizen-driven accountability increased
- IR 3.3 Key Elements of Systems Strengthened
  - Sub IR 3.3.1 Availability of skilled and motivated workforce increased
  - Sub IR 3.3.2 Availability and management of quality commodities improved
  - Sub IR 3.3.5 Availability and utilization of quality data at all levels for decision making increased
  - Sub IR 3.3.6 Critical barriers in the linkages between system elements reduced
- IR 3.4 The Enabling Environment that supports functional systems improved
  - Sub IR 3.4.1 Critical barriers in the linkages between system elements identified and reduced
  - Sub IR 3.4.2 Policy making processes and capacity strengthened
  - Sub IR 3.4.3 Policy, legal and regulatory framework implementation capacity strengthened
  - Sub IR 3.4.4 Positive social and cultural norms and practices advanced

Providing technical assistance to the NTLP to improve its capacity to organize, manage, provide and oversee TB services at the national level will contribute to key systems being more accountable and responsive to Uganda's development needs. USAID supports TB activities through the lens of the DO3 priority of effective and well-functioning systems that drive sustainable and positive change. This activity also contributes to DO1 and DO2 as highlighted above.

3. Intended Results

Defeat TB will strengthen capacity of the NTLP to lead the TB response and deliver quality, well-organized, and efficient services collaboratively with other USG-supported health programs. This activity will build on success from the TRACK TB activity in Kampala and provide technical support to the NTLP and USG TB and TB/HIV implementing partners to execute innovative TB control interventions that reduce Uganda's TB burden. This activity will also support the NTLP in improving the quality of and scaling up the management of MDR-TB, including the introduction of newly recommended MDR-TB guidelines and new TB and MDR-TB drugs. Building on other successful quality improvement approaches, the activity will integrate quality assessment, proven quality improvement models and quality control in all key result areas. The activity will work with existing national level structures and other USG programs to conduct ACSM activities to increase service demand, utilization, participation in DOTS, and promote country ownership.

The activity will achieve its goal and purpose through four sub-purposes:

- Increasing screening and detection of all forms of tuberculosis in infants, children, and adults at facility and community levels;
- Initiating and completing anti-TB treatment for all patients diagnosed with all forms of TB;
- Ensuring strong community systems to strengthen the continuum of TB prevention, screening, diagnosis, care and treatment; and

- Enhancing leadership and technical capacity of TB program at national and provincial levels to effectively guide and manage implementation of TB control activities.

The activity will work in close collaboration with USG-supported programs to increase demand for, and knowledge and utilization of TB services through effective communication, education, and social mobilization. The activity will include meaningful process and outcomes indicators and targets to track quality of services and progress towards achieving the stated objectives, including addressing gender-based gaps affecting TB control in Uganda.

The activity will, as much as possible, refrain from creating new structures when existing ones are sufficient to serve the same purpose. When new structures are considered and implemented, these will be demonstrated to be more efficient and have the highest likelihood for replication and sustainability by the NTLP during and beyond the course of activity implementation. Additionally, the activity will demonstrate verifiable measures of progressive increase in NTLP leadership and management of project activities and interventions throughout the activity's life cycle.

The activity will institutionalize quality improvement (QI) both at the National level and in the overall approach to improving TB, TB/HIV, MDR TB service delivery and outcomes through all the sub-purposes discussed below. QI will create a robust platform for Collaborating, Learning, and Adapting (CLA).

Sub-purpose 1: ***Increase screening and detection of all forms of tuberculosis in infants, children, adolescents and adults at facility and community levels***

Early detection of active TB cases improves treatment outcomes and reduces the transmission of TB. Globally, the World Health Organization (WHO) estimates approximately 4 million of the 10 million new TB cases are not detected or reported. In Uganda, the recent prevalence survey revealed that an estimated 50% of active TB cases are not detected. In 2015 Uganda had an estimated 1000 MDR-TB cases and detected only 342 (34%) (TRACK TB PY4 Report) cases of MDR-TB. There is an urgent need to increase the detection of all forms of tuberculosis.

The activity will determine factors and causes of low detection of tuberculosis (including MDR) and propose sustainable approaches to increase the detection of drug-susceptible and drug-resistant TB. These approaches should take into consideration the local context, findings of the TB prevalence survey to identify key target groups and adapted to geographically focus activities where they will have the highest impact on case finding i.e. (community, facility, urban, rural, and other target areas). Innovative and technology-based approaches are encouraged. The activity will also explore innovative approaches for integrating TB screening into differentiated HIV service delivery models, MNCH, and other health programs

Expected outcomes include:

- 90% of eligible individuals are screened for TB (community and facility)
- 90% of eligible individuals receive IPT
- 90% of estimated patients with drug-susceptible (DS-) and drug- resistant (DR-) TB detected
- 100% of TB/HIV co-infected cases detected
- 90% of individuals eligible to be screened for MDR-TB are screened
- 90% of estimated MDR-TB cases detected

<u>Sub-purpose 2: Initiate and complete treatment for all patients diagnosed with all forms of TB</u>

Early initiation of TB treatment and ensuring completion of treatment are key strategies to improve survival of TB patients, reducing the development of drug resistance, and limiting further transmission. Uganda's treatment success rate (TSR) is only 75% among new and relapse cases and 67% among previously treated patients (Global TB Report, 2016). This rate is lower than the global 90% TSR target. This activity will strive to achieve 100% TB treatment initiation and at least 90% treatment completion for all TB patients through innovative approaches.

The activity will identify barriers to initiation and completion of anti-TB and MDR-TB treatment and then propose innovative and sustainable strategies and approaches that will result in 100% initiation of TB and MDR-TB treatment and at least 90% treatment completion. The activity will propose and implement differentiated TB service delivery models for DS-TB, DR-TB, and TB/HIV services

Expected outcomes include:

- 100% of DS-TB, TB/HIV co-infected patients started on anti-TB treatment
- 90% of DS-TB, TB/HIV co-infected patients started on anti-TB treatment *on same day as diagnosis*
- 100% DR-TB patients starting treatment *within one week of diagnosis*
- 90% of DS-TB, TB/HIV co-infected and DR- TB patients successfully completing anti-TB treatment
- 85% of DS-TB, TB/HIV co-infected and DR-TB patients cured

<u>Sub-purpose 3: Ensure strong community systems to strengthen the continuum of TB prevention, screening, diagnosis, care and treatment</u>

The activity will conduct a baseline assessment to explore the specific challenges related to accessing TB diagnostic, care and treatment services among different sub-populations namely, children, adolescents, youth, key populations, women and men within the geographic area of implementation. The results of the assessment will guide implementation and ensure the gaps identified are addressed with appropriate interventions for TB control.

Stigma and lack of awareness towards TB influences community uptake of TB services across the continuum of prevention, screening, diagnosis, care and treatment. It also contributes to the late presentation and low detection rate of TB (2010 Abebe et al). Reduction of stigma requires the engagement of the community in TB control activities. This objective is in line with the CDCS guiding principle of inclusive development and will support the other USAID strategic objectives for Uganda.

The activity will partner with USAID's Communication for Healthy Communities (CHC) activity to develop strategies that minimize stigma, and increase communities' engagement in TB prevention and treatment; and propose sustainable, relevant interventions that optimize and strengthen facility-community linkages. The activity will design and implement community-based differentiated TB service delivery models and integrate TB control activities with other USG-supported community-based activities. The activity will support other USG funded mechanisms to scale-up high impact interventions and best practices.

Illustrative outcome indicators include:

- % increase in community TB DOTS
- % increase in TB contact investigation
- % decrease in TB related stigma (among communities and health workers)

<u>Objective 4: Enhance leadership and technical capacity of TB program at national and subnational levels to effectively guide and manage implementation of TB control activities</u>

The active participation of national and local leadership is required for successful program implementation and outcomes. This objective aligns with the CDCS guiding principles to ensure broad and inclusive stakeholder engagement throughout the program cycle, prioritize partnerships that enable Ugandan-led development, and foster leadership as a lever for change - within the Agency, with partners and with stakeholders.

The activity will implement realistic, sustainable approaches to engage national and local leadership to increase political will to address Uganda's TB epidemic, ensure prompt implementation of key policies meeting the public's TB needs, and secure systems and resources to provide quality, effective, efficient TB services. Applicants will propose indicators for measuring progress towards achieving this objective.

Expected outcomes include:

- National and subnational leadership capacity increased
- National and subnational program oversight and coordination increased
- Increased domestic funding for TB
- Increased effective utilization of resources at National and subnational levels
- Increased HRH allocation at the NTLP
- Evidence-driven decision-making increased at national and subnational levels
- Operational research and implementation science results published in peer-reviewed journals

4. Activity, Monitoring, Evaluation and Learning Plan (AMELP):

The applicant will submit a draft Monitoring, Evaluation and Learning Plan (AMELP) with the application. The AMELP will describe the M&E and learning approach for ensuring effective implementation and achievement of desired results. Learning will be used to make mid-course adjustments to the choice of interventions and/or how they are implemented. At a minimum, the draft AMELP will identify appropriate activity indicators for each level of the results framework/log-frame, show data sources and describe how data will be collected, collated, and/or acquired to regularly inform performance. The proposed plan will provide preliminary five-year performance indicator targets, which will be reviewed and possibly revised during pre-implementation discussions.

A section of the AMELP will be dedicated to show how the awardee will implement USAID's CLA concept, including the development and implementation of a learning agenda. Implementation science, which may include operations research and impact evaluation, will be used to assess the effectiveness of proposed approaches in achieving desired outcomes, be used to adapt approaches to improve efficiency and effectiveness and document the contribution of each approach to health outcomes. The proposed AMLEP will include indicators and targets for measuring quality improvement processes and outcome. Applicant will also propose gender specific indicators and targets.

Upon award, the USAID/Uganda AOR and the Health Office SI Unit will provide guidance for the detailed AMELP to ensure that indicators are aligned with the Mission's Country Development and Cooperation Strategy (CDCS), the strategic objectives and intermediate results, and show a concrete plan to comply with mission reporting needs and requirements under PEPFAR, PMI, GHI and other funding authorities. The successful applicant will also consult with the mission's M&E contractors: SI Technical Support (SITES) and The Learning Contract (TLC), other relevant IPs and MOH M&E Technical Working Groups in developing the final AMELP. Collaboration will enhance quality of information and reduce duplication. Please refer to the following link for the PEPFAR MER 2.0 indicators: https://www.pepfar.gov/reports/guidance/index.htm. The successful applicant will be expected to obtain AOR's approval of final AMELP within 90 days of award.

The successful applicant shall develop a robust data collection system, which includes adequate data quality controls and complies with all USAID/Uganda data quality requirements, ADS 203.3.5.1. Each indicator in the final AMELP will have a performance indicator reference sheet that provides detailed description of the indicator, numerator and denominator where per cent measures are used and a data collection plan. Where appropriate, AMELP baselines should draw on AIS, UDHS, MIS, LQAS, HMIS and SIMS results as well as other studies and surveys. Successful applicant will describe how GIS and spatial analysis will be leveraged to guide differentiated interventions across geographic locations.

The AMELP shall specify approximate dates for data collection, the method, type, and source of information to be collected, and shall report on these indicators in line with existing and future USG guidance. USAID/Uganda plans to conduct multiple evaluations of individual interventions/approaches, target populations or implementation environment at different times and a comprehensive external evaluation of the activity during the fourth year of implementation. This activity should plan for funding to prepare for and participate in the evaluation.

5. Implementation Approach

a. Geographic Focus

The geographic focus for direct implementation is Kampala District and all national and regional referral hospitals. In alignment and coordination with NTLP, the geographic focus for national technical assistance includes all districts in Uganda.

b. Coordination with Government Entities & District Operational Plans

USAID/Uganda is committed to greater coordination, efficiency, and effective division of labor. A major component of USAID/Uganda's CDCS applies the principles of selectivity and geographic focus by coordinating programming across Mission Development Objectives (DO) in the 19 districts where all three of the DOs have activities. The activity will seek to show evidence of collaboration, coordination and strengthening district systems and frameworks which support sustainability. The Activity will coordinate partners' participation in district TB and TB/HIV quarterly meetings, and. provide supporting data and information as needed. Senior representation will be expected at some quarterly meetings. The desirable level of engagement with the districts is that of a solid, functional partnership and result driven and not subsidy driven. The Recipient will need to show how this will be attained while building a partnership with the local governments based on common vision on what is to be achieved and the drivers required in attaining this.

c. Sustainability

This activity will avoid creation of new implementation and reporting structures and instead work within currently existing ones at national, district and community level, including working with existing community based organizations, networks and groups to improve TB and TB/HIV referrals and services. Building local capacity to plan, design, implement monitor and maintain TB, TB/HIV and DR-TB activities through technical and organizational capacity building at the NTLP will be crucial for sustainability. Progressively increased responsibility for planning, funding and implementing of this program's activities by the NTLP throughout program implementation will be a key determinant of sustainability. This activity is expected to implement innovative, low cost, high impact interventions that can be easily sustained, and through advocacy efforts at various levels, increase resource allocation for TB from different stakeholders. A sustainability plan is required for this activity.

d. Local Capacity Development (LCD)

Civil society organizations (CSO) play a critical role in the health sector in Uganda. They are critical in mobilizing communities to demand quality health services; raising awareness of health issues and promotion, including supportive environments for child development; and ensuring that communities influence policy and demand accountability. The Recipient will identify and work with CSOs to effectively support the delivery of comprehensive health services, including community-based prevention activities. This will be done through sub-grants to the organizations that will provide and expand services as needed.

In addition, the Recipient will build the capacity of these organizations to ensure that they effectively deliver services in a sustainable manner. The Recipient will develop and submit to USAID/Uganda a capacity building plan that will ensure that capacity building is directed toward the needs of the organization and is linked to performance standards.

In alignment with the USAID Forward principle of local solutions as a means for sustainability, the Recipient will implement a model on key service delivery aspects using local nongovernmental or community-based organizations. Support from the Recipient to the local organizations will include grants that focus on service delivery as well as technical assistance to strengthen ability for organizational sustainability of the local organizations. The Recipient will articulate the LCD approach under this award and implement it.

e. Gender

The 2016 Global TB reports indicates a male: female (M:F) ratio for notifications at 1.7, this is aligned to the findings of TB prevalence surveys in most countries. The male to female ratio of notified TB was 1.9 for Uganda.[2] This implies that the largest share of the TB burden is accounted for by men. Globally, children (aged <15 years) account for 6.3% of the new TB cases that were notified in 2015.[2] Males have specific risks of becoming ill with TB, for example, they tend to have more social contacts, work in high-risk settings, smoke, possible higher alcohol consumption, and limited health seeking behavior. Female-specific risks include higher stigma, delayed diagnosis, and less access to treatment service. High rates of extra-pulmonary TB among women also mean they are harder to screen and diagnose.[3] Gender-responsive TB services should capture these different needs and better understand the risk factors for TB in rural versus urban populations. In a study done to assess the gender variations in delay from symptom onset to help seeking, diagnosis and treatment of TB; it is evident that compared with men, women experienced longer delays at various stages of the clinical process for TB which warrants appropriate measures to improve the situation, while men seek help later.[3]

It is thus evident that the health seeking and treatment behavior of men and women living with HIV, HIV/TB co-infection or suffering from TB, requires a systematic assessment from a gender perspective to inform national planning and budgeting for gender-responsive and gender transformative TB and HIV responses. The Defeat TB activity will support the NTLP to conduct a gender assessment that identifies the specific vulnerable populations that are central to the epidemic and response as their engagement is crucial to successful TB responses. It is essential that the gender assessment considers the full range of populations and takes a nuanced approach addressing the needs of key affected women and girls in all their diversity, as well as men, transgender people, the key and vulnerable populations like people living with HIV (PLHIV), health care workers, migrant and mobile populations, prisoners and refugees, etc[3]. The gender assessment will guide implementation approaches that are gender-responsive and this will influence the shift from gender blind TB interventions to gender-transformative TB responses.

Promoting gender equality and advancing the status of women and girls is vital to achieving USAID's development objectives. It is USAID policy that all offerors/applicants must mainstream and integrate gender into their interventions. Therefore, applicant will be expected to demonstrate compliance with USAID Policy ADS 205, and should explicitly state how this activity supports the gender policies and strategies of the United States and the Government of Uganda.

[3]Gender assessment tool for national HIV and TB responses, UNAIDS and Stop TB Partnership, 2016

f. Youth

USAID/Uganda is committed to ensuring the integration of youth considerations into its activities. At the inception of this agreement, the activity will develop a Youth Action Plan to ensure that youth TB issues are appropriately and effectively integrated, not only into the activity's analyses, approach and activities, but also into the outcomes realized by it. The activity will also ensure the systematic monitoring of gender and youth activities, outcomes and results is an integral part of the M&E Plan for the activity.

g. Environmental Considerations

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 201.3.11.2.b and 204, which require, in part, 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 Defeat TB activity environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this award: procedures are specified in the following paragraphs of this award:

1a) 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.

1b) No activity funded under this Cooperative Agreement will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in an 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."

2) All USAID funded activities must comply with 22 CFR 216. Pursuant to this, USAID Uganda Investing in People activities are covered by an umbrella Initial Environmental Examination (IEE) file name: Uganda_ Infrastructure_Development_IEE_011516, approved in January 2016. The following threshold decisions are envisaged for the activities in this program: Activities involving trainings, meetings, workshops, research, education, public awareness, capacity building, advocacy, information management, legal systems, etc. fall under the Threshold Determination of Categorical Exclusion. These activities will have no adverse effects
on the environment. The Recipient shall be responsible for implementing all IEE conditions pertaining to activities to be funded under this solicitation.

3) As part of its initial Work Plan, and all Annual Work Plans thereafter, the Recipient, in collaboration with the USAID Agreement Officer's Technical 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.

3a) 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.

3b) 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.

4) Cost and technical proposals must reflect environmental documentation preparations costs and approached where applicable. This will include costs towards the preparation of environmental mitigation and monitoring plan (EMMP). During the post award stage, the Recipient will be expected to comply with all conditions specified in the approved IEE.

5) USAID anticipates that environments compliance and achieving optimal development outcomes for the activities will require environment management expertise, the following will be included;

a) Approach to developing and implementing an EMMP.

b) Approach to providing necessary environment management expertise.

c) Illustrative budget for implementing the environmental compliance activities/EMMP. For the purpose of this solicitation, should reflect illustrative costs for environmental compliance implementation and monitoring in their cost proposal.

6) A provision for sub- grants is included under this solicitation requiring the Recipient to use the Environmental Review Form (ERF) or Environmental Review (ER) checklists to screen grant proposals to ensure that the funded proposals will result in no adverse environmental impacts, to develop necessary mitigation measures and to specify monitoring and reporting. Implementation of sub grant activities cannot go forward until the ERF or ER checklist is completed by the Recipient and approved by USAID. The Recipient is responsible for ensuring the mitigation measures specified by the ERF or ER checklist process are implemented and addressed in reports.

h. Grants

This activity is not a major sub-grant mechanism, however, Defeat TB is expected provide up to $2.0 million in sub grants to district local governments (in-kind), community based organizations, private health facilities, faith-based organizations and others. The grants will be designed to contribute to achievement of key program results.

As follows are additional details regarding the grants program:

- The recipient must submit a Grants Manual, no later than 30 days after award, detailing the process for identifying, evaluating, vetting, awarding, and monitoring grant activities. The Grants Manual will be approved by the Agreement Officer.
- USAID retains the ability to terminate the grant activities unilaterally in extraordinary circumstances.
- Construction activities are not allowed under grants. The definition of construction is available here: http://inside.usaid.gov/ADS/300/303maw.pdf.
- All grants must be completed six months prior to the end of the project.

i. Mobile Money

USAID encourages the use of Mobile Money and electronic funds transfers with checks and controls. Given that USAID programs are widely spread with intent to offer services at grassroots level, it is imperative to explore all possible innovative ways to ensure that program input is felt by the groups/people intended to be served. As a result, USAID encourages the electronic payment initiative that embraces all possible means of disbursing funds in program activities with minimum risks and costs; thereby achieving timely, efficient, and effective outcomes. Embracing such electronic payment initiatives like mobile money is one of the best ways to achieve this.

A.3 COLLABORATING, LEARNING, AND ADAPTING (CLA)

This activity is expected to contribute to USAID/Uganda's commitment outlined in the CDCS to a multi-faceted CLA approach to development. The CLA model is based on the understanding that development efforts yield more effective results if they are coordinated and collaborative, test promising, new approaches in a continuous yet also rapid, targeted search for generating improvements and efficiencies and build on what works and eliminate what does not.

CLA creates the conditions for fostering broader development success by:

- Collaborating: Facilitating collaboration internally and with external stakeholders to promote increasingly national-led socio-economic development (e.g., enhancing existing stakeholder engagement into learning platforms, substantially coordinating with other USG- or other complementary activities to ensure complementarity and reduce overlap, while also facilitating learning among activities to reduce the collective cost and enhance achievement of shared results);
- Learning: Generating and feeding new learning, innovations, and performance information back into the program strategy to inform program management, design, USG-GoU policy dialogue opportunities and funding allocations; (e.g., creating pauses for reflection within the activity implementation scheme such as annual learning review, engaging stakeholders for shared 'learning moments', conducting analytical review of existing and/or new evidence that may support or contradict common understanding; a provision of a research agenda that addresses the needs that have to be changed e.g in regards to policy, approaches and implementation)
- Adapting: Translating learning (from within the implementation experience or external sources) and considering changing conditions, along the lines of the risks, assumptions and game changers, into strategic and programmatic adjustments. (e.g., adjusting work plans to account for contextual shifts or tacit learning from a team's experience, while clearly and explicitly capturing and sharing the rationale for adjustments along the way).

As such, USAID/Uganda's CLA approach fundamentally builds upon the M&E tasks and requirements outlined above, accessing and analyzing data and lessons learned gathered through that process as the foundation of learning. At the same time, CLA is envisioned as a pathway to build a learning organization and learning practices, at the activity team level, but also across USAID/Uganda portfolios and with the GoU, private sector, and other key stakeholders. Thus, the Recipient will integrate collaboration, learning, and adaptation throughout programmatic approaches, while addressing specific coordination, research, monitoring, and evaluation requirements as outlined above.

An intentional, systematic, and resourced approach to CLA includes:

- Generating, capturing, sharing, analyzing, and applying information and knowledge, including performance monitoring data, findings from evaluations, research, practice, and experience;
- Understanding the theory of change behind programming, identifying potential gaps in technical knowledge, and developing plans to fill them;
- Engaging with key stakeholders, including local thought leaders, beneficiaries, country partners, and other development actors to understand the country context, design projects and activities appropriately, and keep abreast of changes;
- Coordinating efforts within the Mission and among partners and other development actors to increase synergies and sharing with other USAID Missions and bureaus to extend the Mission's influence and impact beyond its project funding;
- Pausing periodically to reflect on new learning and knowledge and adapting accordingly; and
- Ensuring that sufficient resources are mobilized to support these processes.

Key considerations for CLA approaches include the following:

- CLA efforts should build upon and reinforce existing processes and practices as much as possible rather than creating new ones. Instituting these approaches takes time, and change is likely to be incremental.
- Collaboration and coordination should be approached strategically. Collaboration helps break down sectoral and institutional stovepipes; validates USAID/Uganda programs against experience and local/contextual knowledge; and enhances the ability of the Government of Uganda, development and non-governmental organizations, private sector, and individuals to define and pursue their development agendas while informing USAID's work. While the value of collaboration is clear, it takes time and so should be guided by USAID/Uganda's priorities.
- Tacit, experiential, and contextual knowledge are crucial complements to research and evidence-based knowledge. USAID should value and use all forms of knowledge in the development of strategies, projects, and activities and the ways to manage them adaptively.
- Implementing partners and local and regional actors play a central role in USAID's efforts to be a learning organization. Knowledge and learning should be documented, disseminated, and used to help spread effective practices widely for improved development.

The implementer of the activity will develop a Collaboration, Learning, and Adapting Plan that explains how it will approach strategic collaboration with partners; fill knowledge gaps in the theory of change; seize opportunities to reflect on progress; use knowledge to adapt accordingly; and resource and facilitate the process of collaboration, learning, and adapting. The Collaboration, Learning, and Adapting Plan is to be submitted with the Activity Monitoring, Learning, and Evaluation Plan (AMELP).

A.4 KEY PERSONNEL

Four Key Personnel positions will be approved under this Cooperative Agreement including:

<u>Chief of Party (COP): 100% LOE</u>

The Chief of Party will have primary responsibility for liaising with USAID and other stakeholders in Uganda. She/he will oversee program implementation, providing the technical vision and approach and managing the project team and consortium members. She/he will ensure the project complies with award terms and conditions, USAID policies and regulations, and systems are in place to mitigate risk of fraud, waste and abuse.

Requirements:

- Master's Degree minimum requirement in public health, social sciences or a related field;

OR

- A Bachelor's Degree and five (5) years of experience (in addition to the 10 years requirement noted below), in public health, social sciences or a related field;

AND

- Ten (10) years of progressively increasing responsibility in managing successful international development assistance and health programs of similar scope or size;
- Demonstrated leadership skills in working collaboratively with other donors, host country institutions, and international organizations;
- Demonstrated capacity in managing for result;
- Excellent negotiation skills with demonstrated capacity for negotiating with senior government officials or executives; and
- Excellent past performance references.

DESIRED

- Experience in the sub-Saharan African context is a plus; and
- Working knowledge of and/or experience with USG-funded program management, policies, regulations, and procedures is desirable.

Director, Financial Management and Operations: 100% LOE

The Director of Finance and Administration will oversee operations for all activity offices in Uganda. This includes oversight of procurement, grants, construction, logistics, human resources, accounting and finance, and records. This individual will be responsible for managing the contract budget and preparing financial reports for submission to USAID. She/he will ensure funds expended are compliant with USG regulations and policies. She/he will implement fraud mitigation practices and ensure systems and processes are implemented effectively to support implementation of the award.

Requirements:

- Bachelor's degree in Accounting, Business Administration, or related field;

OR

- Ten (10) years of experience managing, in increasing roles of responsibility, finance, procurement, contracts management, construction, logistics and/or human resource related matters for international development activities of similar dollar value;

AND

- Demonstrated supervisory experience;
- Familiarity with USG financial reporting and compliance requirements; and
- Experience in managing donor funded procurements and subcontracts/grants.

Senior Technical Advisor: 100% LOE

The Senior Technical Advisor will directly assist the Chief of Party in the design, implementation and monitoring of high impact TB control interventions.

Requirements:

- A Master's Degree in Medicine, Public Health and three (3) years of professional experience delivering TB or TB/HIV services.

OR

- A Bachelor's Degree and five (5) years of professional exposure working in mid to senior management position (in addition to the below requirement of seven years)

AND

- A minimum of seven (7) years of progressively increasing responsibility working for successful TB technical assistance programs;
- Demonstrates expertise and experience in service quality improvement and operational research approaches;
- Experience and expertise in designing and implementing successful facility- and community-based integrated health services;
- Excellent communication and negotiation skills;
- Experience in successfully engaging the private sector;
- Must have demonstrated leadership qualities, depth and breadth of management expertise and experience;

- Experience with integration of gender and youth analysis into health projects and services; and
- Excellent interpersonal, writing, and oral presentation skills.

Senior Monitoring, Evaluation and Learning (MEL) Advisor: 100% LOE

The MEL Advisor will be in charge of the monitoring, evaluation, and learning components of this contract. She/he will develop monitoring, evaluation and learning (MEL) systems. The MEL system will include appropriate indicators, baseline data, results and a plan to evaluate performance and produce timely, accurate and complete reporting.

Requirements:

- Master's Degree in monitoring and evaluation (M&E), epidemiology, biostatistics, statistics, research methods or related field;

OR

- Bachelor's degree in statistics, biostatistics, social sciences or a related field and three (3) years of experience (in addition to the 5 years requirement noted below) working in M&E for health programs;

AND

- Six (6) years of work experience with research methodology for health programs demonstrating progressively increasing level of responsibility;
- Excellent analytic skills coupled with proven ability in using visuals like graphs, chart, maps, and GIS;
- Excellent ability in using data systems like DHIS2 and DATIM for reporting or analysis;
- Excellent ability to articulate oral and written technical information clearly and effectively to both technical and non-technical audiences;
- Demonstrated experience in successfully moving analysis, evaluation, and research findings to program actions.

A.5 AUTHORIZING LEGISLATION

This activity is authorized in accordance with the Foreign Assistance Act of 1961. Resulting awards to U.S. Non-government Organizations will be administered in accordance with Chapter 303 of USAID's Automated Directives System (ADS 303), 2 CFR 200, 2 CFR 700, applicable OMB Circulars and Standard Provisions for Non-Governmental Organizations.

2 CFR 200 / 2 CFR 700 is applicable to an award to a U.S. organization made under this RFA.

(a) All provisions of 2 CFR 200 / 2 CFR 700 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 200, 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."

(c) For U.S. organizations, 2 CFR 700, 2 CFR 200, and ADS 303maa, Standard Provisions for U.S. Non-governmental Organizations are applicable.; For non-U.S. organizations, ADS 303mab, Standard Provisions for Non-U.S. Non-governmental Organizations will apply.; The applicable

Standard Provisions that will apply in any resulting award document can be viewed or downloaded from USAID's Web Site: http://www.usaid.gov/policy/ads/300/303.pdfz

[END OF SECTION A]

SECTION B – FEDERAL AWARD INFORMATION

B.1 ESTIMATE OF FUNDS AVAILABLE AND NUMBER OF AWARDS CONTEMPLATED

Subject to funding availability, USAID intends to provide $20,000,000 in total USAID funding over a five year period.

USAID intends to award one Cooperative Agreement pursuant to this notice of funding opportunity.

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

B.2 START DATE AND PERIOD OF PERFORMANCE FOR FEDERAL AWARD

The period of performance anticipated herein is the date of the Agreement Officer's signature of the award. The entire period of performance is anticipated to be five (5) years from the effective date of award.

B.3 AWARD TYPE

USAID anticipates the award shall be a **Cooperative Agreement**. Substantial Involvement under the award is expected to be as follows:

a) Approval of the Recipient's Implementation Plans.
b) Approval of Specified Key Personnel.
c) Agency and Recipient Collaboration or Joint Participation.

    (1) USAID participation as a member of any program advisory committee. The advisory committee will only deal with programmatic or technical issues, not routine administrative matters.
    (2) Concurrence on the substantive provisions of sub-awards.
    (3) Approval of the recipient's monitoring and evaluation plans.
    (4) Monitor to authorize specified kinds of direction or redirection because of interrelationships with other projects. All such activities must be included in the program description, negotiated in the budget, and made part of the award.

d) Agency Authority to Immediately Halt a Construction Activity.

The Government may issue one or more awards resulting from this NFO to the responsible applicant(s) whose application(s) conforming to this NFO are the most responsive to the objectives set forth in this NFO. The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

The Government may make award on the basis of initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. The Government reserves the right (but is not under obligation to do so), however, to enter into discussions with one or more applicants in order to obtain clarifications, additional detail, or to suggest refinements in the activity description, budget, or other aspects of an application.

The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed award may be incurred before receipt of either a fully executed cooperative agreement or a specific, written authorization from the Agreement Officer.

B.4 TITLE TO PROPERTY

Property title under the resultant agreement will vest with the cooperating country in accordance with the Requirements of 2 CFR 200.312 -Federally-owned and exempt property.

For Non US Non-Government Organizations, ADS Standard provision - Title to and Use of Property (December 2014) - title to all Property financed under this award vests in the recipient upon acquisition unless otherwise specified in this award; applies.

B.5 AUTHORIZED GEOGRAPHIC CODE

The Authorized Geographic Code is 935 for the procurement of goods and services. Reference is made to ADS 310 for current information.

B.6 PURPOSE OF THE AWARD

The goal of Defeat TB is to substantially reduce Uganda's TB burden by 2023, contributing to US Government's and WHO's End TB Strategy to end TB by 2035. The activity's purpose is to increase TB case detection and treatment success in Uganda to 90% of all cases.

B.7 SUB-GRANTS AND PROGRAMMATIC CONTRACTS

Applicants shall propose how they employ sub-grants and programmatic contracts to best meet the program's objectives and expected results; and propose draft eligibility and selection criteria.

[END OF SECTION B]

SECTION C – ELIGIBILITY INFORMATION

C.1 ELIGIBLE APPLICANTS

USAID policy encourages competition in the award of Grants and Cooperative Agreements. In response to this NFO, any U.S. or non-U.S. organizations, non-profit, or for-profit entity is eligible to apply.

USAID encourages applications from organizations which have not previously received financial assistance from USAID.

Applicants must have established financial management, monitoring and evaluation processes, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations. The successful applicant(s) will be subject to a responsibility determination assessment (Pre-award Survey) by the Agreement Officer (AO).

The Recipient must be a responsible entity. The AO may determine a pre-award survey is required to conduct an examination that will determine whether the prospective recipient has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award.

C.2 COST SHARING OR MATCHING

USAID has established a cost share of 5% of the projected award amount for the recipient of the award. Such funds may be mobilized from the recipient; other multilateral, bilateral, and foundation donors; host governments; and local organizations, communities and private businesses that contribute financially and in-kind to implementation of activities at the country level. Cost Sharing, once accepted, becomes a condition of payment of the federal share. For guidance on cost sharing in grants and cooperative agreements, see 2 CFR 200 and 700, and ADS 303.3.10.

NOTE: The 5% cost share will be in addition to the total estimated budget of $20,000,000 for this NFO.

[END OF SECTION C]

SECTION D – APPLICATION AND SUBMISSION INFORMATION

D.1 AGENCY POINT OF CONTACT

Name: Jennifer L. Crow Yang/ Carol Ssekandi
Supervisory Agreement Officer/ Assistance Specialist
Address: USAID/Uganda
US Embassy Compound
Plot 1577, Ggaba Road
Kampala, Uganda
Email: KampalaUSAIDSolicita@usaid.gov

Questions and Answers:

All questions regarding this NFO should be submitted in writing to the individuals and Email address provided above.

Questions regarding this NFO should be submitted to KampalaUSAIDSolicita@usaid.gov no later than **March 7, 2017, 4:00 p.m. (EST) Washington, D.C.**, to provide sufficient time to address the questions and incorporate the questions and answers as an amendment to this solicitation. Any information given to a prospective Applicant concerning this NFO will be furnished promptly to all other prospective Applicants as an amendment to this NFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective Applicant.

D.2 CONTENT AND FORM OF APPLICATION SUBMISSION

NOTE: Electronic Submission of Applications via E-mail is required compatible with MS WORD, MS Excel or PDF (Portable Document File) format in Microsoft Windows. Applicants must provide applications in compatible MS Word (or PDF with Optical Character Recognition) and budgets as text accessible, Excel spreadsheets.

There has been a problem with the receipt of *.zip files due to the anti-virus software. APPLICANTS MUST NOT SUBMIT ZIPPED FILES.

Applicants are expected to review, understand, and comply with all aspects of the NFO.

Please submit your applications to the email address below by **4 p.m. EST (Washington, DC), April 11, 2017. <u>Paper copies of the applications are not accepted</u>**. The address for the receipt of applications is: KampalaUSAIDSolicita@USAID.gov, to the attention of Jennifer L. Crow Yang, Supervisory Agreement Officer and Fatumah Mutaasa, Assistance Specialist. Applications do not follow the instructions contained herein run the risk of not being considered in the review process.

D.3 PREPARATION OF APPLICATIONS

Each Applicant must furnish the information required by this NFO. Applications must be submitted in two separate parts (a) Technical Application and (b) Cost/Business Application.

Please note that Technical and Cost Applications must be kept separate.

For an application sent by multiple emails, please indicate in the subject line of the email whether the email relates to the technical or cost application, and the desired sequence of multiple emails (if more than one is sent) and of attachments (e.g. "No. 1 of 4", etc.). For example, if your cost application is being sent in two emails, the first email should have a subject line which says: "[organization name], Cost Application, Part 1 of 2".

Our preference is that the technical application and the cost application be submitted as single email attachments, e.g. that you consolidate the various parts of a technical application into a single document before sending them. If this is not possible, applications will be submitted via email with up to 10 attachments (4MB limit) per email.

Please provide instructions on how to collate the attachments. USAID will not be responsible for errors in compiling electronic applications if no instructions are provided or are unclear. All applications received by the submission deadline will be reviewed for responsiveness to the NFO and the application format. No addition or modifications will be accepted after the submission date.

After you have sent your applications electronically, immediately check your own email to confirm that the attachments you intended to send were indeed sent. If you discover an error in your transmission, please send the material again and note in the subject line of the email or indicate in the file name if submitted via grants.gov that it is a "corrected" submission. Do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.

Any erasures or other changes to the application must be initiated by the person signing the application. Applications signed by an agent on behalf of the Applicant must be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

It is the Applicant's responsibility to ensure that all necessary documentation is complete and received on time.

USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions.

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

"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, a grant is awarded to this Application as a result of – or in connection with – the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government's right to use information contained in this data if it obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert sheet numbers] and, mark each sheet of data it wished 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."

Applicants should retain for their records one copy of the application and all enclosures which accompany their application.

D.4 TECHNICAL APPLICATION FORMAT

Technical proposals **must not exceed 25 pages**. The technical application will be the most important factor for consideration in selection for award of the proposed Cooperative Agreement. The technical application should be specific, complete and presented concisely. The application should demonstrate the Applicant's capabilities and expertise with respect to achieving the goals of this program. The application should take into account the requirements of the program and evaluation criteria found in this NFO.

The Technical Application should be in English, Times New Roman, 11 pt., Single Spacing, MS Word or pdf (Adobe Acrobat) versions on standard 8 1/2" x 11" paper (210 mm by 297 mm paper), each page numbered consecutively and no less than 1" margins on all sides. Footnotes, charts and tables will be included in the page limit requirement. Non narrative items such as graphics and tables may have smaller font, but not less than 9 point. In case of any conflicts between the MS Word and pdf versions of the application, the pdf version will govern as it will be the version presented to the Technical Evaluation Panel.

Applicants are advised that any pages exceeding any of the prescribed limits below will not be considered for evaluation.

The technical proposal must not exceed the page limits specified below. Pages will be written in English, using Microsoft Word, Times New Roman, 11 point font on standard 8 1/2" x 11" paper (210 mm by 297mm paper), single spaced, each page numbered consecutively and no less than 1" margins on all sides. Footnotes, charts and tables will be included in the page limit requirement.

Note: The award will not provide for the reimbursement of pre-award/proposal/application costs.

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

- Mark the title page with the following legend: "This application includes data that must not be disclosed outside the U.S. Government and will not be duplicated, used, or disclosed - in whole or in part – for any purpose other than to evaluate this application." If, however, an award results from - or in connection with - the submission of this data, the U.S. Government will have the right to duplicate, use, or disclose the data to the extent provided in the resulting award. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction.
- 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."

The technical application must include the following, in the order presented below

a) **Cover Sheet (not to exceed one page and is not part of the 25 pages for the technical application)** that includes the following:
   - Name and contact information of the primary applicant
   - Name of all organizations that are members of the partnership, if applicable
   - DUNS and EIN number for primary applicant
   - Approval signatures by appropriate officials of the primary applicant

b) **Table of Contents (not to exceed one page and is not part of the 25 pages for the technical application)**

c) Executive Summary (not to exceed two pages and is not part of the 25 pages for the technical application)

d) Technical Application (25 pages)

i. **Technical Approach:** Applicants must demonstrate an in-depth understanding of the development challenges in Uganda, outline specific activities and explain how the proposed activities would help achieve the activity objectives stated in Section A. Applicants are encouraged to propose innovative yet realistic approaches that are most appropriate in the context of Uganda, as well as methods by which new approaches will be analyzed and adapted as needed throughout implementation. The technical approach must demonstrate practical approaches for introduction of Science Technology Innovation and Partnership (STIP), adaptive management, continuous quality improvement and management, community and private sector engagement, and performance based financing. The technical approach must clearly address the factors outlined in the evaluation criteria of this solicitation.

ii. **Personnel and Management Structure:** Applicants shall describe how the proposed plan will contribute towards achieving the objectives and results described in the activity description; capturing the following:

- Describe and justify the team composition and organizational structure of the activity, as well as the mechanisms by which coordination and knowledge flow across the structure will be assured.
- Demonstrate the team and organization’s ability to address gender gaps and to empower women and girls
- Describe how the technical expertise, education and experience of all staff members is conducive to achieving expected results and how key personnel meet the requirements set forth in Section A.
- The plan should specify the role and estimated amount of time each staff member will devote to the activity and/or specific components within the activity.
- Delineation of roles, responsibilities, authority, and processes for decision making within applicant's implementation team and between the Recipient/home office and the implementation team must be clearly spelled out.

If the Applicant presents as a consortium/partnership of organizations or groups, the application/proposal shall:

- Describe the proposed consortium model and clearly demonstrate the expertise of the participating partners and the unique set of experience and expertise they bring to strengthen the activities undertaken.
- The plan should also clearly delineate the roles, responsibilities and lines of communication, authority between all consortium members, while specifying mechanisms through which collaboration and knowledge sharing will occur among teams will occur.
- Describe how the proposed personnel and team structure support capacity building of local consortium/sub partners in such a way that local partners will progressively,

incrementally and sustainably strengthened to have increased role over the activity implementation period.

- Applicants will describe the grants management plan including the process of identifying, vetting and supporting grantees and how the Applicant will ensure that each partnering organization contributes to the overall strategy.

Among other things, USAID/Uganda expects the Applicant to address the following issues:

- How will the Applicant mobilize in terms of personnel, logistics set-up, and establishment of management and financial control systems?
- How will the activity work in a collaborative and inclusive team oriented manner with local partners, the Government of Uganda, other USAID activities/programs, and other implementing organizations to achieve results?
- What type of strategies or approaches for cost containment will be adopted?
- USAID/Uganda expects the activity to be managed locally, with all management decisions, including financial decisions, and administrative responsibilities delegated to the implementation team office. The Recipient's home office is expected to provide managerial oversight and administrative backstop, and technical assistance as needed.
- Where will project offices outside of Kampala be located and will that selection enhance results, while ensuring collaboration?
- Applicants/offerors shall describe the grants management plan including the process of identifying, vetting and supporting grantees and how the Applicant/offeror will ensure that each partnering organization contributes to the overall strategy

e) Past Performance (not to exceed five pages and is not part of the 25 pages for the technical application)

The applicant/offeror should describe experience implementing activities of similar size and scope, including past performance demonstrating their ability to address gender gaps and to empower women and girls. This can include a description of both prime and any consortium member/partner experience. This section complements Annex 5 and as such should not be repetitive or lengthy.

f) Authorized Annexes (The below are the only Annexes authorized under this solicitation. No other supporting documentation will be reviewed or evaluated) Annexes are not part of the 25 pages for the technical application:

1) Draft Activity Monitoring and Evaluation Plan (AMELP) (not to exceed 5 pages)
2) Resumes of Key Personnel (each resume must not exceed 3 pages)
3) Key Personnel Letters of Commitment (one page each)
4) Organizational Chart (not to exceed 2 pages)
5) List of Past Performance Information (not to exceed 2 page per award and no more than 5 awards/grants/contracts) - The applicant must provide a list of all its contracts, grants, or

cooperative agreements involving similar or related programs during the past **<u>three</u>** years. The reference information for these awards must include:

- The performance location,
- Award number (if available),
- A brief description of the work performed,
- A point of contact list with current telephone numbers, e-mail address, name and title of someone, outside of the applicant/offeror organization, who supervised/oversaw the activity.

Please note: Past Performance will only be conducted on the Apparent Successful Applicant.
NOTE: No additional annexes will be accepted.

D.5 FUNDING RESTRICTIONS

USAID policy is not to award profit under assistance instruments. However, all reasonable, allocable and allowable expenses, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost principle under 2 CFR 200 Subpart E. of the Uniform Administrative Requirements may be paid under the anticipated award.

D.6 COST APPLICATION FORMAT

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

There is no page limit on the Cost Application. However, unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this NFO is not desired. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

The Applicant must sign and submit the cost application standard form number SF-424 and SF-424A.

* Standard Forms can be accessed electronically at www.grants.gov.

If the Applicant has established a consortium or another legal relationship among its partners, the Cost/Business application must include a copy of the legal relationship between the parties. The agreement should include a full discussion of the relationship between the Applicant and Sub-Applicant(s) including identification of the Applicant with whom USAID will work with for purposes of Agreement administration, identity of the Applicant which will have accounting responsibility, how Agreement effort will be allocated and the express agreement of the principals thereto to be held jointly and severely liable for the acts or omissions of the other.

The following sections describe the documentation that Applicants for the Assistance award must submit to USAID prior to award. While there is no page limit for this portion, applicants are encouraged to be as concise as possible, but still provide the necessary detail to address the following:

1. The budget must have an accompanying detailed budget narrative and justification that provides in detail the total program amount for implementation of the program your organization is proposing. The budget narrative should provide information regarding the basis of estimate for each line item, including reference to sources used to substantiate the cost estimate.

2. A budget for each program year with an accompanying detailed budget narrative which provides in detail the total costs for implementation of the program. This includes, but is not limited to, costs related to implementation and validation of activities, geographic data collection and reporting, environmental mitigation, branding and marking, and security of personnel and assets. The cost proposal should be inclusive of Value Added Tax. The VAT must not be a separate line item, but rather rolled into the unit cost (e.g. the cost of the computer budgeted under Equipment should be inclusive of VAT).

3. A breakdown of all costs associated with the program according to the costs of, if applicable, headquarters, regional and/or country offices.

4. Applicants who intend to utilize contractors or sub-awardees should indicate the extent intended and a complete cost breakdown. Extensive contracts/agreement financial plans should follow the same cost format as submitted by the primary Applicant. A breakdown of all costs according to each partner organization, contract or sub-awardee involved in the program should be provided.

Pursuant to 2 CFR 200 Contract means a legal instrument by which the Applicant purchases property or services needed to carry out the project or program under a resulting award. The term does not include a legal instrument when the substance of the transaction meets the definition of a Federal award or sub-award (see § 200.92 Sub-award), even if the Applicant considers it a contract. The Applicant must describe the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting proposed by the contractor, and the quality of its record of past performance for similar work. For-profit contract organizations that work under the award and do not meet the above definition of a sub-awardee are eligible for profit/fee.

The budget format is found in **Attachment C** of this NFO. Applicants may use their own budget template as long as it meets the requirements of the template provided by USAID.

Please be sure that the budget includes the following additional elements:

1. The breakdown of all costs according to each partner organization involved in the activity, in similar detail and format as the budget template;
   NOTE: If sub-awards are anticipated and not explained in the original application, the agreement officer’s approval (after award) is required before the sub-agreement may be executed.
2. Potential contributions of non-USAID or private commercial donors to this Cooperative Agreement, including, the breakdown of the financial and in-kind contributions (cost sharing) of all organizations involved in implementing this Cooperative Agreement.
3. Costs supporting the establishment of a secure working environment and that mitigate the risk in implementing the activity must be included in the cost proposal with sufficient description/explanation in the cost proposal narrative.

   ****Applicants must ensure that all formulas within their excel budget spreadsheet are identifiable.**

NOTE: The award will not provide for the reimbursement of pre-award costs.

Also include:

A copy of the organization's U.S. Government Negotiated Indirect Cost Rate Agreement (NICRA), if applicable. If no NICRA the Applicant should submit the following:
Reviewed Financial Statements Report: a report issued by a Certified Public Account (CPA) documenting the review of the financial statements was performed in accordance with Statements on Standards for Accounting and Review Services; that management is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework and for designing, implementing and maintaining internal control relevant to the preparation. The account must also state the he or she is not aware of any material modifications that should be made to the financial statements; or

Audited Financial Statements Report: An auditor issues a report documenting the audit was conducted in accordance with Generally Accepted Auditing Standards (GAAS), the financial statements are the responsibility of management, provides an opinion that the financial statements present fairly in all material respects the financial position of the company and the results of operations are in conformity with the applicable financial reporting framework (or issues a qualified opinion if the financial statements are not in conformity with the applicable financial reporting framework.

Cost Sharing: The Applicants should estimate the amount of cost-sharing resources to be mobilized over the life of the agreement and specify the sources of such resources, and the basis of calculation in the budget narrative. Applicants should also provide a breakdown of the cost share (financial and in-kind contributions) of all organizations involved in implementing the resulting Cooperative Agreement and information that confirms and ensures that the proposed cost sharing will materialize.

The business section of the cost/business application should include:

1. Required assurances, certifications and representations provided at the link below: https://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf. In the event Representations and Certifications are not submitted with the Application; they must be completed before final award is made.

2. Evidence of responsibility that the Agreement Officer can use to determine the Applicant

a. Has adequate financial resources or the ability to obtain such resources as require during the performance of the award;
b. Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the Applicant;
c. Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;
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).

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

The Applicant will complete the required Certifications and sign and date in the signature space provided. The signed and dated printout must then be submitted with the application as an annex to the cost application. Original signed hardcopy of the certifications will be requested from the successful applicant prior to the agreement award.

Potential Request for Additional Documentation

Upon consideration of award or during the negotiations leading to an award, Applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to make an affirmative determination of responsibility. **Applicants should not submit the information below with their applications! The information in this section is provided so that Applicants may become familiar with additional documentation that may be requested by the Agreement Officer:**

The information submitted should substantiate:

1. Bylaws, constitution, and articles of incorporation, if applicable.
2. Whether the organizational travel, procurement, financial management, accounting manual and personnel policies and procedures, especially regarding salary, promotion, leave, differentials, etc., submitted under this section have been reviewed and approved by any agency of the Federal Government, and if so, provide the name, address, and phone number of the cognizant reviewing official. The Applicant should provide copies of the same

D.7 PAPERWORK REDUCTION ACT

In accordance with 5 CFR 1320, which implements the Paperwork Reduction Act, USAID may require no more than the original and two copies of any application. Prior to submitting the application, the applicant must submit the SF-424 series, which include:

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

D.8 DUN AND BRADSTREET UNIVERSAL NUMBERING SYSTEM (DUNS) AND SYSTEM FOR AWARD MANAGEMENT (SAM)

USAID may not award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements. Each applicant is required to:

(i) Be registered in SAM before submitting its application is highly desired but must be completed prior to award. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business more efficient;

(ii) Provide a valid unique entity identifier in its application; and

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

The Federal awarding agency will not make a Federal award to the winning applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

D.9 SUBMISSION DATE AND TIME

All applications in response to this NFO are due no later than the date and time indicated on the cover page of this NFO.

It is the Applicant's responsibility to ensure that all necessary documentation is complete and received on time.

D.10 MARKING AND BRANDING

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 the cooperative agreement is awarded. These plans will be prepared in accordance with the guidance in ADS 320.3.3, 2 CFR 700.16 and the references therein.

Note: The Branding Strategy and Marking Plan will not be included with the original application but will be provided only after a written request from the Agreement Officer.

[END OF SECTION D]

SECTION E – APPLICATION REVIEW INFORMATION

E.1 OVERVIEW

The Merit Review Criteria are tailored to the requirements of this particular RFA and are set forth below. Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, applicants must organize the narrative sections of their applications <u>with the same headings and in the same order</u> as the selection criteria.

The criteria by which Applications shall be evaluated are as follows; the two criteria are of EQUAL importance.

- Technical Approach
- Personnel and Management Structure

A. Technical Approach

Extent to which the Applicant's proposed technical approach (including development context, core principles, implementation strategy, proposed activities, draft first year work plan, cross cutting issues (including gender and youth), quality management and improvement plan, and performance management plan, represents a strategic, convincing, sound and realistic and sustainable approach to achieve the objectives and results specified in the Funding Opportunity Description and that is adaptable to a changing political and/or regulatory environment.

B. Personnel and Management Structure

i) Key Personnel: Extent to which the proposed key personnel have the technical, analytical, coordination, communication and interpersonal skills and experience with an appropriate balance of expertise (local and international) to convincingly demonstrate the Applicant's ability to achieve activity objectives and results specified in the Funding Opportunity Description. Key personnel reference checks will not be conducted for applicants that receive an "Unsatisfactory" rating for Technical Approach.

ii) Management Structure: Applicants must describe and justify the team composition/staffing plan and organizational structure of the activity, as well as the mechanisms by which coordination and knowledge flow across the structure will be assured. Applicants must describe how the proposed management approach and institutional capacity will contribute towards achieving the objectives and results described in the activity description, including demonstrating skills sets for designing and deploying innovative e-health platforms; capturing a detailed description of the management approach for implementing the proposed activity, which includes specifying the composition and organizational structure of the entire implementation team (including consortium members and home office support); describing each team member's role and level of effort.

E.3 APPARENT SUCCESSFUL APPLICANT

Past performance reviews will be initiated on the "apparent successful applicant" as part of the applicant's risk assessment/responsibility determination and will review: extent to which the Applicant demonstrates previous success in implementing programs of similar size and scope including: quality of product or service, consistency in meeting goals and targets, schedule (timeliness of performance), cost control, business relations, and management of key personnel and non-discrimination in the delivery of services.

Note: In cases where (i) an Applicant lacks relevant past performance history, (ii) information on past performance is not available; the Applicant will not be evaluated either as favorable or unfavorable on past performance.

USAID reserves the right to obtain past performance information from other sources including those not named in the applicant’s application. Past performance references will not be checked for applicants that receive an ‘Unsatisfactory’ rating.

E.4 COST EVALUATION

Cost has not been assigned a weight but will be evaluated for cost reasonableness, allocability, allowability, cost effectiveness, and realism, and adequacy of budget detail. While cost may be a determining factor in the final award(s) decision, especially between closely ranked applicants, the technical merit of applications is substantially more important under this NFO. Applications providing the best value to the Government will be more favorably considered for award. Applications will be ranked in accordance with the selection criteria identified above. USAID reserves the right to determine the resulting level of funding selected for award. Cost evaluation will ONLY be conducted for the apparently successful applicant(s).

[END OF SECTION E]

SECTION F – FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 FEDERAL AWARD NOTICES

Following selection for award, a Recipient will receive an electronic copy of the notice of award signed by the Agreement Officer which serves as the authorizing document. USAID will issue the award to the contacts specified by the Applicant in its application documents and/or the Authorized Individuals submitted by the Applicant.

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

F.2 ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

USAID/Uganda recently developed its new Country Development Cooperation Strategy (CDCS) and is moving towards higher level integration of its portfolios and activities. Roll out of the new CDCS 2.0 is anticipated to occur sometime during the procurement or award process and may result in amendment of the NFO or subject award to better align with the revised strategy.

Resulting awards to non-U.S. non-governmental organizations will be administered in accordance with Chapter 303 of USAID's Automated Directives System (ADS-303), 2 CFR 200, and Standard Provisions for non-U.S. Nongovernmental Organizations. Standard Provisions for Non-U.S. Nongovernmental organizations are available at: http://www.usaid.gov/policy/ads/300/303mab.pdf

2 CFR 200:
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

2 CFR 700 is available at: http://www.ecfr.gov/cgi-bin/text-idx?SID=74c9b031753603ccb31812ebb90e203a&tpl=/ecfrbrowse/Title02/2cfr700_main_02.tpl

Applicable OMB Circulars are available at: http://www.whitehouse.gov/omb/circulars_default

Mandatory Standard Provisions for U.S. Nongovernmental Recipients can be accessed through USAID's website: https://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf

Mandatory Standard Provisions for Non-U.S., Nongovernmental Recipients can be accessed through USAID's website: https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf

Resulting award to Public International Organizations (PIOs, or IOs) will be administered in accordance with Chapter 308 of USAID's ADS including the Standard Provisions set forth in ADS 308.5.15. ADS 308 is available at: https://www.usaid.gov/sites/default/files/documents/1868/308.pdf

Potential for-profit applicants should note that USAID policy prohibits the payment of fee/profit to the prime recipient under grants and cooperative agreements. However, if a prime recipient has a subcontract with a for-profit organization for the acquisition of goods or services (i.e., if a buyer-seller relationship is created), fee/profit for the subcontractor is authorized.

The USAID Inspector-General's "Guidelines for Financial Audits Contracted by Foreign Recipients" is available at: http://www.usaid.gov/sites/default/files/documents/1868/591maa.pdf

F.3 SPECIAL PROVISIONS

The following Special Provisions may be made part of any resulting award:

F.3.1 Value Added Tax and Customs Duties
Pursuant to bilateral agreements with the Government of Uganda (GOU), all imports and expenditures under this agreement by the recipient and by non-local subcontractors/sub recipients (as defined below) are exempt from Value-Added Tax (VAT) and Customs Duties imposed by the GOU. The GOU does not permit tax exemption at the point of sale.

Therefore, the recipient must budget and bill USAID for expenses inclusive of 18% VAT.

The recipient must submit original VAT tax invoices/receipts, original certified summary (using a format provided by USAID) and 1 copy of all documents to USAID by the 25th of the month after the calendar year quarter end. For example, taxes and receipts for the period January to March are due April 25.

USAID will seek a VAT refund from the Government of Uganda. The refund will not be returned to the recipient.

The recipient is responsible for ensuring that subcontractors, sub awardees, and grantees comply with this requirement. All VAT claims, for the recipient, subcontractors, sub awardees and grantees, must be submitted to USAID through the prime Contractor.

The USAID point of contact for submission of quarterly VAT information is kampalavatusaid@usaid.gov Office of Financial Management, USAID/Uganda.

[End of Provision]

F.3.2 Allowable USG Funding Support for Government of Uganda (GOU) Entities and Staff
The US government (USG) investment in the Ugandan health sector represents our single largest funding commitment and it is therefore critical that the recipient manages those resources effectively and responsibly. To assist the recipient in doing so, and to ensure consistency in the recipient's engagement with and support to the Government of Uganda, a set of directives was issued (See Attachment G). These directives are applicable, to all US government funded health activities.

[End of Provision]

F.3.3 Utilization of Science, Innovation, Technology, and Partnership (SITP) for Collaboration
The recipient is strongly encouraged to utilize science, innovation, technology, and partnership (SITP) to:

- Do business differently to enhance the lives of Ugandan beneficiaries and share best practices;
- Integrate change management practices to allow for program adaptation and realignment;
- Utilize project management tools/software for enhanced partnership and synergy with USAID and other programs and allow for reporting on multiple funding streams.

F.3.4 Procurement Executive's Bulletin No. 2014-06: Electronic Payments System

Definitions:

a. "Cash Payment System" means a payment system that generates any transfer of funds through a transaction originated by cash, check, or similar paper instrument. This includes electronic payments to a financial institution or clearing house that subsequently issues cash, check, or similar paper instrument to the designated payee.

b. "Electronic Payment System" means a payment system that generates any transfer of funds, other than a transaction originated by cash, check, or similar paper instrument, that is initiated through an electronic terminal, telephone, mobile phone, computer, or magnetic tape, for the purpose of ordering, instructing or authorizing a financial institution to debit or credit an account. The term includes debit cards, wire transfers, transfers made at automatic teller machines, and point-of-sale terminals.

2. The recipient agrees to use an electronic payment system for any payments under this award to beneficiaries, sub recipients, or contractors.

3. Exceptions. Recipients are allowed the following exceptions, provided the recipient documents its files with the appropriate justification:

a. Cash payments made while establishing electronic payment systems, provided that this exception is not used for more than six months from the effective date of this award.

b. Cash payments made to payees where the recipient does not expect to make payments to the same payee on a regular, recurring basis, and payment through an electronic payment system is not reasonably available.

c. Cash payments to vendors below $3000, when payment through an electronic payment system is not reasonably available.

d. The Recipient has received a written exception from the Agreement Officer that a specific payment or all cash payments are authorized based on the Recipient's written justification, which provides a basis and cost analysis for the requested exception.

4. More information about how to establish, implement, and manage electronic payment methods is available to recipients at http://solutionscenter.nethope.org/programs/c2e-toolkit."

The following Standard Provisions issued through **Acquisition & Assistance Policy Directive No: 14-04** will apply in any resulting award;

F.3.5 Condoms (September 2014)

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/sites/default/files/documents/1864/CondomSTIIssueBrief.pdf

The prime recipient must flow this provision down in all sub awards, procurement contracts, or subcontracts for HIV/AIDS activities.

[End of Provision]

F.3.6 Prohibition on the Promotion or Advocacy of the Legalization or Practice of Prostitution or Sex Trafficking (September 2014)

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

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

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

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

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

(b) (3) Notwithstanding section (b) (2)(iii), not exempt from (b)(1) are non-U.S. recipients, sub recipients, contractors, and subcontractors that implement HIV/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).

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 for HIV/AIDS activities.

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

[End of Provision]

F.3.7 Non-Discrimination in implementation of USAID-funded Programs
In the implementation of USAID-funded programs, the Recipient or Sub Recipient shall not discriminate against any beneficiary or potential beneficiary, such as but not limited to, by capriciously or selectively withholding or denying assistance or benefits under the project, on the basis of any non-merit factor, including one or more of the following bases: race, color, religion, sex (including gender identity or perceived gender non-conformity, and pregnancy) national origin, disability, age, sexual orientation, genetic information, marital status, parental status, political affiliation, veteran's status, or other factors that adversely impact the beneficiaries' access to, or participation in, services provided under the award. Nothing in this provision is intended to limit the ability of a Recipient to target assistance to certain populations as defined in the approved work plan of a USAID-funded program.

[End of Provision]

F.3.8 Geographic Information Systems (GIS)
There are three types of geographic data that the Mission would like to collect in a standardized manner:

1. **Project and Activity Location Data:** In consultation with the AOR, project and activity location data when utilized should be submitted according to the geographic precision defined by the Mission's data requirements. Capturing a discrete location for project and activity locations is an essential step towards establishing an effective method of managing and communicating project and activity information.
2. **Thematic Data:** This includes information such as demographic indicators, built infrastructure, environmental features, and any other thematic data. When created or acquired using USAID funds, these datasets are considered the property of USAID and when utilized should be submitted to the AOR.
3. **Project Specific Data:** This includes data that is created during a project and may be useful to the Mission's own strategic planning and design purposes. When created or acquired using USAID funds, these datasets are considered USAID's property and when utilized should be submitted to USAID.

Recording a discrete location for project and activity locations is essential in establishing an effective method of managing, analyzing, and communicating project and activity information. The Recipient will work closely with the AOR to determine necessary information to collect, which may include:

- Type of activity
- Estimated cost of activity
- Photograph of activity
- Location of activity
    - Point features (latitude, longitude) such as public institutions with hand washing facilities, etc.
    - Area features (polygon) such as boundaries
- Location, including name of the village
- District name for activity location
- Facility type (home, school, health facilities, etc.)

Geographic Data should be projected to the Geographic Coordinate System World Geodetic System 1984 (GCS WGS 1984). All data should use the World Geodetic System 1984 (WGS 1984) datum.

The location and activity specific data would be recorded and managed by the Grantee. It would be submitted to the AOR and GIS Specialist in any of the following formats: .CSV file, MS Excel spreadsheet, MS Access database, or GIS-ready shapefile (.shp)/geodatabase.

As defined in the USAID Policy Framework (2011-2015), USAID is committed to geographically targeting aid investments, monitoring & evaluating overall aid effectiveness, and upholding the Agency's open data and transparency goals. Utilizing GIS technology, geographic data and analysis is integral to effectively achieving all of these objectives. Geospatial analysis is a top priority of the USAID/Uganda to be incorporated into the learning agenda and M&E work to build resilience. In alignment with the US Government commitment to transparency and open data, as well as with USAID Data Policy (ADS 579), geographical data collected and the resulting maps produced as part of this program will be shared with the affected communities, district local governments, and the general public. All efforts will be made to protect Personally Identifiable Information (PII).

F.3.9 Program Income

Program income is currently not anticipated under this activity. However, if program income is generated during the implementation of the program, the AO reserves the right to determine exactly how that income will be treated and considered under the award, in accordance with 2 CFR 200.307 and the standard provision on Program Income for non-U.S. organizations

F.3.10 Acquisition & Assistance Policy Directive No: 14-04: "Conscience Clause Implementation (February 2012)"

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

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

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

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

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

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

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

[End of Provision]

F.3.11 Acquisition & Assistance Policy Directive No: 15-01: Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements – Representation (April 2015)

(a) In accordance with section 743 of Division E, Title VII, of the Consolidated and further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235), Government agencies are not permitted to use funds appropriated (or otherwise made available) under that or any other Act for providing federal assistance to an entity that requires employees, sub awardees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees, sub awardees, or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

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

(c) By submission of its application, the prospective recipient represents that it does not require employees, sub awardees, or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees, sub awardees, or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

[End of Provision]

F.3.12 Acquisition & Assistance Policy Directive No: 14-03: Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction (August 2014)

(a) In accordance with section 7073 of the Consolidated Appropriations Act, 2014 (Pub. L. 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

(1)Was "convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government"; or

(2)Has any "unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government".

For the purposes of section 7073, it is USAID's policy that no award may be made to any organization covered by (1) or (2) above, unless the M/OAA Compliance Division has made a determination that suspension or debarment is not necessary to protect the interests of the Government.

[End of Provision]

F.4 REPORTING REQUIREMENTS AND COMPLIANCE

The following reporting requirements will be made part of any award issued under this NFO:

1. **Annual Work Plan:** Based on this program description, the recipient shall prepare and submit a detailed annual work plan to guide the implementation process with a breakdown of activities and timelines and anticipated progress in the achievement of the activity results (consistent with the Activity M&E Plan), as well as the associated costs. The recipient shall ensure a collaborative process in work plan development, consulting beneficiaries, partners, USAID and other relevant stakeholders in preparing the annual work plan to ensure complementarity and shared ownership. In addition, the AOR may work with the Recipient to define particularly relevant sections of the work plan that would enhance implementation, such as key assumptions and risks (as well as plans to mitigate and update these), lessons learned and work plan adjustments going forward.

2. **Quarterly Reports:** The Recipient shall submit quarterly reports that include narratives of quarterly achievements, and progress against the work plan, and agreed upon performance indicators. A format for the quarterly report shall be approved by the AOR. The quarterly report shall describe and assess the overall progress to date based upon agreed performance indicators. The reports shall also describe the accomplishments of the Recipient and the progress made during the past quarter; include information on key activities, both ongoing and completed during the quarter (e.g. meetings, trainings, workshops, significant events, subcontracts, and grants).

   The quarterly reports should provide information on the extent to which gaps between males and females were closed; what new opportunities for men and women were created; what differential negative impacts on males/females were addressed or avoided; and what needs and gender inequalities emerged or remained. Recipients shall notify USAID of developments that have a significant impact on the award-supported activities.

   The quarterly report provides the opportunity to discuss impacts of learning on the program, updates in key assumptions and the underlying development hypotheses. Also, notification shall be given in the case of problems, delays, or adverse conditions which materially impair the ability to meet the objectives of the award or which may have an impact on the development hypothesis or theory of change for the activity, and/or other activities (USG-funded or not) which might be informed by such learning. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation. The Recipient shall also prepare quarterly financial reports showing the amount of funding and level of effort spent and accrued during the quarter, cumulative spending, and estimates for the next quarter. The quarterly activity and financial reports are to be submitted within 30 days after the end of each fiscal quarter to the AOR at USAID/Uganda.

3. **Annual Report:** Annual performance reports on the project activities and progress against indicators are the responsibility of the Recipient and are needed by USAID/Uganda to provide timely input to the USG's Operational Plan. To the extent possible, the annual performance report should cover activities and results through the end of the fiscal year, and should review the cumulative experience, learning, adaptations and the implications of these for the year. However, the draft annual performance reports must be received by USAID 30 days after the end of the year and in final no later than 90 days after the end of the year.

4. **Final Report:** A draft final report should be submitted to the AOR no later than 30 calendar days after the completion of the activity. The final report is due 90 calendar days after the end of the award. Three copies should be submitted to the AOR. The report shall summarize the accomplishments of the agreement, methods of work used, and recommendations regarding unfinished work and/or program continuation, as well as key learnings from the total implementation experience. In addition the report should specifically address how the activity addressed gaps between males and females were closed; what new opportunities for men and women were created; what differential negative impacts on males/females were addressed or avoided; and what needs and gender inequalities emerged or remained. It shall cover the entire period of the award and include the cumulative results achieved, an assessment of the impact of the program, lessons learned and recommendations, any particularly notable impact stories (or challenges), and detailed financial information. It should be grounded in evidence and data. The final/completion report shall also contain an index of all reports and information products produced under the award.

5. **Financial Reporting:** Financial reporting requirements will be in accordance with 2 CFR 200.327. The recipient must submit the Federal Financial Form (SF-425) on a quarterly basis via electronic format to the U.S. Department of Health and Human Services (http://www.dpm.psc.gov). The recipient must also submit a copy of the Federal Financial Report (FFR) to the Agreement Officer's Representative (AOR).

6. **PEPFAR Reporting:** Recipients implementing projects funded out of PEPFAR funds must report annually on program expenditures. Specifically, Recipients must use the form PEPFAR Program Expenditures (DS-4213 OMB 1405-0208) as a part of completing the PEPFAR Annual Progress Report at the end of each USG fiscal year (September 30).

   In addition, recipients implementing PEPFAR-funded projects must provide necessary data to fulfill PEPFAR's strategic information requirements.
   D. Close-out and disposition plan
   Close-out and disposition plan in accordance with 2 CFR 200 will be submitted six months before the activity end date for USAID approval.

7. **Activity Monitoring and Evaluation Plan (AMELP) and CLA Plan**: The AMELP is a management tool that enables the Recipient and USAID to track whether the desired results are being achieved and project implementation is being adapted to changing conditions. The Recipient will work closely with the Mission Contractor responsible for the collection and analysis of USAID data.

   Imbedded in the AMELP is the Collaboration, Learning, and Adapting Plan, which explains how the Applicant will approach strategic collaboration with partners; fill knowledge gaps in the theory of change (e.g. research agenda); seize opportunities to reflect on progress; use knowledge to adapt accordingly; and resource and facilitate the process of collaboration, learning, and adapting.

   The AMELP report will:
   • Include all indicators needed to demonstrate achievement of stated goals and results as well as any other indicators the Recipient believes to be necessary to adequately track progress and impact of activities;
   • Track data by district, segregated by gender;
   • Collaborate with data collection and M&E activities of other USG implementing partners, M&E of the Emergency Plan Progress (MEEPP), USAID/Uganda Learning Contract, the National HMIS, LQAS, Facility Assessment, and other national surveillance systems to avoid duplication in data collection and analysis;
   • Propose clear milestones and indicators for measuring sustainability of supported interventions;

• Dedicate a section of the M&E plan to describing how the Recipient will use lessons generated during the course of activity implementation or operations research results to further inform planning and implementation of activities;
• Use Geographical Information Systems (GIS) to map health outcomes, key population groups, disease pattern, service coverage, and available resources in order to enhance analysis and interpretation of activity results; and
•Integrate CLA in assessment, planning, implementation and monitoring.

8. **Baseline Assessment**: Initial baseline assessment will be submitted no later than 90 calendar days after effective date of the award. This assessment will assist in identifying approaches required to achieve the activity's targets and will provide a benchmark for tracking achievements.

9. **Sustainability Plan:** The applicant will submit to USAID a sustainability plan as part of this application that demonstrates how activity results will be sustained after completion of the Activity. The applicant must describe the anticipated sustainable elements of the program and any specific approaches proposed to achieve sustainable outcomes.

10. **Gender, Youth and Social Inclusion Analysis**: The recipient will need to conduct a Gender, Youth, and Social Inclusion Analysis to determine how best to reach these key sub-populations and integrate the findings into work plans and interventions. A draft report will be due 120 days after award.

11. **Close-Out and Disposition Plan**: The close-out and disposition plan will be submitted in accordance with 2 CFR 200.343 and 2 CFR 200.313.

12. **Quarterly VAT Reports:** Pursuant to bilateral agreements with the Government of Uganda (GOU), all imports and expenditures under this contract by the Contractor and by non-local subcontractors (as defined below) are exempt from Value-Added Tax (VAT) and Customs Duties imposed by the GOU.

    The GOU does not permit tax exemption at the point of sale. Therefore, Contractor must bill USAID for expenses inclusive of 18% VAT.

    The Contractor must submit original VAT tax invoices/receipts, original certified summary (using a format provided by USAID) and 1 copy of all documents to USAID by the 25th of the month after the calendar year quarter end. For example, taxes and receipts for the period January to March are due April 25.

    USAID will seek a VAT refund from the Government of Uganda. The refund will not be returned to the Contractor.

    The Contractor is responsible for ensuring that subcontractors and grantees comply with this requirement. All VAT claims, for the Contractor, subcontractors and grantees, must be submitted to USAID through the prime Contractor.

    The USAID point of contact for submission of quarterly VAT information is kampalavatusaid@usaid.gov Office of Financial Management, USAID/Uganda.

13. **Other Reports:** The recipient will prepare and disseminate, as directed in the Annual Work Plan and by the AOR, other reports and deliverables needed to accomplish the purpose of this award, such as assessments, including but not limited to, gender and youth assessments, studies, and other analytical

products. These reports will include activity reports; technical reports; data quality assessment reports, portfolio review and performance plan and report analytical products, evaluation, review and other operational research reports. The reports required and the number of copies will be determined at the time of the Annual Work plan.

Synopsis of Reports/Plans

Type of Document/ Report	Due Date	Distribution
First Year Implementation Plan	First draft due no later than 45 calendar days after effective date of the award.	AOR
Activity Monitoring and Evaluation Plan	Final draft due no later than 90 calendar days after effective date of the award.	AOR, PPD
Sustainability plan	First draft due no later than 45 calendar days after effective date of the award. Final draft due no later than 90 days after effective date of the award.	OAA
Quarterly Reports	No later than 30 days after the end of each fiscal quarter	AOR
Annual Implementation Plans	First draft due no later than 30 calendar days before beginning of each fiscal year	AOR
Annual Performance Report	30 calendar days following the end of the fiscal year	AOR
Final Performance Report	Draft – 30 calendar days after the End of award. Final due 90 calendar days after the award end date.	AOR
Financial Reporting	Accrual reports - 3 weeks before end of each quarter or as requested on an ad hoc basis, Quarterly Financial Reports -45 days after the end of each calendar quarter	AOR
PEPFAR Reporting	Annual report due September	AOR
Close out & Disposition plan	Six months before end of award	AOR & AO
Baseline Report	Initial Baseline Report shall be submitted no later than 180 calendar days after effective date of the award	AOR
Quarterly VAT Reports	25th of the month after the calendar year quarter end. For example, taxes and receipts for the period January to March are due April 25.	COR & Controller

[END OF SECTION F]

SECTION G – FEDERAL AWARDING AGENCY CONTACT(S)

Point of Contact Information:

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

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[END SECTION G]

SECTION H – OTHER INFORMATION

Special Note: USAID anticipates the release of a new Mexico City Policy clause shortly. This NFO will be amended to include the new clause as soon as it becomes available.

[END SECTION H]

SECTION I – ATTACHMENTS

Attachment A	Acronyms
Attachment B	Uganda Demographic Health Survey (2011) https://www.usaid.gov/sites/default/files/documents/1860/Uganda_Demographic_and_Health_Survey_2011.pdf
Attachment C	Budget Template
Attachment D	Health Sector Strategic and Investment Plan (HSSIP) Executive Summary https://www.unicef.org/uganda/HSSIP_Final.pdf
Attachment E	Gender and Social Inclusion Analysis USAID/Uganda; December 2015
Attachment F	CDCS 2.0 Core Principles
Attachment G	Schedule of Rates of Allowance for GoU staff
Attachment H	Track TB Annual Project Report Year 4 https://dec.usaid.gov/dec/content/Detail.aspx?ctID=ODVhZjk4NWQtM2YyMi00YjRmLTkxNjktZTcxMjM2NDBmY2Uy&rID=Mzg2MTg2

[END SECTION I]

[END OF NFO]