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Issue Date:	July 8, 2015
Pre-application Conference	July 22, 2015, 3:00pm-5:00pm Local Time Jerusalem, Israel
Deadline for Questions and Comments:	Wednesday, July 29, 2015
Closing Date:	Friday, August 21, 2015
Closing Time:	4:00 pm Local Time, Tel Aviv, Israel

Subject: **USAID/West Bank and Gaza Notice of Funding Opportunity (NFO) Number: NFO-294-15-000001**

Program Title: **Gaza 2020: Health Matters**

Dear Prospective Applicants:

The United States Government, represented by the Agency for International Development (USAID) Mission to the West Bank and Gaza is seeking applications for a Cooperative Agreement from qualified U.S. and Non-U.S. organizations to fund a program entitled Gaza 2020: Health Matters. Please see section C of this NFO for eligibility requirements.

The authorizing legislation for any award resulting from this opportunity is the Foreign Assistance Act of 1961, as amended. Any resulting awards will be subject to 2 CFR 700 and 2 CFR 200 - Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. Subject to the availability of funds, USAID/West Bank and Gaza intends to provide approximately $50 Million in total USAID funding for this activity to be allocated over a five year period. An award will be made to that responsible Applicant whose application best meets the objectives of this funding opportunity and the selection criteria contained herein. Although it is planned to make an award of one Cooperative Agreement under this NFO, USAID/West Bank and Gaza in its discretion may make awards to more than one organization or make no award under this NFO.

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. This funding opportunity is posted on www.grants.gov, and may be amended. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this NFO. 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.

Applicants may upload applications to http://www.grants.gov; however, USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions through grants.gov. **Therefore, USAID requires that applications be submitted electronically (e-mailed) to WBG-NFO-SUBM@usaid.gov no later than Friday, August 21, 2015, 04:00 P.M., Local Time, Tel Aviv, Israel.**

In addition, 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.

USAID West Bank/Gaza seeks substantive input from prospective Applicants regarding this program presented at Section A of this NFO. The successful Applicant will be responsible for ensuring the achievement of the program objectives as prescribed in the Program Description. Please read each section of the NFO. Applicants should retain for their records one copy of all enclosures which accompany their application.

Issuance of this notice of funding opportunity does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for any costs incurred in preparation or submission of comments/suggestions or an application. Applications are submitted at the risk of the Applicant. All preparation and submission costs are at the Applicant's expense. Applicants who come under consideration for an award that have never received USAID funding will be subject to a pre-award survey to determine fiscal responsibility, ensure adequacy of financial controls, and establish an indirect cost rate (if applicable).

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

The Mission will be hosting a Pre-Application Conference on Wednesday July 22nd to entertain questions and provide clarifications. Please see Section D.1 for information on attending this event. Please note that interested parties may either call the teleconference line or attend in person at the event in Jerusalem. Attendance in any form in the Pre-Application Conference is optional. Attendance is in no way required nor will attendance in this event be considered in the evaluation of applications. Attendee comments, questions and input will be published in an amendment to the NFO on grants.gov.

Thank you for your interest in USAID programs.

Sincerely,

Dale Lewis
Agreement Officer
USAID/West Bank and Gaza

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ABBREVIATIONS AND ACRONYMS USED IN THIS NFO

ADS	Automated Directives System
AO	Agreement Officer
AOR	Agreement Officer Representative
BEO	Bureau Environmental Officer
CFR	Code of Federal Regulation
COP	Chief of Party
CV	Curriculum Vitae
DUNS	Data Universal Numbering System
DQA	Data Quality Assessment
EA	Environmental Assessment
EMMP	Environmental Mitigation and Monitoring Plan
EPA	U.S. Environmental Protection Agency
FAR	Federal Acquisition Regulation
FTO	Foreign Terrorist Organization
HHA	Health and Humanitarian Assistance Office
IEE	Initial Environmental Examination
IR	Intermediate Result
LOC	Letter of Credit
MOH	Palestinian Ministry of Health
M/OAA	USAID/Washington's Office of Acquisition and Assistance
NICRA	Negotiated Indirect Cost Agreement
OMB	Office and Management and Budget
OFAC	Office of Foreign Assets Control
NGO	Nongovernmental Organization
PO	Procurement Officer
PA	Palestinian Authority
PCA	Partner Contracted Audit
PD	Program Description
M&E	Monitoring and Evaluation Plan
PWD	People with Disabilities
RF	Results Framework
NFO	Notice of Funding Opportunity
RMP	Rapid Mobilization Plan
TEC	Technical Evaluation Committee
TIN	Taxpayer Identification Number
UNSC	United Nations Security
USG	United States Government
USAID	U.S. Agency for International Development

SECTION A: PROGRAM DESCRIPTION

A.1. Program Description

a. Introduction

USAID seeks to improve the resilience of the health sector in Gaza by increasing access to and the quality of emergency and essential health services provided by non-governmental organizations (NGOs), community-based organizations (CBOs), and private providers in Gaza consistent with the goals and objectives of the Palestinian Authority (PA) and USAID. Gaza 2020: Health Matters is intended to improve emergency preparedness in the health sector and enhance the capacity for a rapid response in the event of a crisis. This program will seek to strengthen health networks, with a particular focus on improving psychosocial support, nutritional status of women and children and triage for key hospital services in a post-war setting.

Health Matters specific goals include both emergency and essential health needs as follows:

- To increase access to and availability of health-related humanitarian goods and services during emergency situations; and
- To expand access to essential primary and secondary health services to improve the resilience of the non-governmental health sector.

This is a five year activity, with a total estimated cost of $50 million, subject to the availability of funds. Health Matters contributes to the Mission's Gaza 2020 project goal to increase the resilience of communities in Gaza. The Gaza 2020 Mission Strategy has three intermediate results (IRs) and the Program described here contributes to two of those IRs: IR 1:1 increased access to humanitarian goods and services, and IR2 improved access and utilization of quality social services.

b. Background

The Health System in Gaza

Due to repeated crisis, restricted access for medical supplies and restrictions on movement of personnel, the Gaza health system has been deteriorating. Salary payments and financial investments in the system have been minimal, contributing to the weakening of the system. However, the health system in Gaza continues to function in this unstable state.

Service providers include the de facto Ministry of Health (MOH), UNRWA, various NGOs, the Ministry of Interior (MOI), and an assortment of individuals and organizations in the private sector. The MOH is the largest provider in Gaza, with UNRWA's primary care services providing significant support to Palestinians in Gaza designated as refugees (currently estimated at over 50 percent of the population). NGOs and private providers are a growing sector that could be enhanced to become a more reliable source during non-conflict times and emergencies.

There are 32 hospitals in Gaza - 29 provide secondary care (standard inpatient services) and 3 provide tertiary care (highly specialized services). The MOH runs 14 hospitals, NGOs run 15, and the MOI runs 3 hospitals. Primary health care (PHC) services are provided through 97 clinics with the MOH running 53 clinics, UNRWA running 21 clinics, NGOs running 19 clinics, and the MOI running 4 clinics. PHC services range from basic immunizations and well-baby clinics to comprehensive routine health services and check-ups.

USAID and its programs do not work directly with the MOH, MOI or any government entities in Gaza or any Hamas controlled municipalities. There are specific guidelines for working with Gaza as noted in section VIII of this program description. In the event that a change in the political situation allows for USAID work with the government in Gaza or these municipalities, the Agreement Officer may request that the Recipient collaborate with USAID to amend the work plan to integrate new activities as appropriate.

UNRWA's mandate is the provision of health services to Palestinian refugees. Up to 800,000 people (over 50 percent of the 1.8 million people) in Gaza are classified as refugees and are eligible to seek primary health care services at UNRWA clinics. The U.S. Department of State supports the UNRWA program through its Bureau of Population, Refugees, and Migration and thus this program will not focus on UNRWA clinics or its dedicated beneficiaries.

The Current Status of Health Services in Gaza

Gaza has been the site of three armed conflicts in the past six years. During the most recent military conflict in the summer of 2014 all of Gaza's 1.8 million inhabitants were directly affected, with over 2,200 people killed (including about 495 Palestinian children), 500,000 people displaced, up to 22,000 homes totally destroyed or rendered uninhabitable, and 100,000 people became homeless. According to the Palestinian Authority Ministry of Health, over 11,000 Palestinians, including 3,374 children, 2,088 women, and 410 elderly were injured. Preliminary estimates indicate that up to 370,000 children were psychologically affected by the crisis, 1,000 of the children injured will have a permanent disability and up to 1,500 orphaned children will need sustained support from the child protection and welfare sectors[1]. Infrastructure in Gaza was extensively damaged, with, at least 15 out of the 32 hospitals damaged and six shut down as a result. Out of the 97 PHC centers, 45 were reported damaged, 17 were closed, and four are completely destroyed.

The recent crisis came against a backdrop of heightened vulnerability and instability. Unemployment has increased dramatically since mid-2013, following a halt of the illegal tunnel trade, exacerbating the impact of the Israeli restrictions in place since June 2007.

[1] Gaza Initial Rapid Assessment. UNITED NATIONS Office for the Coordination of Humanitarian Affairs OCHA, August 2014. http://www.ochaopt.org/documents/gaza_mira_report_9september.pdf

Additionally, former de facto government employees, including the security forces, have not been paid salaries regularly since August 2013 and no salaries at all since April 2014. Delivery of basic services has been also undermined due to an ongoing energy crisis, involving power outages of up to 16 hours per day.[2]

Emergency preparedness and contingency planning in Gaza is difficult given the challenging political context, particularly in the chronically weak health sector. The World Health Organization (WHO) commissioned a joint health cluster assessment that identified the impact of the crisis on the health sector. In terms of health service delivery, during the conflict catering for injured patients took priority over all other medical conditions. Hospitals and PHCs were often overwhelmed with injured patients in outpatient departments, emergency rooms, and surgical departments. Medical supplies were of high concern; not available on time and in insufficient quantities. Hospital beds did not suffice; emergency room triage capacity was overwhelmed especially as emergency rooms were overcrowded with family members. Several hospital and PHCs noted the negative impact of the workload on hygiene behavior and infection control including increased risk of typhoid fever and diarrheal disease. Mobile and static clinics of NGO's temporarily replaced some of the services offered at destroyed sites. NGOs provided services in shelters and host communities from the onset of the conflict and UNRWA installed medical posts in all IDP shelters with support from NGOs providing mobile medical teams.

The WHO assessment also identified the need to review existing emergency preparedness plans and formulate a way forward in developing a comprehensive preparedness strategy including training of health worker staff on crisis response the prepositioning and management of emergency stocks and a community response.

Internally displaced persons (IDPs) in shelters, particularly women IDPs, are noted in the recent health assessment in Gaza as having heightened vulnerability in relation to access to key services, safety and security. Incidents of gender-based violence (GBV), child abuse/violence against children or family disputes and cases of sexual harassment of women and adolescent girls in shelters were reported during the most recent crisis.

Other concerns raised in shelters at the height of the crises were: overcrowding, a lack of dignity and privacy, lack of adequate sanitation and hygiene, insufficient access to water for drinking and for domestic use, and a lack of electricity. Health concerns included communicable diseases, a lack of medical staff in shelters and a lack of medication and health care for chronic diseases. A 2014 UNFPA assessment indicated that the recent crisis highlighted the needs of women and girls' to access sexual and reproductive health services.

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[2] Support to Affected Children and Families in Gaza through the Provision of Essential Supplies - Water, Education, Health & Nutrition and Child Protection. UNICEF, October 2014. http://www.unicef.org/mena/UNICEF_SoP_SitRep_23_October_2014.pdf

The health system in Gaza is struggling to cope with the consequences of this conflict on top of chronic medical supply shortages, poorly functioning medical equipment, and recurrent power outages. In addition, the public health system in Gaza has been severely affected by Israeli restrictions in place since 2007, and by the political divide between West Bank and Gaza. The health system even with a large number of health providers is increasingly ill-prepared to cope with the demands of its growing, impoverished population. In addition, a financial crisis has delayed the payment of salaries to medical/health staff and support personnel, further staining and burdening the health system.

Gaza is struggling with a dual nutrition burden with malnutrition and obesity in the same households. Acute malnutrition (wasting) and chronic malnutrition (stunting) affects respectively 3.8% and 9.9% of children under five. Anemia affects most children in Gaza (58.6% of schoolchildren, 68.1% of children 9-12 months) and one-third (36.8%) of pregnant women. Poverty, food insecurity, insufficient micronutrient supplementation, and low rates of exclusive breastfeeding are among the factors contributing to chronic micronutrient deficiencies among children. Simultaneously, 21% of children in Gaza are overweight as are 11% of adolescent males and 16% of adolescent females. Obesity is increasingly common as well with 33% of pregnant women and 25% of lactating mothers in Gaza classified as obese.

The incidence of psychological trauma and post-traumatic stress disorder (PTSD) in Gaza has increased substantially with a sharp increase in conflict-related psychological disturbances (91% increase in sleep disturbances among children, 84% of youth respondents showing lack of interest in school and 85% reported “appetite changes”)[3]. A study issued in August 2014 examined adolescent victims of conflict in Gaza and found that exposure to war-torn environments has a lasting and damaging effect on the psychology of young people[4]. The intense psychosocial stress caused by violence during the last conflict in summer of 2014 has deeply affected children and at least 373,000 children have already been identified as in need of psychosocial support. Death, injury and the homelessness have created a population of orphans, children with disabilities, and children in need of child protection services.

Sixteen percent of the population living in Gaza aged 18 years and above reported suffering from at least one chronic disease and 68.8% of elderly aged 60 and over in Gaza suffered from at least one chronic disease. Many specialized treatments for cancer, neurology, and cardiology, although limited, are available only in the private sector in Gaza, forcing more than 1,000 patients a month to be referred for specialized care to health facilities outside Gaza. Access to health facilities outside Gaza is restricted by the Israeli permit system and many patients report that their applications for exit permits are denied or delayed by the Israeli Authorities causing them to miss their appointments.[5]

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[3] Impact of Hostilities on Children in Gaza - Rapid Psychosocial Assessment, UNICEF, 2012. http://www.unicef.org/oPt/UNICEF_oPt_PSS_Rapid_Assessment_2012.pdf

[4] Panos Vostanis et al. Trauma, PTSD, Anxiety and Coping Strategies among Palestinians Adolescents Exposed to War in Gaza. Arab Journal of Psychiatry, August 2014. http://www.arabjpsychiat.com/media/PDF/2014_n/the_arab_journal_2014.pdf

[5] Referral of Patients from the Gaza Strip. WHO Monthly Reports (Last update June 2015).

The health workforce suffers from lack of continuing medical education and capacity-building although the numbers of trained doctors and nurses exceeds that of the West Bank. Most challenging is the constant shortage of pharmaceuticals and medical supplies that have been an ongoing challenge including lifesaving drugs used for treating cancer, cardiovascular disease, psychotherapeutics, antibiotics, and kidney dialysis products. Medical equipment is often broken or outdated.

The WHO estimates that 15 % of Palestinians in Gaza live with some form of disability[6]. In addition, it is estimated that 10 percent of the injured due to the recent crisis may acquire a long-term or permanent impairment, thus increasing by 1,000 the number of persons with disabilities (30 per cent of whom are children).

The water supply and land in Gaza are contaminated with pollutants and more than 90% of the water supplied through Gaza's aquifer does not meet WHO's safety standards and is unfit for drinking. The pollution of the aquifer is compounded by Gaza's inability to dispose properly of its sewage. Children living near open sewage pools have high rates of intestinal parasites, which contribute to nutritional deficiencies. Increases in sanitation-related diseases, such as typhoid fever, watery diarrhea, acute bloody diarrhea, and viral hepatitis in children have been recorded at clinics serving refugees in Gaza (see Mission's Water PD for additional work in this sector).

c. Program Activities

Summary

This proposed five-year activity will improve the access to and quality of emergency and essential health services provided by the private sector, NGOs, and CBOs in Gaza.[7] Health Matters has two components including an emergency preparedness and rapid response component that will increase access to and availability of health-related humanitarian goods and services during emergency situations, and a service delivery component that will expand access to essential primary and secondary health services to improve the resilience of the NGO sector.

The emergency preparedness and rapid emergency response component will include the capacity to quickly respond during emergency situations (be it natural disasters or armed conflicts) with both technical assistance and the provision of health commodities, and preparatory interventions during non-emergency times to increase the level of preparedness and resilience of communities subjected to repeated periods of crisis. The service delivery component improves the quality of and extends the geographic reach of

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http://www.emro.who.int/pse/publications-who/monthly-referral-reports.html

[6] With regards to the types of disability, vision impairment represents 33.8% and physical disability, 30.9%. However, 14.4% have multiple disabilities. In addition, it is estimated that approximately 20 to 25 percent of injured cases have become permanently disabled; the majority suffer from physical handicaps.

7 Note that for the terms NGO and NGO sector as they are used in the remainder of this Program Description refer to all non-Ministry of Health entities, including non-governmental organizations, community-based organizations, and private practitioners and organizations.

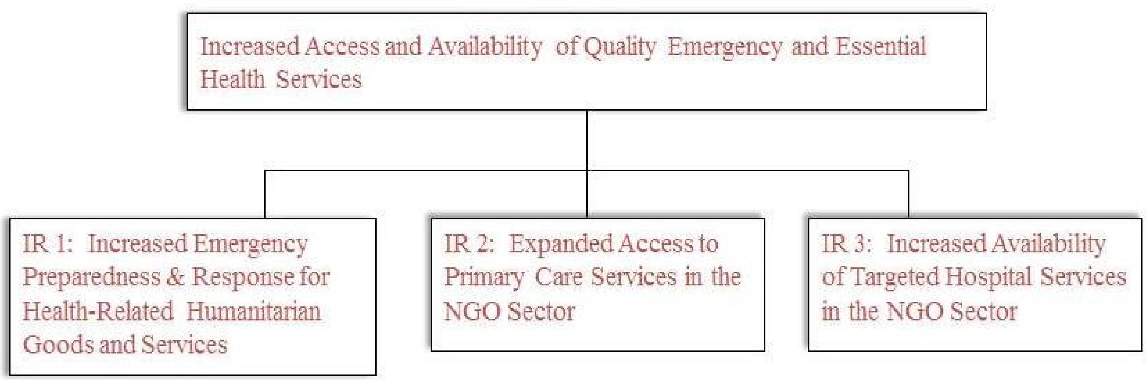
current primary and secondary health care services, introduces new services not fully available in Gaza, and strengthens networks of non-MOH service providers.

To successfully achieve these goals, USAID expects the Recipient to utilize its deep understanding of the Gaza health system, including the intricate roles played by different health service providers to maintain and further build strong connections with NGOs, CBOs, and private entities providing primary and secondary health care.

Gaza 2020: Health Matters is designed primarily to support activities in Gaza. However, if emergency health situations also arise in the West Bank, the Recipient will pivot to support emergency conditions in the West Bank, if requested in writing by the Recipient or AOR and approved in writing by the USAID Agreement Officer. In such circumstances, the Crisis Response Fund may be used to support this element if required procedures for its utilization are followed (see below).

As previously noted, the current situation in Gaza creates policy and legal issues which prohibit USAID working with the de facto Ministry of Health or most municipalities. Should the political climate in Gaza change such that a designated terrorist organization no longer controls the de facto Ministry of Health or these municipalities, and should USAID's authorities be expanded to reflect such a change, then USAID will inform the Recipient.

Gaza 2020 Health Matters – Framework



Intermediate Results and Program Activities

<u>Intermediate Result (IR) 1: Increased Capacity in Emergency Preparedness and Rapid Response for Health-Related Humanitarian Goods and Services</u>

Interventions under this IR will work to ensure that during times of crisis (natural or manmade) emergency health services in the NGO sector remain accessible to vulnerable communities.

Under the emergency preparedness component the Recipient will conduct and keep current a mapping of the health facilities and organizations with capacities to respond to a variety of emergency situations. The Recipient will also work with receptive health facilities and organizations to develop community, district, and/or facility level emergency response plans, ideally developing plans that encompass the strengths of multiple organizations. The Recipient will increase the capacity of outreach and mobile clinics and encourage networks to form and work together to augment the availability of services during times of crisis. As specific needs or gaps are identified during the development of the emergency response plans that are critical to implementation, the Recipient will work with the local organizations to provide the necessary training or technical assistance including, but not limited, to training on mass casualties management, triage training, identification of indicators/triggers for a response, standards and guidelines appropriate during a crisis, and technical assistance to establish a system to quickly identify and then refer patients to higher level of health care.

The Recipient will also participate in health sector working, technical, or ad hoc committees as they relate to the emergency preparedness and response IR of this program.

Under the rapid response element of this component, a Crisis Response Fund (Fund) will be established and will consist of 20% of the total estimated amount of the award. The Fund is intended to allow for a level of flexibility in the program in a given circumstance. The Fund will have dedicated funds to be held in reserve until deemed needed and as approved by USAID to serve humanitarian needs resulting from natural or human crises. The Recipient may utilize funds provided in this category to perform rapid response humanitarian assistance in the West Bank and Gaza if approved in writing by the Mission Agreement Officer. The Recipient will be responsible for developing an action plan for intended activities, which will be submitted to the Mission for approval. The Recipient and USAID will cooperate to reallocate funds in this category in accordance with the program description, should the Agreement Officer determine that conditions warrant a change in budget allocations under this award. In addition, the Recipient may request budget realignment.

The Crisis Response Fund under this award is $10,000,000. All terms and conditions of the award apply to use of the Fund. The USAID Agreement Officer authorization of utilization of the Fund is not inclusive of sub-award approvals or waivers, and all applicable approvals must be obtained prior to the Recipient's purchase of goods or services.

The process by which the Fund will be utilized is as follows:

The Recipient will submit a formal request and action plan through the Agreement Officer Representative (AOR) to the Agreement Officer requesting utilization of the Fund which states (a) the amount of the Fund being requested (b) a brief budget for the request and (c) a brief description of how the funds will be used and how the impact of these funds will be tracked per the terms and conditions of the award.

The Recipient will retain the capacity to respond to emergency or crisis situations that may arise and will develop a plan of action at the onset of a crisis that will need to be approved by USAID. Activities will include conducting rapid needs assessments of the health sector and assisting local organizations to implement emergency response plans that, based on the results of the needs assessment, may include the Recipient quickly procuring pharmaceuticals and medical supplies (e.g., emergency medical kits, hygiene kits, assistive medical devices, and psychosocial kits) for distribution to non-governmental health facilities, mobile clinics, and organizations providing health services, and/or bringing international medical teams into Gaza to supplement existing human resources in the NGO sector. Procurement of pharmaceuticals must be done in accordance with USAID requirements and with USAID approval.

The Recipient will explore ways to leverage innovative approaches and use of technology in crisis preparedness or response - for example the use of mobile technology to collect data on emergency response needs within the NGO health sector or instant messaging to relay information on medical needs or supplies. The mobile technology industry is a growing industry locally that could also be used to disseminate health-related messages, inform marginalized population about mobile clinic visits, and/or push out reminders about follow-up care. The use of handheld devices or mobile devices to improve medical referrals, transfer medical records or record nutritional status and change will be encouraged.

<u>Activities will include</u>

- Conduct rapid needs assessments in an emergency or post-emergency environment
- Procurement and delivery of emergency medical and health supplies
- Develop surge capacity plans to rapidly mobilize international medical teams or personnel to work in Gaza if necessary
- Conduct an assessment of health facilities and health service delivery providers
- Develop and disseminate emergency response plans
- Provide training courses on various emergency response topics
- Provide technical assistance to effectively implement emergency response plans

<u>Illustrative Indicators</u>

- Number of beneficiaries reached with USAID-assistance during an emergency or crisis (i.e., medical supplies received or pharmaceuticals distributed) (disaggregated by sex and age)
- Number of local organization staff trained to develop emergency response plans
- Number of beneficiaries reached with health/psycho-social related support during a crisis (with Fund resources)

IR 2: Expanded Access to Primary Health Care Services in the NGO Sector

Interventions under this IR will include a focus on expanding access to primary health care services such as improved nutrition awareness and preventive health outreach and messaging in the local communities. Expanding access to these services is envisioned as a means of building the resilience of the primary care network in Gaza. A majority of basic primary care services such as immunizations are provided by the MOH, UNWRA, and a few large NGOs. Thus the Recipient will expand access to and improve the quality of primary health care services in geographic or priority health areas not currently sufficiently covered by the MOH or UNRWA. This will be done by working with local CBOs and NGOs or other private organizations as appropriate. The Recipient will also participate in health sector working, technical, or ad hoc committees as they relate to the primary health care IR of this activity

Priority health areas include improved awareness and prevention for nutritional status, psychosocial support (PSS), gender-based violence (GBV) and key specialty care services that are most frequently referred outside of Gaza. These referrals are not only difficult to secure due to border crossing issues but are much more costly than if performed within Gaza. Activities that improve the continuum of care either between service providers or between the levels of service delivery for these priority areas will be especially important for this program. Treatment of specialty services such as rehabilitation and orthopedics services, mental health services, advanced imaging services and cancer screening is highly vulnerable with limited access to adequate equipment and medical supplies needed for follow-up care. Given the repeated incidences of crisis and conflict that have affected Gaza, community and/or school psychosocial support and programs that address gender-based violence (GBV) will also be an important piece of the program's support to primary health care. This project will develop a level of capacity to address these concerns in times of calm and times of crisis. Additional priority areas that are identified by the Recipient require approval by USAID.

Once the priority areas for intervention are identified and agreed with USAID, the Recipient will implement a small grants program that provides assistance to small NGOs and CBOs that offer primary health care services in the priority areas. The total amount of the small grants program under this IR is anticipated not to exceed $1 million each year given that the awards will be for small NGOs and CBOs whose absorptive capacity is likely limited. Each subaward shall include technical assistance to the sub-awardees to help them strengthen their service provision and to improve their organizational and managerial capacities. These subawards may also include procurement of health-related equipment or commodities and financial support for salaries, operating costs, special project activities, and training. The dollar value of each subaward shall be established by the Recipient based on proposed selection criteria to be approved by USAID but shall not exceed $300,000. The Recipient shall manage the sub-awards issued under this grants program and train the sub-awardees on modules related to grants management such as financial training, reporting, and compliance related issues as well as technical trainings on health program areas.

Note that all USAID procurement regulations must be strictly adhered to and all prior approvals, specifically to include all pharmaceuticals, must be obtained prior to procurement by the Recipient or its sub-awardees. As part of the application submitted to USAID, the Recipient will propose its preferred procurement management model which should inform whether the Recipient intends a central procurement process be used by the prime Recipient or by the sub-award. This will include a description of how the Recipient will ensure compliance and adherence to USAID rules and regulations. Each sub-award or sub-grant will include a technical capacity building component for the staff members involved in the provision of the services proposed. The capacity building component will include equipment use, clinical training and practical hands-on experience in the targeted field.

The Recipient will explore ways to leverage innovative approaches and use of technology such as the use of mobile technology to collect data on nutritional status or instant messaging to relay information or disseminate health-related messages, inform marginalized population about mobile clinic visits, and/or push out reminders about follow-up care. The use of handheld devices or mobile devices to improve medical referrals, transfer medical records or record nutritional status and change will be encouraged.

Recognizing that there are other donors and UN players who may be active in the primary health care arena, the Recipient will propose to USAID how the NGOs and/or CBOs that receive sub-awards will supplement and/or compliment the work that other donors or government agencies, such as the MOH and UN agencies are doing. Program activities should be organized in such a way as to maximize impact in terms of number or type of services supported and number of beneficiaries reached. This will entail mapping of current service delivery providers by geographic area and by level of service provided to determine needs and gaps.

<u>Activities will include:</u>

- Conduct mapping exercise and gap analysis of NGO and CBO working in primary health care services related to PSS, nutrition and other post war health priority areas in Gaza
- Administration of a small-grants program
- Technical assistance and training to sub-grantees

<u>Illustrative indicators (in order of priority services)</u>

- Number of beneficiaries receiving USAID supported services during an emergency or post war recovery period (disaggregated by sex and age)
- Percentage of the population covered by new/improved services (i.e., nutrition outreach, PSS, GBV, and cancer awareness) (disaggregated by sex and age)

- Number of CBO/NGO health workers trained in specialty areas (i.e., nutrition, PSS, GBV) (disaggregated by sex and age)
- Percentage of population with improved nutritional outcomes (i.e., micronutrient deficiencies, stunting wasting in children, anemia in women)

IR 3: Increased Availability of Targeted Secondary Health Services in NGO Hospitals

Interventions under this IR will increase the availability of niche health services at the secondary health care level that reduce the number and cost of referrals to facilities outside of Gaza. Limiting these referrals is a high priority need and is consistent with USAID's broader health assistance package and the PA MOH's national health strategy. MOH hospitals are chronically under-equipped to deal with the secondary health care needs of the Gaza's population and NGO hospitals play a vital role in providing hospital services that the MOH is unable to deliver, especially during a crisis or during the recovery period in Gaza. The MOH regularly refers trauma or critical care patients to NGO hospitals in Gaza, the West Bank, Israel, and Egypt with referrals outside of Gaza representing a significant portion of the MOH's annual budget. Interventions under this IR will contribute to an increase in the number of patients that can be better triaged and treated in the NGO sector in Gaza. Expanding access to these services is envisioned as a means of building the resilience of the secondary care network in Gaza including medical centers and hospitals. The Recipient will also participate in health sector working, technical, or ad hoc committees as they relate to the secondary health care IR of this program.

To determine the services that should be strengthened or introduced, the Recipient will conduct a thorough mapping of the services currently offered by NGO hospitals and cross-reference that with reports that detail the number of and causes for referrals outside Gaza in order to focus on services that will reduce referral costs for the PA MOH and reduce the number of patients who have to leave Gaza for treatment especially during and post crisis. While the mapping exercise will be conducted after this activity begins, in its application, the Recipient will propose a methodology for how it will do the mapping and which criteria, based on the results, will be used to identify the targeted service areas. The mapping shall include an identification of the any gender differences in services rendered. Target areas may include but are not limited to trauma and emergency care, rehabilitation and orthopedic services, emergency cardiovascular services, mental health services, and advanced medical imaging solutions and treatment.

Recent WHO reports indicate that services that are the most frequently referred externally are often the most costly. Health Matters will provide sub-grants to several NGO hospitals to increase their capacity to better triage patients needing specialty care, especially during a crisis. The sub-awards will include the purchasing of medical equipment, training of providers and/or the provision of improved management of the health services provided in these facilities. The end result of the activities in this component is envisioned as an increased number of beneficiaries accessing services within Gaza during a crisis and post-crisis period and a reduced number of beneficiaries referred externally.

Once target areas for intervention are identified by the Recipient and approved by USAID, the Recipient will implement a subaward program to assist NGO hospitals to introduce new services, expand capacity to improve triage of patients needing care and accessing these new services, or improve the quality of services provided. The total amount of the subaward program under this IR is anticipated not to exceed $5 million each year. As part of the application process, the Recipient will propose criteria for identifying what type of awards it would consider through this process. Similar to the primary health care grants program, each subaward issued under this grants program is expected to include technical assistance to the subawardees to help them strengthen their service provision and to improve their organizational and managerial capacities. Grants may also include procurement of health-related equipment or commodities, limited renovation that support program activities, operating costs, special project activities, and training that expands or improves the quality of health care services in targeted medical centers or hospitals. The dollar value of each grant can range up to $1 million depending on the selection criteria proposed by the Recipient and approved by USAID. It will be the responsibility of the Recipient to manage the subawards and train the subawardees on clinical or technical areas to improve service delivery and capacity of health care workers, and topics related to grants management such as and not limited to technical oversight, financial management, and reporting and compliance related issues.

Note that all USAID procurement regulations must be strictly adhered to and all prior approvals, specifically to include all pharmaceuticals, must be obtained prior to procurement by the Recipient or its subawardees. As part of the application submitted to USAID, the Recipient will propose its preferred procurement management model which will inform whether the Recipient intends a central procurement process done by the prime Recipient or allow for the sub awardee to procure equipment, supplies and/or pharmaceuticals. This will include a description of how the Recipient will to assure ensure compliance and adherence to USAID rules and regulations. The Recipient will propose its preferred procurement management model to assure compliance and adherence to USAID rules and regulations. Each subaward or sub-grant will include a technical capacity building component for the staff members involved in the provision of the service or supply proposed. The capacity building component will include equipment use, clinical training and practical hands-on experience in the targeted field.

Activities will include:

- Conduct mapping exercise and gap analysis of private and NGO secondary health care services
- Administration of a grants program for private and NGO secondary health care services
- Conduct training and capacity building for sub-awardees

Illustrative indicators (in order of priority service)

- Number of people treated in USAID-assisted facilities (i.e., not referred outside Gaza) (disaggregated by sex and age).

- Percentage of the population covered by new or improved services (i.e., diagnostic imaging, oncology treatment, mobile diagnostic services)
- Number of health workers trained (disaggregated by sex and age).
- Improved health outcomes (i.e., improved treatment time, increased number of patients adhering to treatment regimens in Gaza)

d. Monitoring and Evaluation (M&E) Plan

The Recipient will be responsible for ensuring that program activities involve monitoring and oversight that emphasize collecting, analyzing, and reporting on achievements and accomplishments. In oversight of the program's activities, the Mission utilizes Monitoring and Evaluation (M&E) plan, the Geographical Management System (Geo-MIS), and field monitoring.

The Recipient shall include proposed performance indicators at the time of the application. In addition, the AOR and the Recipient together will identify and add/modify previously approved performance indicators, e.g. those included in the award to measure the program's main results and activities performance. Using these indicators and measurable targets, the AOR and the Recipient will collaboratively develop a Monitoring Plan to manage the process of monitoring, evaluating, and analyzing progress toward achieving activity results, including a baseline assessment prior to the implementation of interventions. Progress will also be monitored through regular data quality analyses, review of quarterly and annual reports, and semi-annual portfolio reviews.

The Recipient will also report all collected data in the Mission's Geographical Management Information System (Geo-MIS). The AOR will review and approve this data, and use it as a learning tool to enhance or modify activity interventions.

As Mission staff are currently prohibited from entering Gaza, a separate local contractor managed and directed by the Mission will conduct program monitoring, field monitoring, and data quality assessments. To the extent practicable, the Recipient will assist the Mission and its contractor with coordination of the field monitoring and production of the assessments to ensure the achievement of the shared objectives of the program description.

The Mission will rely on the Recipient to conduct an independent, third-party mid-term evaluation while the Mission will support the final evaluation to evaluate the performance of the program. The purpose of the evaluations will be to measure the effectiveness of assistance provided. The evaluations will also help the Mission identify the need for future interventions and corrective actions. Examples of the illustrative questions that can be included as part of the final evaluation are noted below:

- What is the level of impact interventions under Health Matters project had on access and quality of essential and emergency health services in Gaza?

- Which health outcomes improved due to interventions implemented by Health Matters project?

e. Management, Organizational Structure, and Key Personnel

The USAID Agreement Officer will designate an Agreement Officer's Representative (AOR) who will oversee implementation of this activity.

The activity will be managed locally with management decisions and administrative responsibilities delegated to the Recipinet's main field office. The Recipient's home or field office is expected to provide managerial oversight, administrative backstopping, and technical assistance as needed. The Recipient's appointed Chief of Party will be the point of contact for USAID and other partners and stakeholders.

Key personnel will include the following five (5) positions:

1. **Chief of Party:** The Chief of Party will be responsible for the overall management of the activity and shall have an advanced degree (masters or above) in medicine, public health, health administration, international health or a related field. S/he must have a minimum of 10 years prior experience working in health, humanitarian assistance, and emergency response, plus experience in managing complex international-donor funded development activities in challenging environments. S/he must have demonstrated outstanding leadership, project management, coordination, organizational, teamwork, and strategic planning skills, with proven ability to function effectively with multiple host-country counterparts and representatives from other key stakeholders such as non-governmental organizations, the United Nations, and other donor. Prior work experience in Gaza and the Middle East region is highly desirable. Strong verbal and written English communications skills are required.

2. **Grants Manager:** The Grants manager will be responsible for overseeing and managing the subgrant awards that are expected in each of the technical areas. S/he must have an advanced degree in a related administrative or public health field and at least 7 years prior experience working as a grants manager or related field and demonstrated experience being responsible for ensuring that there are systems and internal controls in place to effectively manage, monitor and report on sub-awards, including being responsive to all USAID regulations and requirements. Prior work experience in Gaza and the Middle East regional is highly desired.

3. **Emergency Management Specialist:** The Emergency Management Specialist will provide technical leadership and vision for activities under IR 1. S/he shall have an advanced degree in emergency management of health services, crisis response, or related field. At least 7 years of prior experience working as a technical expert in crisis response, emergency preparedness, or

related field is required. This position requires a demonstrated familiarity with the health and emergency response systems in Gaza, especially with the NGOs, CBOs, and hospitals that provide emergency assistance. Prior work experience in Gaza and the Middle East region is highly desirable.

4. **Primary Health Care Specialist**: The Primary Health Care Specialist will provide technical leadership and vision for the subawards program to NGO and CBOs working in primary health care. S/he shall have an advanced degree in public health, medicine, health administration, or related field. Clinical experience is desirable. At least 7 years prior experience working as a senior technical expert in the area of primary care or a related field is required. This position also requires a demonstrated familiarity with the health system in Gaza, especially with the NGO and CBOs that provide primary health care and health outreach services. Prior work experience in Gaza and the Middle East region is highly desired.

5. **Secondary Health Care Specialist:** The Secondary Health Care Specialist will provide technical leadership and vision for the subawards program to NGO hospitals and will provide technical assistance throughout implementation of the sub-awards. This position requires an advanced degree public health, medicine, health administration or related field, plus clinical experience is desirable. S/he should have at least 7 years of experience in international health and work with secondary health services demonstrated familiarity with the health system in Gaza, especially with the NGO and private hospital sector. Prior work experience in Gaza and the Middle East region is highly desired.

The Recipient will also submit an organizational plan that demonstrates program staff will have a strong capacity in the following areas: crisis response, logistics, emergency preparation/management, award administration, financial management, compliance with USAID rules and regulations (including specific WBG provisions), procurement, sub-award management, communications and reporting, and monitoring and evaluation.

f. Coordination and Collaboration

In order to ensure effective implementation of this program, maximize impact, and avoid duplication, the Recipient will maintain regular contact with other USAID programs operating in Gaza and other international donor-funded activities. This will include meeting on a regular basis to update donor and implementer colleagues on the scope of current and planned activities, discuss results achieved in different areas, and explore potential synergies moving forward. The Recipient will participate in health sector working, technical, or ad hoc groups as they relate to the goals of this program.

g. Timeframe

USAID/WBG plans to award this program in the September-November 2015 time frame. The Recipient is expected to be fully operational and mobilize within four weeks of the award. This award is subject to the availability of funds.

h. USAID's Legal and Policy Framework to Work in Gaza

While the need for assistance to Gaza across all sectors is great, there are a number of legal, policy, and logistical considerations that affect USAID programming and the feasibility of proposed assistance. The various restrictions are listed below and need to be considered when designing and implementing activities:

- Legal prohibitions on Terrorist Funding: Section 18 USC 2339A and 2339B prohibits the provision of material support to designated terrorist organizations, including Hamas. OFAC prohibits making any contribution of funds, goods, or services to or for the benefit of a designated terrorist organization.
- Prohibition of Assistance to Hamas and the Hamas-controlled PA respectively: These laws prevent the provision of any assistance to the de facto authorities (DFA) (e.g., ministries), entities affiliated with the DFA (public schools, hospitals, and other state public service providers at the national and municipal level) and most municipal governments in Gaza.
- Vetting and Anti-Terrorism Certifications: USAID is required by statute to have procedures in place to ensure that assistance is not provided to or through any individual or entity that is known to be involved in or advocating terrorism.
- The USG Contact Policy and Restriction on Travel to Gaza: The USG maintains a strict policy of no contact with members of terrorist organizations including Hamas. Furthermore, individuals under Chief of Mission authority (including US Direct Hires, Personal Service Contractors and Locally Employed Staff) are not currently permitted to travel to Gaza. US Citizens working under Cooperative Agreements or Grants are permitted to travel to Gaza and US Citizens working under Contracts are also permitted after the submission of a security plan to USAID.
- Government of Israel (GOI) regulations: Because of tight security constraints, extensive coordination efforts with the GOI are required to authorize the travel of people and goods into and out of Gaza. The import and export of commodities and goods must be made through Kerem Shalom and this process is complex, costly and burdensome. GOI restrictions on importing "dual-use" items have prevented the importation of certain equipment, particularly in the health and infrastructure sectors. GOI restrictions on Gaza exports also affect the types of economic growth activities USAID may engage in.

- Refugee Assistance/UNRWA: The Department of State's Bureau of Population, Refugees and Migration provides general contributions to UNRWA without specifying activities. USAID will not enter into separate agreements with UNRWA. However, if there are clearly identified needs that cut across the general and refugee population, a specific USAID program may include refugees as beneficiaries and include activities in UNRWA run schools, health clinics and camps, in addition to non-UNRWA institutions.
- Infrastructure: As a matter of policy, USAID will only consider support to water and sanitation infrastructure under the control of the CMWU or small-scale infrastructure that have high-level buy in (water and sanitation programs) or involve rehabilitation, renovation and upgrades of existing structures to meet critical needs that are clearly identified.

A.2. Authority and Administration of Award Resulting from this NFO

a. Pursuant to the Foreign Assistance Act of 1961, as amended (FAA), the United States Government (USG), as represented by the U.S. Agency for International Development (USAID), Mission to West Bank and Gaza, seeks to support or stimulate the activities described above, and requests applications from eligible organizations (see Section C of this NFO). The prime award resulting from this NFO will be administered in accordance with the following:

- 2 CFR 200 UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS. 2 CFR 200
- 2 CFR 700 (USAID'S implementation of 2 CFR 200). 2 CFR 700
- Chapter 303 of USAID's Automated Directives System (ADS-303). ADS Chapter 303
- USAID Mandatory and Required-as-Applicable Standard Provisions for U.S. or Non- US Non-Governmental Organizations. See the following links:
  Standard Provisions for Non-US Non-Governmental Organizations
  Standard Provisions for US Non-Governmental Organizations

b. 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.

c. The Agreement Officer (AO) for this funding opportunity is Mr. Jason Gilpin and he shall serve as the primary agreement contact between USAID and the Recipient. The Agreement Officer's Representative (AOR) will serve as the primary technical contact between USAID and the Recipient.

[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 approximately $50 million in total USAID funding over a five year period. The ceiling for this program is $50 million. Actual funding amounts are subject to availability of funds.

USAID intends to award one (1) Cooperative Agreement pursuant to this notice of funding opportunity. USAID reserves the right to fund any one or none of the applications submitted. USAID may make an award on the basis of initial applications received, without discussions. Therefore, each initial application should contain the Applicant's best terms from a technical and cost standpoint.

B.2. Period of Performance

The period of performance anticipated herein is five years. The estimated start date will be upon the signature of the award, on or about.

B.3. Accountability

The Recipient will be fully responsible for all funds disbursed to it under the award. Funds will be denominated and disbursed in the U.S. Dollars. All funds are subject to audit.

USAID's West Bank & Gaza (USAID/WBG) Recipients and significant sub-recipients are subject to the audit requirements as mandated under the annual appropriation law and in accordance with the regulations under 2 CFR-200. All awards for U.S. and non-U.S recipients will be subject to annual financial audits. In addition, U.S. sub-recipients will be subject to annual financial audits should the sub-recipients incur expenditures of federal funds totaling $500,000 or more during its fiscal year. Non-U.S. sub-recipients will be subject to annual financial audits should the sub-recipients incur expenditures of federal funds totaling $300,000 or more during its fiscal year. USAID/WBG has the discretion to audit sub-recipients at a lower threshold if deemed necessary.

An organization receiving an award under this NFO must comply with all applicable U.S. laws and regulations. Failure to comply with applicable U.S. law and regulations may result in termination of award.

B.4. Substantial Involvement

USAID/West Bank Gaza anticipates a close working partnership with the implementing partner for this award. USAID will exercise substantial involvement under this Cooperative Agreement in the following ways:

a. Approval of the Recipient's Annual Implementation Plans.

b. Approval and any changes to specified Key Personnel;

c. Concurrence on the selection of subaward Recipients, and/or concurrence on the substantive provisions of the subawards, including vetting of subawardees in accordance with the West Bank/Gaza Mission Order 21 and/or any amendment(s) to it thereafter. The Recipient must request prior approval from the USAID Agreement Officer for the subaward transfer or contracting out of any work under this Agreement.

d. Approval of Monitoring and Evaluation Plan.

e. Monitoring to authorize specified kinds of direction or redirection because of interrelationships with other projects. Where there are specific elements in the proposed program for which USAID's technical knowledge would benefit the Recipient's successful accomplishment of stated program objectives, the direct provision of USAID expertise and ongoing USAID participation in the program can be authorized.

f. If construction/renovation is anticipated under the proposed program please take note of the following requirements related to construction activities under Cooperative Agreements:

   The AO may immediately halt a construction/renovation activity if identified specifications are not met. The Recipient must attach the identified specifications to the subaward when it is being executed. Any material changes to the specifications must be treated as an amendment to the subaward. The following conditions are applicable if construction is anticipated under the program:

   i. No construction activities other than those included in an approved work plan or amendment thereto may be performed as part of the Cooperative Agreement;

   ii. The costs related to construction activities must be incorporated into the budget of the award;

   iii. Where construction activities are financed, Recipients are encouraged to use fixed price contracts to the extent practicable;

   iv. Review and inspection of construction activities. For each construction activity with an estimated cost of more than $500,000, the Recipient will provide the AOR with detailed project engineering plans, specifications and Bills of Quantities produced by a duly registered A/E firm within the relevant sector, accompanied by a signed letter from the Recipient certifying that it has reviewed and accepted all engineering documents for review. The Recipient must receive a 'no objection' notice from the AOR prior to initiating the construction activity. Additionally, designated USAID or its contractor staff will perform periodic site visits to monitor the quality, safety, progress and environmental compliance of construction.

For activities with an estimated cost below $500,000, no prior review by USAID is required, but USAID or its contractor designated staff may perform site visits. The Recipient will allow for easy access to project sites and to project technical documents.

v. Activities that have the potential to be hazardous to health or safety, have potentially detrimental environmental consequences, or have important historical or archaeological value will be subject to documentary reviews by USAID and/or further environmental reviews (including preparation of detailed Environmental Assessments)."

B.5. Title to Property

Property Title under the resultant Agreement shall vest with the Recipient in accordance with the requirements of 2 CFR 200.

B.6. Authorized Geographic Code

a. NGOs:

USAID's rules for the source of goods other than "restricted goods," is described in ADS 312 [http://www.usaid.gov/sites/default/files/documents/1876/312.pdf]). The nationality of suppliers of goods and services (other than delivery services) is described in ADS 314 [http://www.usaid.gov/sites/default/files/documents/1876/314.pdf]. These rules do not apply to procurement by the Recipient with cost-sharing or program income funds. Applicants should assume the authorized geographic code for the award resulting from this NFO is "937".

"937" is defined as the United States, the Cooperating Country (Israel, West Bank and Gaza), and developing countries other than advanced developing countries, and excluding prohibited sources.

For an accurate identification of developing countries, advanced developing countries, and prohibited sources, please refer to Automated Directive System (ADS) 310 entitled "Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID".

b. PIOs:

USAID's procurement rules do not apply to awards to PIOs unless USAID is the sole contributor to a trust fund established by the PIO. If USAID is the sole contributor, the same rules, as prescribed in the above paragraph for NGOs, will apply.

B.7. Purpose of the award

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the Health Matters Program which is authorized by Federal statute.

The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award. The Recipient using its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the resulting award.

B.8. Program Income

a. NGOs

If the successful Applicant is a non-profit organization, any program income generated under the award will be added to USAID funding (and any cost-sharing that may be provided), and used for program purposes. However, pursuant to 2 CFR 200.307, if the successful Applicant is a for-profit organization, any program income generated under the award will be deducted from the total program cost to determine the amount of USAID funding. Program income will be subject to 2 CFR 200.307 for U.S. NGOs or the Standard Provision entitled “Program Income” for non-U.S. NGOs.

b. PIOs

If the successful Applicant is a PIO, any program income generated under the award will be added to USAID funding (and any non-USAID funding that may be provided) and used for program purposes.

[END OF SECTION B]

SECTION C: ELIGIBILITY INFORMATION

C.1. Eligible Applicants

Qualified U.S. and non-U.S. Non-Governmental Organizations (NGOs), U.S. Private Voluntary Organizations (PVOs), International Organizations (POs), Public International Organizations (PIOs), and U.S. and non-U.S. for profit firms (provided they forgo profit) may participate in this NFO.

Additionally, pursuant to 2 CFR 200.400(g) and 2 CFR 700.13, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allowable and allocable expenses, both direct and indirect, which are related to the Agreement program and are in accordance with applicable cost standards (2 CFR 200, 2 CFR 700, Relevant OMB Circulars, and the Federal Acquisition Regulation (FAR) Part 31 for for-profit organizations), may be paid under the Agreement.

Applicants must have established financial management, monitoring and evaluation, 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).

USAID welcomes applications from organizations which have not previously received financial assistance from USAID. Applicants are encouraged to utilize local expertise and local institutions whenever possible in implementing the program.

The Recipient must be a responsible entity. The AO may determine a Pre-Award Survey is required and if so, would establish a formal survey team 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 Share

USAID does not require cost sharing under this NFO. Nonetheless, USAID recognizes that cost sharing may be an important element of the USAID-Recipient relationship. Accordingly, USAID welcomes Applicants who will pledge their own resources towards the activities for which they seek USAID funding.

If a cost share application is accepted and made part of an award, contributions must be supported by adequate documentation, be allowable under the applicable cost principles and meet the criteria set forth in 2 CFR 200.306. In-kind contributions are allowable as cost sharing in accordance with 2 CFR 200.306. Cost sharing contributions may include volunteer services provided by professional and technical personnel; valuation of donated supplies, equipment, and other property; and, use of unrecovered indirect costs.

Funds that are paid by the Federal Government through another source may **not** be used by an organization in cost share calculations (see 2 CFR 200.306). Cost share contributions must be reported on a periodic basis on payment forms, and USAID has the right to reduce its share of funding if the cost share reported is less than the agreed upon percentage or amount contained in the award. Grantees should be prepared to distinguish in their reporting the outputs and outcomes that result from cost share contributions versus USAID monies. If a difference remains after an award has expired, the Recipient may be required to refund the difference.

USAID does not apply its source and nationality requirements or the restricted goods provision established in the Standard Provision "USAID Eligibility Rules for Goods and Services" to cost sharing contributions. The AO may authorize the Recipient to attribute cost sharing contributions from sub-recipients to the prime award.

C.3. Risk Assessment

In order for an award to be made, the USAID Agreement Officer must evaluate the risks posed by applicants as outlined in 2 CFR 200.205 and ADS 303.3.9. This means that the Applicant must possess, or must have the ability to obtain, the necessary management and technical competence to conduct the proposed program, and must agree to practice mutually agreed-upon methods of accountability for funds and other assets provided or funded by USAID.

In evaluating the risks posed by Applicants, USAID uses a risk-based approach and may consider:

1. Financial stability;
2. Quality of management systems and ability to meet the management standards prescribed in this part;
3. History of performance. The Applicant's record in managing Federal awards, if it is a prior Recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
4. Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audits;
5. The Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities; and
6. That the Applicant is otherwise qualified to receive an award under applicable laws and regulations (e.g., Nondiscrimination, Lobbying, Debarment/Suspension, Terrorist Financing, etc.). In the absence of a positive risk assessment, an award can ordinarily not be made. Awards to potential new Recipients may be significantly delayed if USAID must undertake necessary pre- award reviews of these organizations to make an adequate risk assessment. These organizations should take this into account and plan their implementation dates and activities accordingly.

C.4. Number of Applications

Organizations may submit only one application per Organization/Consortium of multiple organizations under this NFO.

[END OF SECTION C]

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SECTION D: APPLICATION AND SUBMISSION INFORMATION

D.1. Questions, Answers and Clarifications:

a. Questions and Answers:

All questions regarding this NFO should be submitted in writing to the e-mail address shown herein.

Questions regarding this NFO should be submitted by email no later than Monday, July 29, 2015 at 4:00 PM Local Time, Tel Aviv, Israel 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.

b. Pre-Application Conference

To respond to questions regarding this NFO and provide clarifications, the Mission will be hosting a Pre-Application Conference on Wednesday July 22nd. Please note that interested parties may either call the teleconference line or attend in person at the event in Jerusalem. Attendance in any form in the Pre-Application Conference is optional. Attendance is in no way required nor will attendance in this event be considered in the evaluation of applications. Attendee comments, questions and input will be published in an amendment to the NFO.

EVENT: Pre-Application Conference

SUBJECT: Opportunity Overview, Comments, Input and Questions on the NFO

DATE/TIME: Wednesday, July 22, 2015, 3:00PM - 5:00PM JERUSALEM LOCAL TIME

CONFERENCE LOCATION:
[LIMIT TWO REPRESENTATIVES PER ORGANIZATION]

USAID/West Bank and Gaza Office in Jerusalem
9 Shlomom Hameleh Building, Floor 3
Jerusalem

CALL-IN INFORMATION: [LIMIT ONE LINE PER ORGANIZATION]

Dial-in number:
+972-3-918-0699 (From outside Israel)
03-918-0699 (Israel/local)

RSVP: Please acknowledge your attendance or call participation by RSVPing no later than 14:00 (Tel Aviv Local Time) on Tuesday July 14, 2015 to the following email address: WBG-NFO-SUBM@usaid.gov. Dial-in instructions and Entry Code will be provided via e-mail to the organizations that RSVP for the call participation.

D.2. Content and Form of Application Submitted:

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

Only electronically (by email) submitted applications will be accepted. No hard copy or fax applications will be accepted. Applications should be emailed to: WBG-NFO-SUBM@usaid.gov.

All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Applications which are submitted late or are incomplete run the risk of not being considered in the review process. To facilitate the competitive review of the applications, USAID will consider only applications conforming to the format prescribed below. Applicants are expected to review, understand, and comply with all aspects of the NFO.

Applications must take into account the merit review criteria provided in Section E and must include the Representations and Certifications provided in the NFO. In the event Representations and Certifications are not submitted with the Application, they must be completed before final award is made.

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 Applicant as a result of – or in connection with – the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets". and, 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 (1) copy of the application and all enclosures which accompany it.

D.3. Application Submission Procedures

Applications shall be submitted with the name and address of the Applicant and the NFO number (referenced above) inscribed thereon, to Ms. Miada Younis, Acquisition and Assistance Specialist via e-mail to WBG-NFO-SUBM@usaid.gov. For electronic submissions, your organization must ensure that the applications are received at USAID/West Bank and Gaza in their entirety. No addition or modifications will be accepted after the submission date. E-mail attachments should be compatible with MS Word, PDF (Adobe Acrobat with Optical Character Recognition) and/or Microsoft Excel with **5 MB limit** per e-mail. Please convert your documents to one of these formats before sending them to USAID/West Bank and Gaza, or provide scanned copies of pages if they include signatures or forms. USAID/West Bank and Gaza cannot accept zip files, as they will be blocked by USAID's firewall.

In addition to the aforementioned guidelines, the Applicants are requested to take note of the following:

1. After you have sent your applications electronically, please 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. Please 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.

2. If you send your application 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".

3. Applicants shall request a receipt confirmation to ensure that the application was received to the correct e-mail address.

USAID’s 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, 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.

D.4. Technical Application Format

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 must be in **English** and must be no more than 25 pages, in Times New Roman 12pt., compatible MS Word, PDF (Adobe Acrobat with Optical Character Recognition) and with budgets as text accessible, Excel spreadsheets that show all corresponding formulas and calculations. 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 shall not be considered for evaluation.**

Additionally, a listing of required appendices is included below. Appendices do not have a page limit, however, ONLY information listed in section "i. Appendices" is allowed and will be reviewed. Longer applications will be considered non-responsive and will not be reviewed. Detailed information should be presented only when required by specific NFO instructions.

The technical application shall include the following sections:

a. Cover Page

The Cover Page should include the following:

a. Program title;
b. Notice of Funding Opportunity reference number;
c. Name of organization (s) applying for the agreement;
d. Any partnerships; and
e. Contact person, telephone number, fax number, address, and types name(s) and title(s) of person(s) who prepared the application, and corresponding signatures.

c. **Table of contents** that follows the technical application format outlined herein.

d. Executive Summary

a. Briefly describe the organization, including goal(s), purpose(s), target beneficiaries, anticipated results and outcomes;
b. Briefly describe the relationship and/or coordination of the proposed parties involved with implementation of the program.

e. Technical Approach

The application must demonstrate the Applicant's understanding of the local context, technical requirements and development issues that the program aims to address; challenges, risks and opportunities related to achieving the objectives outlined in this program description; and awareness of the roles of key stakeholders in implementation of the program. The application should present a vision for the future of the sector, and how this program will help to achieve that vision, as well as USAID goals and objectives.

The application shall, at a minimum, provide a full description of the proposed approach that spells out a credible strategy for achieving, or exceeding the objectives outlined in the program description. Applicants will thoughtfully assess the Program Description and propose solutions that take into account the constraints of working in Gaza during times of crisis and in periods of recovery. In addition, the Applicant will discuss how the program will be sustainable after USAID assistance is concluded. Applicants will succinctly describe any criteria used to select priority areas for technical activities and any criteria that will be used to select sub-grant recipients. Substantive attention to gender should be integrated into the proposed approach.

Applicants are expected to submit a Gantt chart of illustrative activities for the first year of project implementation that corresponds to the technical approach being proposed.

Applicants are expected to submit an illustrative Monitoring and Evaluation (M&E) plan in which they will conduct cost-effective and results-oriented monitoring that will provide USAID/WBG and the program itself information to track progress, improve performance and effectiveness, as well as inform planning and management decisions. The draft M&E shall demonstrate how activities will have an integrated, gender aware approach. The draft M&E shall include a description of the methodology for gathering and analyzing baseline data and for gathering outcome data or impact/results during each year of program implementation (including any innovative technology to be used in data collection). The draft M&E shall identify the specific indicators used to measure output, outcome and impact.

It is the Applicant’s responsibility to ensure that all costs associated with the implementation of the M&E are included in the Cost application.

f. Staffing Plan and Key Personnel

The Applicant shall propose well-qualified key personnel who will be responsible for managing and carrying out the program. The Applicant must describe the individual’s previous qualifications, experience and capabilities, which demonstrate his/her capacity to carry out the proposed program.

Applicants are required to include curriculum vitae (CVs) of the Key Personnel implementing the project as part of an Appendix B to the application. The Applicant shall include a brief summary for each of the key personnel, including the extent and nature of their experience in facilitating similar projects. Please see Section A.1.e. of this NFO for

Key Personnel responsibilities. The total number of key positions will be Five (5) positions.

Applicants are expected to identify known non-key personnel; non-key position candidates will not be evaluated. The Applicant shall clearly identify the roles and responsibilities of the Key Personnel positions, and provide a detailed explanation regarding how the education, capabilities, and experience of proposed Key Personnel will effectively contribute to a successful implementation of the program and achievement of the Program's objectives. Applicants shall also submit three (3) references, with complete contact information (including e-mail addresses), for each proposed Key Personnel candidate.

Applicants shall also submit a staffing plan that should list all proposed positions under the program, and whether the position is full-time, part-time, or intermittent, the position location, and the planned person months or days each position will devote to the program.

g. **Institutional Experience and Management Plan**

i) Institutional Experience

Applicants must demonstrate technical and managerial expertise that directly benefits the technical approach and reflect comparative advantages to implementing the proposed approach. Information in this section should include (but is not limited to) the following:

(1) Brief description of organizational history/expertise;
(2) Pertinent experience and representative accomplishments in developing and implementing programs of the type required under the proposed NFO;
(3) Relevant experience with proposed approach;
(4) Institutional strength as represented by breadth and depth of experienced personnel in project relevant disciplines/areas and by linkages with relevant partners, networks, or organizations working in Gaza;

Similar information should be provided for every partner organization that would represent 25% or more of the total proposed project cost.

ii) Management Plan

The Applicants shall also propose a management plan and describe how the proposed structure will contribute towards achieving the objectives and results described in their proposed Technical Application. Delineation of roles, responsibilities, authority, and processes for decision making within Applicant's in-country team and between the home office and the field must be spelled out clearly. The plan shall demonstrate how the Applicant will efficiently and effectively use the human, technical, and organizational resources at hand to accomplish their proposed program. It should also identify potential challenges in the management of the project and recommend ways to overcome those challenges.

Applicants should strive to use local expertise to the maximum extent possible. The management plan should also demonstrate understanding of the necessity of local partnerships and coordination with leading local NGOs, other projects and stakeholders. The Applicant should describe how the project will coordinate with other projects and stakeholders to ensure complementarity of activities and avoidance of duplications.

h. **Past Performance**

Applicants shall describe all programs in which the primary Applicant (as well as any partners substantially involved in implementation i.e. receiving 25% or more of the total proposed project cost) implemented similar programs over the past three (3) years.

Detailed and specific past performance information should be provided as explained below under "Appendix A" – Relevant Past Performance Information. The Applicant should address any relevant performance issues related to past performance.

USAID may contact references and use the past performance data regarding the organization, along with other information to determine the applicant's past performance. The Government reserves the right to obtain information for use in the evaluation of past performance from any and all sources inside or outside the Government.

i. **Appendices**

Appendices shall include and be limited to ONLY the following (Appendices are separate documents from the 25 page Technical Application page limitation):

1. <u>Appendix A - Relevant Past Performance Information</u>

Applicants must provide evidence of relevant past performance and clearly describe examples of successful development and implementation of programs similar to what is required under this NFO. Applicants must submit a list of the five most recent U.S. Government or other donor funded contracts, grants, cooperative agreements, etc. Include the following for each award:

- Name of awarding organization or agency;
- Address of awarding organization or agency;
- Place of performance of services or program;
- Award number;
- Amount of award;
- Period of Performance (begin and end dates of services/program);
- Name, current telephone number, current fax number, and email address (if one is available) of a responsible technical representative (project officer, activity manager or other contact person) of that organization or agency; and
- Brief description of the program.

Similar information should be provided for every partner organization that would represent 25% or more of the total proposed project cost.

2. Appendix B - Resumes for Key Personnel

This section should include resumes for all Key Personnel candidates. Each resume may not exceed three (3) pages in length and shall be in chronological order starting with most recent experience. Each resume for the proposed Key Personnel positions shall be accompanied by a signed Letter of Commitment from each candidate indicating his/her: (a) availability to serve in the stated position, in terms of days after award; (b) intention to serve for a stated term of the service; and (c) agreement to the compensation levels which correspond to the levels set forth in the cost application.

3. Appendix C – An illustrative Gantt chart of first year activities

4. Appendix D - An illustrative Monitoring and Evaluation (M&E) Plan

4. Appendix E – Staffing Plan

D.5 Cost Application Format

The Applicant must sign and submit the cost application Standard Form Number SF-424 and SF-424A. Standard Forms can be accessed electronically at Grants.gov.
The Cost or Business Application is to be submitted under a separate cover from the Technical Application. The Cost/Business Application is also to be submitted in Excel 2010 or lower format. The Applicant is requested to submit a budget broken down by program years with an accompanying detailed budget narrative (in Word 2010 or lower) which provides in detail the total costs for implementation of the program as further detailed below.

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 are not desired. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

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 which USAID will treat 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 an assistance award must submit to USAID/West Bank and Gaza as part of the cost application. While there is no page limit for this portion, Applicants are encouraged to be as concise as possible, but still provide the necessary details to address the following:

a. 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 (e.g. organization's policy, payroll document, vendor quotes, etc.).

b. A budget for each program year with an accompanying detailed budget narrative which provides in detail the total costs for implementation of the program. The budget must be submitted using Standard Form 424 which can be downloaded from the following web site at: SF 424 Forms

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

d. The Applicant must submit a Negotiated Indirect Cost Rate Agreement NICRA if the organization has such an agreement with an agency or department of the U.S. Government. 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, and an acknowledgment 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 Applicant 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 issued report documenting that 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.

e. Cost Share (if used): The Applicant 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.

f. The cost application must outline the roles and responsibilities of project staff vis-à-vis budgeting, monitoring, and reporting on the financial status of the program. How the program will track costs incurred, including costs for labor, equipment, supplies, and facilities must also be described. Applicants who intend to utilize sub-contractors or sub-recipients 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, sub-contract or sub/awardee involved in the program should be provided as well.

g. The cost/business application should contain the budget categories as shown on the SF-424A form:

Direct Labor: Direct salaries, wages and annual increases for all personnel proposed under the application shall be in accordance with the Applicant's established personnel policies. To be considered adequate, the policies must be in writing, applicable to all employees of the organization, is subject to review and approval at a high enough organizational level to assure its uniform enforcement, and result in costs which are reasonable and allowable in accordance with applicable cost principles. The narrative should include a level of effort analysis specifying personnel, rate of compensation, and amount of time proposed. Anticipated salary increases during the period of the agreement should be included.

Allowances must be broken down by specific type and by person and must be in accordance with the Applicant's established policies.

Fringe Benefits: Fringe benefits should be based on the Applicant's audited fringe benefit rate, supported by a Negotiated Indirect Cost Rate Agreement (NICRA) or historical cost data. If the latter is used, the budget narrative should include a detailed breakdown comprised of all items of fringe benefits (e.g. unemployment insurance, workers compensation, health and life insurance, retirement, FICA, etc.) and the costs of each, expressed in dollars and as a percentage of salaries.

Supplies and Equipment: Differentiate between expendable supplies and nonexpendable equipment. (NOTE: Equipment is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of

$5,000 or more per unit, unless the Applicant's established policy establishes nonexpendable equipment anticipated to be required to implement the program, specifying quantities and unit cost).

Travel and Per Diem: The narrative should indicate number of trips, domestic and international, and the estimated unit cost of each travel in accordance with the Technical Application. Proposed per diem rates must be in accordance with the Applicant's established policies and practices that are uniformly applied to federally-financed and other activities of the Applicant.

Other Direct Costs: This could include any miscellaneous costs such as office rent and utilities, communications, transportations, supplies, public outreach, sub-awards and Partner Contracted Audit (PCA) costs, other audits, report preparation costs, passports, visas, medical exams and inoculations, insurance (other than the Applicant's normal coverage), etc. The narrative, or supporting schedule, should provide a complete breakdown and support for each item of other direct costs.

Partner Contracted Audit (PCA): Applicants should also allocate an estimated of $10,000 per year to cover the expenditures related to the implementation of the Partner Contracted Audit (PCA) program as further elaborated on in Section F.6.X

h. **Proposed Sub-awards (contracts/grants) (if any):** Applicants who intend to utilize subawardees should indicate the extent intended and a complete cost breakdown, as well as all the information required herein for the Applicant. **Subawards cost applications should follow the same cost format as submitted by the Applicant.**

j. Organizational Information: Applicants are also required to provide the following organizational information (If applicable):

- Type of Organization;
- The name and title of individuals authorized to sign the Cooperative Agreement;
- Taxpayer Identification Number (TIN), if applicable;
- System for Award Management (SAM) registration status;
- Data Universal Numbering System (DUNS) Number;
- Letter of Credit (LOC) Number, if applicable; and
- Estimated costs of communications products that are anticipated under the Cooperative Agreement.

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

- Has adequate financial resources or the ability to obtain such resources as required during the performance of the award;

- Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the Applicant, nongovernmental and governmental;
- Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;
- Has a satisfactory record of integrity and business ethics; and
- Is otherwise qualified and eligible to receive a Cooperative Agreement under applicable laws and regulations (e.g., EEO).

l. Applicants that have never received a grant, cooperative agreement or contract from the U.S. Government are required to submit a copy of their accounting manual.

m. 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).

n. The Applicant shall complete the certifications in Section D.7. 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.

D.6. Potential Request for Additional Documentation

Upon consideration for 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.

IMPORTANT NOTE
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:

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

- Audited financial statements for the past three years that have been audited by a certified public accountant or other auditor satisfactory to USAID.

- Bylaws, constitution, and articles of incorporation, if applicable.

- Copies of organizational travel, procurement, financial management, accounting manual and personnel policies and procedures, especially regarding salary, promotion, leave, differentials, etc., and indicate whether such policies and procedures have been reviewed and approved by any agency of the Federal Government. If so, provide the name, address, and phone number of the cognizant reviewing official.

D.7. Required Certifications:

In addition to the certifications in included in the Standard Form 424, Applicants are requested to note that in accordance with ADS 303.3.8 USAID will require the submission of the following certifications prior to award:

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

    1. **Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs** (This assurance applies to Non-U.S. organizations, if any part of the program will be undertaken in the U.S.);
    2. **Restrictions on Lobbying** (**2 CFR 200.450**);
    3. **Prohibition on Assistance to Drug Traffickers** (**ADS 206**); and
    4. **Certification Regarding Terrorist Funding** (**AAPD 04-14**).

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

    1. The **Survey on Ensuring Equal Opportunity for Applicants**;
    2. A Data Universal Numbering System (DUNS) number (See **Use of a Universal Identifier by Grant Applicants** for background information.)**;**
    3. A signed copy of **Key Individual Certification Narcotics Offenses and Drug Trafficking,** (**ADS 206.3.10**) when applicable;
    4. A signed copy of **Participant Certification Narcotics Offenses and Drug Trafficking** (**ADS 206.3.10**) when applicable.
    5. Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements- Representation.

D.8. Special Award Consideration

a. Recipient Security

SECURITY CONDITIONS

The Recipient must be aware of security conditions in the West Bank and Gaza, and by entering into an award with USAID, assumes full responsibility for the safety of its employees. Prior to commencing work, the Recipient shall ensure that it has adequate procedures in place to advise its employees of situations or changed conditions that could adversely affect their security. In order to keep abreast of security conditions in the region, the Recipient shall seek information from all available sources for all areas in which its employees work or travel. The Recipient acknowledges that security conditions are subject to change at any moment, that the U.S.Government cannot guarantee the accuracy of any information that it may provide to the Recipient and that USAID assumes no responsibility for the reliability of such information. The Recipient has the sole responsibility for approving all travel plans identified in the award's approved budget for its employees and/or their dependents traveling to post if allowed by the Recipient’s personnel internal policies. For operations performed in Gaza, the Recipient will also be responsible for registering its U.S. citizens with the Jerusalem American Consulate's American Citizen Services via the State Department's Smart Traveler Enrollment Program (STEP) and immediately notifying USAID West Bank and Gaza and the American Citizen Services section in the event a U.S. citizen employee does not return from travel as expected or does not report to work. In the event that USAID requests the Recipient to do so, the Recipient's Chief of Party (COP) shall assume responsibility for contacting all of its employees. The Recipient shall provide to USAID the name, current address, and current home and/or cellular telephone number of the COP and of an alternate designated employee. The Recipient will be responsible for ensuring that the information on file in the USAID West Bank Gaza's Partner Contact List is up-to-date so that in the event of an emergency, the COP or alternate representative can be reached immediately and s/he can rapidly contact all other affected employees.

Upon award, the Recipient is required to submit a list of all personnel located in Gaza who are involved in the implementation of the project, including subcontractor/subagreement’s personnel. The required list shall be submitted to the AOR no later than 30 days after the start date of the Agreement and must be updated annually after the start date of the Agreement and/or if a change of personnel happens.

SECURITY PROTOCOL

The Recipient shall develop a security plan to safeguard all project operations and to comply with all United States Government regulations and local law. The plan is to be implemented and maintained also by all subcontractors (and/or sub-grantees). The plan should include the name and contact information of security contact person for the head office and regional office(s).Within 30 days of award, the security plan will be submitted to USAID for review only. Guidance as to the content of this plan will be provided by USAID following award.

LIFE SUPPORT AND SECURITY SERVICES

The Recipient will be responsible for maintaining the security of its personnel, materials and equipment. All employees of the Recipient must meet the requirements of their work-site, which may include, but not limited to background checks, security/restricted area clearances, drug-free workplace, safety training and/or any other company safety and security requirements.

The Applicant will provide for the costs associated with its security plan and budget for security costs as part of its application. The budget shall delineate and justify the reasonableness of all costs. The Applicant shall provide a coherent, overall integrated security plan that demonstrates that the Applicant has undertaken a thoughtful review of their security needs and includes analyses of the elements of an appropriate security system.

b. Due to the extremely fluid nature of the operational environment in the West Bank and Gaza, it is expected that the Recipient of the award will remain in close contact and collaboration with the AOR and other appropriate USAID Officers. This collaborative involvement will address informational needs such as analyses, evaluations, assessments, and responses to public information requests in order to maintain flexibility for program success.

c. Dissemination of any press releases or success stories is subject to the AOR's written approval.

D.9. Dun and Bradstreet and SAM.gov Requirements

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. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient.;

(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 an application or plan under consideration by a Federal awarding agency.

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

D.10. 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.

[END OF SECTION D]

SECTION E. – APPLICATION REVIEW INFORMATION

E.1. Technical Evaluation

Technical applications will be evaluated in accordance with the Technical Evaluation Criteria set forth below. Thereafter, the cost application of all Applicants submitting a technically acceptable application will be evaluated for reasonableness, allowability, and allocability. While technical criteria are paramount, cost considerations may be a factor for award.

The technical application should be directly responsive to the terms, conditions, guidelines and provisions of this NFO to be assured for consideration. Applications not conforming to this NFO may be categorized as not meeting the minimum requirements of the Government, thereby eliminating them from further consideration.

The technical application must set forth in detail the conceptual approach, methodology, and techniques for accomplishment of the stated program objectives. The application must define results and benchmarks for monitoring progress in achieving the results.

Applicants are reminded that the U.S. Government is not obligated to make an award on the basis of lowest proposed cost or to the Applicant with the highest technical evaluation score. The Agreement Officer will make award to the Applicant whose application is judged to be the most advantageous in accomplishing USAID’s foreign assistance objectives.

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SEE CONTINUATION PAGE

USAID will conduct a merit review of all applications received that complies with the instructions in this NFO. Applications will be reviewed and evaluated in accordance with the following criteria:

Technical Approach (Maximum points =35) The extent to which the proposed technical approach and Monitoring and Evaluation (M&E) plan demonstrate a clear understanding of the objectives of the program and a convincing result oriented approach to achieve them. This includes whether the proposal and proposed criteria developed for selecting priority technical areas and sub-grant recipients reflects a competent understanding of the relevant challenges, needs, and opportunities that exist for improving the resilience of the health sector in Gaza through NGOs, CBOs and the private sector and preparing for a rapid response in the event of an emergency.
Institutional Experience and Management Plan(Maximum points = 30) Extent to which the Applicant's institutional experience including the proposed management plan convincingly demonstrates the ability to effectively implement this program, particularly working in the West Bank and Gaza. This will also include a review of the organizational history/expertise, pertinent experience and representative accomplishments in developing and implementing programs of the type required under the proposed NFO, and relevant experience with the proposed technical approach and relevant partners/networks. Such information will be similarly evaluated for each partner organization that would represent 25% or more of the total proposed project cost.
Staffing Plan and Key Personnel (Maximum points = 25) Extent to which the proposed staffing plan including the proposed Key Personnel convincingly demonstrate the ability to successfully and effectively implement the proposed program. This will also include the extent to which the key personnel have relevant qualifications, skills and experience that meet or exceed the requirements and whether the staffing plan articulates clear roles and responsibilities for personnel with defined lines of management and oversight.
Past performance (Maximum points = 10) Extent to which the Applicant and its teaming organizations, if any, demonstrate successful Past Performance in achieving results on similar programs.

E.2. Cost Evaluation

Cost has not been assigned a weight; however, the cost applications of the most highly ranked technical applications will be evaluated for cost effectiveness including the level of proposed cost share. Other considerations are the completeness of the application, adequacy of budget detail and consistency with elements of the technical application. In addition, the organization must demonstrate adequate financial management capability, to be measured for a responsibility determination.

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

Cost estimates will be analyzed as part of the application evaluation process. Proposed costs may be adjusted, for purposes of evaluation, based on results of the cost analysis and its assessment of reasonableness, completeness, and credibility.

[END OF SECTION E]

SECTION F: AWARD AND ADMINISTRATION INFORMATION

F.1. Federal Award Notices

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

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.

2 CFR 700, 2 CFR 200, applicable OMB Circulars (i.e., A-21 for Universities or A-122 for Non-Profit Organizations, and A-133), ADS 303 and Standard Provisions for U.S. and Non-US Non-governmental Organizations are applicable. 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, and Standard Provisions for Non-Governmental Organizations. Please see the following links for additional information:

a. 2 CFR 200 is available at: 2 CFR 200
b. OMB Circulars are available at: OMB Circulars
c. Provisions for U.S. Non-Governmental Organizations are available at: Standard Provisions for U.S. Organizations
d. Standard Provisions for Non-U.S. Non-Governmental Organizations are available at: Standard Provisions for Non-U.S. Organizations
e. ADS 308 is available at: ADS 303
f. 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 as set forth in ADS 308.5.15. ADS 308 is available at: ADS 308

g. 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.

h. 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. Reporting Requirements

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

Type of Document/ Report	Due Date	Distribution
Quarterly Financial Report	30 work days of the end of each calendar quarter	FMO
Implementation Plan	Within 60 days after award and every year thereafter	AOR
Monitoring and Evaluation (M&E) Plan	Within 60 days and should be attached to the Implementation Plan	AOR
Quarterly Performance Reports	30 work days of the end of each calendar quarter	AOR
Annual Performance Report	Should be submitted in lieu of the fourth quarterly performance report	AOR and AO
Demobilization Plan	Not less than three months prior to the completion date of the award	AOR and AO
Final Report	90 calendar days after the expiration or termination of the award	AOR
Geographic Management Information System Reporting- Geo-MIS Reporting	30 days from approval of the implementation plan with follow on reports following every 30 days (monthly)	AOR and Geo-MIS Manager

F.4. Branding and Marking Requirements

Applicants are not required to submit a Branding and Marking plan with their applications. However, Applicants are requested to note that in accordance with **2 CFR 700.16**, USAID requires the submission of a Branding Strategy and a Marking Plan prior to award. The Marking Plan may include a request for approval of one or more exceptions to the marking requirements in **2 CFR 700.16** The AO evaluates the Branding Strategy and Marking Plan (including any requests for exceptions) for approval consistent with the regulations contained in **AAPD 05-11, 2 CFR 700.16**, and **ADS 320**.

F.5. Environmental Compliance:

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

An Initial Environmental Examination was conducted and the following is the recommended determination:

RECOMMENDED DETERMINATION

Categorical Exclusion

All program activities listed below are recommended for Categorical Exclusion since they fall entirely within one of the categories qualified for Categorical Exclusion according to USAID's environmental regulations per 22 CFR 216.2(c)(2) as follows:

> (i) Education, technical assistance, or training programs except to the extent such programs include activities directly affecting the environment (such as construction of facilities, etc.)- 22 CFR 216.2(c)(2)(i);
>
> (iii) Analyses, studies, academic or research workshops and meetings- 22 CFR 216.2(c)(2)(iii);
>
> (v) Document and information transfers- 22 CFR 216.2(c)(2)(v);
>
> (vii) Programs involving nutrition, health care or population and family planning services except to the extent designed to include activities directly affecting the environment (such as construction of facilities, water supply systems, waste water treatment, etc.)- 22 CFR 216.2(c)(2)(viii)

Pursuant to 22 CFR 216.2 (c)(2), the above actions are categorically excluded from further environmental review. As per 22 CFR 216.2 (c)(l) an initial environmental examination or environmental assessment are not required.

Negative Determination (with Conditions)

Pursuant to 22 CFR 216.3 (a)(2)(iii), a Negative Determination with Conditions is recommended for the remaining program components. These components may involve activities which have the potential for adverse impacts on the environment if not properly designed and implemented, and if the appropriate mitigation and monitoring plans are not properly undertaken. Among such possible activities are the following:

- Disposal of general medical equipment, including diagnostic equipment, ventilators, infusion pumps, infant monitors, etc.;
- Disposal of medical supplies and medical disposables, such as catheters, bandages, sutures, syringes, needles, and scalpels;
- Disposal of pharmaceuticals, including over-the-counter products;
- Disposal of expired or unwanted hazardous chemicals and packaging materials; and
- Minor rehabilitation or renovation works of existing health service facility (clinics and hospitals).

Negative Determination with Conditions will ensure that appropriate attention and appropriate mitigation measures are followed in order to eliminate any adverse impacts on the natural or physical environment. The conditions are:

- The Recipient shall prepare an Environmental Documentation Form and Environmental Mitigation and Monitoring Plan once the specific interventions have been identified. These documents shall be approved by the AOR and the MEO prior to implementation.
- The Recipient of the program will encourage, promote, and monitor adherence to protocols concerning proper handling, storage, use, and disposal of medical equipment, materials, and supplies.
- The Recipient shall examine the storage, use, and disposal practices of each participating health facility or clinic; provide information, operating manuals, and training as appropriate; assist facilities to strengthen medical waste handling, storage, and disposal; and periodically monitor implementation of these practices, including the application of the guidelines prescribed by Chapter 16: "Minimal programmers for healthcare waste management, "Safe Management of Wastes from Health Care Activities, Edited by A. Pruss, E. Girout, P. Rushbrook, World Health Organization, Geneva, August 1999.
- The Recipient shall apply best management practices and mitigation measures to be designed and incorporated into the rehabilitation or renovation activities, including use of standard safety practices and safety equipment, removal of debris generated from construction works and disposal in appropriate and approved municipal landfills, and appropriate dust and noise control measures. The implementer shall follow the USAID's guidelines for small-scale activities [Sector Environmental Guidelines: Construction and Sector Environmental Guidelines: Small Healthcare Facilities].
- The Recipient shall report periodically, as part of his progress reporting requirements, on environmental compliance.
- The USAID AOR responsible for managing this program will be responsible for the periodic monitoring of the environmental aspects and compliance of this program.

F.6. Standard Provisions

All mandatory Standard Provisions specified in section F.2 of this NFO shall be incorporated into the resultant award. The Provisions indicated below in full text should be specially noted by the prospective Applicants.

USAID/WEST BANK AND GAZA SPECIAL PROVISIONS

I. SUBCONTRACTING WITH GOVERNMENT OR QUASI-GOVERNMENT ENTITIES

No subcontracting with any government or quasi-government entity shall be conducted under this Agreement unless a specific waiver is approved for this purpose.

II. CAPITAL ASSISTANCE (611e REQUIREMENTS)

Prior to committing any USAID funds for capital assistance projects proposed under this Agreement, including mechanical items and other equipment that will be purchased for use by local partners, the Recipient will provide USAID with sufficient information to determine that Palestinian counterpart institutions and communities have the capacity to maintain and utilize the assistance effectively. Upon review and analysis of information provided, USAID West Bank and Gaza will advise the Recipient when and if all AID regulations for proceeding with capital assistance have been met.

III. PROHIBITION AGAINST SUPPORT FOR TERRORISM

(a) The Recipient is reminded that U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Recipient to ensure compliance with these Executive Orders and laws.

(b) One of the applicable orders is Executive Order 13224, dated September 24, 2001. The website of the Office of Foreign Assets Control (OFAC) of the Department of Treasury contains the text of that order and a list of the individuals and entities designated thereunder. It also contains lists of individuals and entities designated under other anti-terrorism statutes, regulations and Executive Orders. See http://www.treasury.gov/offices/enforcement/ofac/sdn/.

(c) USAID reserves the right to review, and either approve or reject, the following subawards if proposed under this contract/agreement: (i) any contract or subcontract in excess of $25,000 with a non-U.S. organization or individual; and (ii) any grant or subgrant to a non-U.S. organization or individual, regardless of the dollar value. Furthermore, the written consent of USAID is required before certain other forms of assistance may be provided to a non-U.S. organization or individual. These include in-kind assistance such as renovation of an NGO's facilities, repair or replacement of a company's equipment, and certain training activities. The details of these requirements are described in notices issued by USAID/West Bank & Gaza from time to time. No approval (or failure to disapprove) by USAID shall relieve the Contractor/Recipient of its legal obligation to comply with applicable Executive Orders and laws.

(d) USAID reserves the right to rescind approval for a subaward in the event that USAID subsequently becomes aware of information indicating that the subaward is contrary to U.S. law or policy prohibiting support for terrorism. In such cases, USAID's Contracting Officer will provide written instructions to the Contractor/Recipient to terminate the subaward.

(e) USAID reserves the right to terminate this Agreement if USAID determines that the Recipient is involved in or advocates terrorist activity or has failed to comply with any of the requirements of this provision.

(f) This provision, including this paragraph (f), shall be included in all contracts, subcontracts, grants and subgrants issued under this Agreement. Upon request, the Recipient shall promptly provide to USAID's Agreement Officer a copy of the pages from each subaward that contain this provision

(g) The Recipient agrees to promptly notify USAID's Agreement Officer Representative (AOR) in the event of any change in the identity of its "key individuals" or in the identity of "key individuals" of any Recipient of a subaward described in paragraph (c). For purposes of this requirement, "key individuals" means (i) principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees); (ii) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president); (iii) the program manager or chief of party for the USAID-financed program; and (iv) any other person with significant responsibilities for administration of USAID-financed activities or resources. Note that this definition differs from the definition of "key personnel" under contracts and cooperative agreements.

(h) Before awarding any grant or similar instrument providing [cash or in-kind assistance under this contract][cash assistance under this agreement], the Recipient shall (1) obtain from the proposed subawardee the certification required under USAID's Acquisition and Assistance Policy Determination 04-14 (AAPD 04-14), "Certification Regarding Terrorist Financing Implementation E.O. 13224 (Revision 2)," and (2) provide a copy of the certification to USAID's Agreement/Contracting Officer.

IV. PROHIBITION AGAINST CASH ASSISTANCE TO THE PALESTINIAN AUTHORITY

U.S. legislation provides that none of the funding under this Award may be "obligated or expended with respect to providing funds to the Palestinian Authority." In accordance with that prohibition, the Recipient shall not provide any cash to the Palestinian Authority; to any ministry, agency or instrumentality of the Palestinian Authority; to any municipality or other local government unit; or to any full-time or part-time employee or official of any of the foregoing entities. This restriction applies to payments of any kind, including salaries, stipends, fees, honoraria, per diem, and so forth.

This restriction does not prohibit the provision of in-kind assistance, such as technical assistance, training, equipment, supplies, or the construction of public works to the extent it is not otherwise prohibited by U.S. law or the terms of this Agreement.

This provision shall be included in all contracts, subcontracts, grants and subgrants or any other instruments or awards issued under this Agreement. The Recipient shall promptly provide to USAID's Agreement Officer a copy of the pages from each subaward that contains this provision.

V. RESTRICTION ON FACILITY NAMES

(a) No assistance shall be provided under this Agreement for any school, community center or other facility that is named after any person or group of persons that has advocated, sponsored or committed acts of terrorism. This includes any facility that has "shuhada" or "shaheed" ("martyr" or "martyrs") in its name, unless an exception is approved by the USAID Mission Director. In any case where assistance is proposed for a facility that is named after, or is planned to be named after, a person or group of persons, the Recipient shall provide to USAID's Agreement Officer Representative (AOR) written information about the person(s) or group and shall not proceed with the assistance unless or until the AOR has provided written approval therefore. This restriction applies to all forms of cash or in-kind assistance, including construction services, equipment, supplies, technical assistance, and training.

(b) In case of any failure to comply with this restriction, USAID may disallow any or all costs incurred by the Recipient with respect to the facility and, if necessary, issue a bill for collection for the amount owed. This is in addition to any other remedies that may be available to USAID for such noncompliance.

(c) This provision, including this paragraph (c), shall be included in all contracts, subcontracts, grants and subgrants issued under this agreement. Upon request, the Recipient shall promptly provide to USAID's Agreement Officer a copy of the pages from each subaward that contains this provision.

VI. VALUE ADDED TAX AND CUSTOMS DUTIES

Pursuant to agreements with the Palestinian Authority (PA) and the Government of Israel (GOI), all imports and expenditures under this award by the Recipient and by non-local subgrantees and subcontractors (as defined below) will be exempt from Value-Added Tax (VAT) and customs duties imposed by the PA and from customs duties imposed by the GOI. Therefore, in accordance with paragraph 51 of OMB Circular No. A-122, Attachment E, such VAT and customs duties shall not constitute allowable costs under this award. No exemptions from VAT imposed by the GOI are available through USAID. Therefore, Israeli VAT is an allowable cost under this award, except for VAT from which exemptions are available to the Recipient directly.

The Recipient and any non-local subgrantees or subcontractors shall make reasonable efforts to avoid Palestinian VAT at the point of sale by obtaining 0% VAT exemption. USAID will assist the Recipient to obtain zero percent (0%) VAT status from the PA. The Recipient shall use this exemption to avoid paying any PA VAT to local subcontractors and vendors by obtaining approval from the PA VAT Department for suppliers to issue 0% VAT invoices.

In cases where Israeli and Palestinian VAT cannot be avoided, the Recipient shall obtain original VAT receipts from the vendors. Receipts must be submitted to USAID's Financial Management Office on a monthly basis to enable USAID to process refund claims with VAT authorities. The Recipient is responsible for ensuring that subgrantees or subcontractors comply with this requirement. All VAT claims for the subgrantees and subcontractors shall be submitted to USAID through Recipient. *(Please refer to VAT Guidance dated April 2,2003 issued to USAID WBG Contractors and Grantees attached as Attachment F*). Receipts for subgrantees and subcontractors must be addressed to the program name /Recipient to enable USAID to claim refunds.

Recipients that already have exemption mechanisms in place with the GOI and/or the PA should continue to follow those procedures. Any refund of taxes received directly by the Recipients which were allowed as award costs, should be credited either as a cost reduction or cash refund, as appropriate, to USAID.

"Non-local subgrantees and subcontractors" means subgrantees and subcontractors that are present in the West Bank or Gaza solely for the purpose of performing work financed by USAID or other tax-exempt foreign donors."

VII. REPORTING OF FOREIGN TAXES

a) The awardee must annually submit one report by April 6 of the next year. The reporting period will cover from October 1 to September 30.

b) Contents of Report. The reports must be in the format provided in Annex A and contain:

i. Recipient name.
ii. Contact name with phone, fax and email.
iii. Award number(s); separate report needs to be provided for each award.
iv. Amount of foreign taxes assessed by the Palestinian Authority on commodity purchase transactions valued at $500 or more financed with U.S. foreign assistance funds under this agreement during the prior U.S. fiscal year.
v. Only foreign taxes assessed by the foreign government in the country receiving U.S. assistance are to be reported. Foreign taxes by a third party foreign government are not to be reported. For example, if an assistance program for the Palestinian Authority involves the purchase of commodities in Israel using foreign assistance funds, any taxes imposed by Israel would not be reported.
vi. Any reimbursements on the taxes reported in (iv) received by the Recipient through March 31. Any refund from the Palestinian Authority that is received directly by the awardee should be reflected. For refunds processed by USAID, we will fill in the VAT refunded amount. If a VAT refund receipt was provided to USAID for refund processing the awardee will need to provide the month under which the claim was submitted to USAID and the serial number of the invoice as included in the claim.
vii. Reports are required even if the Recipient did not pay any taxes during the report period.
viii. Cumulative reports may be provided if the Recipient is implementing more than one program in a foreign country.

c) Definitions. For purposes of this clause:

i. “Agreement” includes USAID direct and country contracts, grants, cooperative agreements and interagency agreements.
ii. “Commodity” means any material, article, supply, goods, or equipment.
iii. “Foreign government” includes only a Palestinian Authority entity.
iv. “Foreign taxes” means value-added taxes and custom duties assessed by a foreign government on a commodity. It does not include foreign sales taxes.

d) Where. Submit the reports by either of the following means:

E-mail attachment (preferred): 579vat@usaid.gov or fax to 972-3-511-4888, attention Issa Hanna.

e) Subagreements. The awardee must include this reporting requirement in all applicable subcontracts, subgrants and other subagreements.

f) For further information see http://www.state.gov/m/rm/c10443.htm .

VIII. PROHIBITION ON ASSISTANCE TO THE PALESTINIAN BROADCASTING CORPORATION

a) U.S. legislation provides that none of USAID's funding "may be used to provide equipment, technical support, consulting services, or any other form of assistance to the Palestinian Broadcasting Corporation." In accordance with this prohibition, the Recipient shall not provide any assistance to the Palestinian Broadcasting Corporation.

b) This provision, including this paragraph (b), shall be included in all contracts, subcontracts, grants and subgrants issued under this grant.

IX. USAID/WEST BANK AND GAZA MISSION NOTICES

The Recipient will comply and adhere to all USAID West Bank and Gaza notices to Contractors and Grantees. The notices are posted on the USAID/West Bank Gaza website under Partners resources and can be found at the following link: USAID West Bank & Gaza Notices

X. USAID/WEST BANK AND GAZA MISSION PARTNER CONTRACTED AUDIT PROGRAM (PCA)

Since Fiscal Year 2003, the U.S. Congress has mandated in its annual appropriations laws that the USAID shall ensure that all contractors and grantees, and significant sub-contractors and sub-grantees, under the West Bank and Gaza Program be subject to Federal or non-Federal audits at least annually.

Recipients and significant subawardees under any resultant award from this NFO will be required to adhere to the above requirement and therefore are subject to audit under the WBG Partner Contracted Audit (PCA) program at least annually. USAID/WBG is responsible for managing the Mission's PCA program.

Recipients shall follow the guidance provided in the "USAID/WBG Partner Contracted Audit Guidelines" which are posted on the Mission's web-site at the following address http://www.usaid.gov/west-bank-and-gaza/audit-matters Recipients will be required to contract one of the independent audit firms that have been approved by the Regional Inspector General/Cairo to fulfill the annual audit requirements under their awards.

All prime recipients as well and sub-awardees must maintain complete records and proper documentation pertaining to their awards for auditing purposes.

XI. USAID/WEST BANK AND GAZA MISSION ORDER NO. 21

The Contractor must comply with the Mission's updated anti-terrorism policies and procedures as stated under the revised Mission Order No. 21 (Mission Notice No. 2007-

WBG-26) and any amendments thereafter. The Mission Order No. 21 can be accessed through the following URL: Mission Order No. 21

XII. PROHIBITION ON PROVIDING FEDERAL ASSISTANCE TO ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS - REPRESENTATION (APRIL2015)

(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, subawardees 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, subawardees, 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, subawardees, 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, subawardees, 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.

XIII. COOPERATING COUNTRY NATIONALS (CCNs) EMPLOYED BY THE RECIPIENT TO WORK EXCLUSIVELY UNDER THIS USAID AGREEMENT

The USAID-funded program implemented under this program is for a specified period. Accordingly, USAID considers Cooperating Country Nationals (CCNs) employed by the Recipient and working exclusively under the resultant USAID Cooperative Agreement to be employed for a specified fixed period (a specified period employee). The Recipient, however, at its sole discretion, may employ CCNs and direct them to work exclusively under the Cooperative Agreement for an unspecified period (as a permanent employee), in accordance with allowances and provisions established under local law.

If the Recipient elects, at its sole discretion, to employ unspecified period CCNs, and directs them to exclusively work under the fixed period of the award , the Recipient (and not USAID) will be responsible for the payment of any benefits, severance or otherwise, that may be due and owing to such employees under local law if the Recipient then elects to terminate their employment at any time during the award.

XIV. ADDITIONAL REQUIREMENTS FOR PERSONNEL COMPENSATION

a) Direct salaries and wages for each year of the award shall be in accordance with the organization's established personnel policies and the applicable cost principles. To be considered adequate, the policies must be in writing, applicable to all employees of the organization, be subject to review and approval at a high enough organizational level to assure its uniform enforcement, and result in costs which are reasonable and allowable in accordance with applicable cost principles.

b) The reasonableness of salaries under the resultant Agreement will be evaluated applying the factors set forth in the applicable cost principles (2 CFR 200, Subpart E) This guidance will be considered in making the determination as to reasonableness.

c) Annual Salary Increase

(1) International Staff: One annual salary increase of not more than 5% (including promotional increase) may be granted after the employee's completing of each twelve months of satisfactory services under this Agreement.

(2) CCN Staff: One annual salary increase of not more than 5% (including promotional increase) may be granted after the employee's completing of each twelve months of satisfactory services under this Agreement.

[END OF SECTION F]

SECTION G: FEDERAL AWARDING AGENCY CONTACT

Miada Younis
Acquisition and Assistance Specialist
Office of Contracts Management
WBG-NFO-SUBM@usaid.gov
USAID West Bank and Gaza
Tel Aviv, Israel

[END OF SECTION G]

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SECTION H – OTHER INFORMATION

H.1 Annexes

Annex A: VAT Guidance

[END OF SECTION H]

U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

ANNEX A: VAT Guidance dated April 2, 2003 issued to USAID WBG Contractors and Grantees

APRIL 2, 2003

NOTICE FOR USAID CONTRACTORS AND GRANTEES

SUBJECT: VAT GUIDANCE

As per the guidance provided to all contractors and grantees in our letter of July 30th, 2002, VAT is an extremely sensitive and important issue for our Mission. Careful attention must be paid to avoiding VAT whenever possible and, failing that, obtaining valid VAT receipts so that USAID may seek VAT refunds from tax authorities. Failure to do so could put the Mission's programs in jeopardy and possibly lead to a USAID determination that VAT costs are unallowable.

USAID will reimburse contractors and grantees for Israeli and Palestinian VAT if and only if the following procedures are followed:

1. For Grantees, reasonable efforts must be made to avoid Israeli and Palestinian VAT at the point of sale whenever possible. This includes taking all reasonable steps to obtain a 0% VAT exemption from the Palestinian Authority before making any further purchases. Grantees that already have exemption mechanisms in place with Israel and/or the PA should continue to follow those procedures.

2. For grantees that recently received a 0% VAT exemption from the Palestinian VAT department, they are required to pass these exemptions to their partners (i.e. suppliers, vendors, and contractors), by sending a letter to the VAT Department notifying it about the partner, description of the transaction and the amount of the transaction before the purchase is completed.

3. For both Contractors and Grantees, in cases where Israeli or Palestinian VAT cannot be avoided at the point of sale, original VAT receipts must be obtained from all vendors that are legally authorized to issue such receipts. To be considered valid and acceptable, receipts must conform to the requirements stated in the checklist attached to this notice. Receipts shall be submitted to USAID's Financial Management Office on a monthly basis, no later than the fifteenth day after the end of the month. This will enable USAID to process refund claims with VAT authorities on a timely basis.

Financial Management Office
Att. VAT Coordinator, USAID
c/o American Embassy
71 Hayarkon Street,
Tel Aviv 63903

Failure to comply with both of these requirements may result in a determination that the VAT costs in question are unallowable under your contract or grant, in which case those costs would be financed from your organization's own funds.

Given that USAID will be reimbursing VAT expenses in contractor and grantee billings that are charged as disbursement to the contracts/grants, the refunds, once received, will be recorded as off-sets to the applicable contract or grant by USAID.

Please note that separate procedures will be provided for processing refunds for contractors and grantees under Letter of Credit (LOC) method of payment.

Please submit the original VAT receipts and one copy to USAID. In addition, contractors and grantees must retain on file copies of receipts and related documentation reflecting their VAT submissions to USAID. This is needed to avoid the risk that VAT costs may be questioned during an audit and possibly disallowed.

In addition, we have attached for your use 2 matrixes, one for the Israeli and one for Palestinian VAT submissions. Please keep the following guidance in mind when submitting this document to USAID:

1. Report the VAT invoices in the correct chronological order. i.e. start from the first of the month through to the 30th.
2. Provide a hard and electronic copy of the form with the respective receipts attached to each one in order to avoid confusion.
3. The electronic copy has to be sent to ilpavat@usaid.gov .
4. Attach all related supporting documents to each receipt with that invoice.
5. Submit this form, receipts and supporting documents no later than the 15th of the following month.
6. You will notice that we have entered some figures already on the matrix. This is just to provide you with an example and to activate the formulas. Kindly replace those with your own figures.
7. For any specific issues with regards to the VAT, please contact Ms. Abeer Odeh, our Supervisor Financial Analyst, at 03-511-4806, 050 259407, and 059 246777 or at e-mail aodeh@usaid.gov.

The requirements discussed in this notice apply to not just prime contracts and grants, but also subcontracts and sub-grants with non-local entities – that is, entities that are present in the West Bank or Gaza solely for the purpose of performing work financed by USAID or other tax-exempt donors.

USAID provided some guidance with regards to this issue in July 2002. However, some partners have failed to report their VAT in a timely manner. Therefore, we herby request that all Contractors and Grantees report to us by COB noon April 21st, 2003, all pending invoices from January 1st, 2002 until the present.

We thank you for your cooperation in this matter.

Attachments:

1. VAT Invoices Required Attributes
2. VAT Refund Sheet – Includes 2 documents for the Israeli and the Palestinian VAT respectively.

Palestinian VAT Refund Sheet
Organization Name:
Contract / Agreement Number:
Period Covered:

No.	Invoice Date	Invoice No.	Supplier Name	Registration No.	Invoice Description	Total Invoice Amount (NIS), including VAT	VAT Amount (NIS)	Total Invoice Amount ($), including VAT	VAT Amount ($)	$ Rate	Voucher number of SF 1034 of VAT claim submitted to USAID
						90	13.08	$ 18.75	$ 2.72	4.8	
						150	21.79	$ 31.25	$ 4.54	4.8	
						120	17.44	$ 25.00	$ 3.63	4.8	
						80	11.62	$ 16.67	$ 2.42	4.8	
							-	$ -	$ -	4.8	
							-	$ -	$ -	4.8	
							-	$ -	$ -	4.8	
							-	$ -	$ -	4.8	
							-	$ -	$ -	4.8	
							-	$ -	$ -	4.8	
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							-	$ -	$ -	4.8	
							-	$ -	$ -	4.8	
							-	$ -	$ -	4.8	
							-	$ -	$ -	4.8	
							-	$ -	$ -	4.8	
							-	$ -	$ -	4.8	
					TOTAL		-	$ -	$ -	4.8	

Israeli VAT Refund Sheet
Organization Name:
Contract / Agreement Number:
Period Covered:

No.	Invoice Date	Invoice No.	Supplier Name	Registration No.	Invoice Description	Total Invoice Amount (NIS), including VAT	VAT Amount (NIS)	Total Invoice Amount ($), including VAT	VAT Amount ($)	$ Rate	Voucher number of SF 1034 of VAT claim submitted to USAID
						100	15.25	$ 20.83	$ 3.18	4.8	
						150	22.88	$ 31.25	$ 4.77	4.8	
							0.00	$ -	$ -	4.8	
							0.00	$ -	$ -	4.8	
							0.00	$ -	$ -	4.8	
							0.00	$ -	$ -	4.8	
							0.00	$ -	$ -	4.8	
							0.00	$ -	$ -	4.8	
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							0.00	$ -	$ -	4.8	
							0.00	$ -	$ -	4.8	
							0.00	$ -	$ -	4.8	
							0.00	$ -	$ -	4.8	
							0.00	$ -	$ -	4.8	
							0.00	$ -	$ -	4.8	
							0.00	$ -	$ -	4.8	
							0.00	$ -	$ -	4.8	
					TOTAL		0.00	$ -	$ -	4.8	

07/30/2002

NOTICE FOR USAID CONTRACTORS AND GRANTEES
Subject: VAT GUIDANCE

As discussed at previous meetings with contractors and grantees, VAT is an extremely sensitive and important issue for our Mission. Careful attention must be paid to avoiding VAT whenever possible and, failing that, obtaining valid VAT receipts so that USAID may seek VAT refunds from tax authorities. Failure to do so could put the Mission's programs in jeopardy and possibly lead to a USAID determination that VAT costs are unallowable.

The Mission is continuing its dialogue with Palestinian VAT authorities to effect broad implementation of a 0% VAT procedure whereby VAT expenses would be avoided at the point of sale. In the meantime, for both Israeli and Palestinian VAT, USAID will reimburse contractors and grantees for incurred costs in accordance with the payment provisions of their agreements; provided, however, that the following procedures are followed:

1. Reasonable efforts must be made to avoid Israeli and Palestinian VAT at the point of sale whenever possible. Those contractors and grantees that have exemption mechanisms in place should continue to follow those.

2. In cases where Israeli or Palestinian VAT cannot be avoided at the point of sale, original VAT receipts must be obtained from all vendors that are legally authorized to issue such receipts. To be considered valid and acceptable, receipts must conform to the requirements stated in the checklist attached to this notice. Receipts shall be submitted to USAID's Financial Management Office on a monthly basis, no later than the fifteenth day after the end of the month. This will enable USAID to process refund claims with VAT authorities on a timely basis.

Failure to comply with both of these requirements may result in a determination that the VAT costs in question are unallowable under your contract or grant, in which case those costs would be financed from your organization's own funds.

Since USAID will be reimbursing VAT expenses in contractor and grantee billings, the refunds, when received, will be deposited to the account of USAID.

In addition to submitting original VAT receipts to USAID, contractors and grantees must retain on file copies of receipts and related documentation reflecting their VAT submissions to USAID. This is needed to avoid the risk that VAT costs may be questioned during an audit and possibly disallowed.

The requirements discussed in this notice apply to not just prime contracts and grants, but also subcontracts and subgrants with non-local entities – that is, entities that are present in the West Bank or Gaza solely for the purpose of performing work financed by USAID or other tax-exempt donors.

If you have any questions, please contact Robert Bonnaffon (03-511-4880) or Leonel Pizarro (03-511-4852)

Attachment: a/s

ATTACHMENT 1

VAT INVOICES
REQUIRED ATTRIBUTES

ISRAELI VAT INVOICES

The following information is required on Israeli VAT invoices in order for them to be accepted for purposes tax refunds:

- Vendor's name
- Invoice date
- Vendor's tax identification number (TIN)
- Tax invoice number
- Document must be an original, copies are not accepted
- The document must indicate on its face that it is a tax invoice…a hishbunit mas, or in Hebrew: **חשבונית מס**

PALESTINIAN VAT INVOICES

The following information is required on Palestinian VAT invoices in order for them to be accepted for purposes of tax refunds:

- The purchaser's name and address
- Name of the vendor
- The document must state "Authorized Dealer" and then the dealer number. For example:
- The document must state on its face that it is a "Tax Invoice" and an invoice number. For example: فاتورة ضريبية
- The invoice must state on its face "Original". For example: النسخة الاصلية

END OF ANNEX A