



Issue Date: June 29, 2021

Deadline for Questions/Clarifications: July 9, 2021, 16:30 hours East African Time (EAT)

Closing Date for Concept Papers: August 6, 2021, 16:30 hours EAT

Date for Oral Presentation: To Be Announced (likely in September 2021)

Due Date for Full Application: To Be Announced (likely in October 2021)

Reference: Notice of Funding Opportunity (NOFO) Number: 72062121RFA00003

Subject: Request for Applications

Activity Title: Tanzania Orphans and Vulnerable Children (OVC) Next Generation

Catalog of Federal Domestic Assistance (CFDA) Number: 98.001

Dear Ladies and Gentlemen:

The United States Agency for International Development (USAID) is seeking applications for two awards (cooperative agreements) from qualified entities to implement the Orphans and Vulnerable Children (OVC) Next Generation activity. The activity will be implemented in two separate geographical regions of Tanzania:

Region 1: North Eastern Zone

Region 2: Southern Zone

Applicants may only submit one application and have to choose a zone. Applicants who submit two applications, i.e. one for each zone, will be eliminated immediately from the procurement. For technical description and listing of regions and illustrative councils in each zone, please see Section A – Activity Description. USAID/Tanzania anticipates the eventual recipients will assign Swahili name to the activities.

Eligibility for these awards is restricted; see Section C of this NOFO for eligibility requirements.

This NOFO contains three merit review phases (each separate for the two zones):

- Merit Review Phase I – Concept Paper
- Merit Review Phase II – Oral Presentation
- Merit Review Phase III – Full Application

Applicants who are successful in Phase I will be invited to participate in Phase II. USAID anticipates selecting only one applicant from Phase I to participate in Phase II. Phase II will present an opportunity to discuss the concept paper and the applicant's technical approach and vision in detail. USAID's technical experts in collaboration with representatives of the Government of Tanzania will provide specific suggestions for the applicant. In Phase III, the applicant will prepare and submit the full application. If deemed appropriate, USAID will select the application for funding.

Subject to the availability of funds, USAID/Tanzania intends to make two awards with a five year duration to the Apparently Successful Applicants whose applications best meet the objectives of this funding opportunity and the selection criteria contained herein, subject to a risk assessment. While USAID/Tanzania anticipates making two

awards as a result of this NOFO, USAID reserves the right to fund any or none of the applications submitted. Eligible parties interested in submitting an application are encouraged to read this NOFO thoroughly to understand the type of program sought, application submission requirements and selection process.

For the purposes of this NOFO the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer". Because two awards will be made from this one NOFO, references to "award" and "recipient" shall equally mean "awards" and "recipients." Eligible organizations interested in submitting an application are strongly encouraged to read this NOFO 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 NOFO and meet eligibility standards in Section C of this NOFO. This funding opportunity is posted on www.grants.gov, and may be amended. It is the responsibility of the applicant to regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity and to ensure that the NOFO has been received from the internet in its entirety. USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on www.grants.gov or accessing the NOFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

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

Please send any questions to the point(s) of contact identified in Section D by the deadline shown on page 1. 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. Applicants must not attempt to contact anyone other than the points of contact listed in this NOFO. Any such attempts may lead to elimination from the procurement.

Issuance of this notice of funding opportunity does not constitute an award commitment on the part of the US Government nor does it commit the US Government to pay for any costs incurred in preparation or submission of comments/suggestions for a concept paper or an application. Concept papers and applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID/Tanzania's programs.

Sincerely,

/S/

Sascha Kemper
Agreement Officer

Annexes:

1. Summary Budget Template and Budget Template
2. Past Performance Information
3. Work Permit and Residence Permit TIPS for Implementing Partners
4. Tax and Duty TIPS for Implementing Partners
5. Initial Environmental Examination

Section A: Activity Description

List of Acronyms

ACHIEVE	Adolescents and Children, HIV Incidence-reduction, Empowerment, and Virus Elimination
AGYW	Adolescent Girls and Young Women
ART	Antiretroviral Therapy
C/ALHIV	Children/ Adolescents Living with Human Immunodeficiency Virus
	Community Case Workers
CCWs	
CDCS	Country Development Cooperation Strategy
CYLWS	Children and Youth Living or Working on the Streets
CSO	Civil Society Organization
DE	Developmental Evaluation
DO	Development Objective
DP	Development Partners
FSW	Female Sex Workers
GBV	Gender Based Violence
GFATM	Global Fund to Fight AIDS, Tuberculosis, and Malaria
GoT	Government of Tanzania
HTS	HIV Testing Services
HEI	HIV-Exposed Infants
HIV	Human Immunodeficiency Virus
KP	Key Populations
MEL	Monitoring Evaluation and Learning
MOHCDGEC	Ministry of Health Community Development, Gender, Elderly and Children
NSGPR	National Strategy for Growth and Poverty Reduction
NBS	National Bureau of Statistics
NICMS	National Integrated Case Management System
OVC	Orphans and Vulnerable Children
PEPFAR	President's Emergency Plan for AIDS Relief
PLHIV	People Living with Human Immunodeficiency Virus
PMTCT	Prevention of Mother-to-Child Transmission of HIV
PO-RALG	President's Office – Regional Administration and Local Government
SNU	Sub-National Units
TDHS/MIS	Tanzania Demographic and Health Survey/Malaria Indicator Survey
THIS	Tanzania Health Information Survey
USAID	United States Agency for International Development
VAC	Violence Against Children
WHO	World Health Organization
UNAIDS	United Nations Programme on HIV/AIDS
UNICEF	United Nations Children's Fund
USG	United States Government

1. INTRODUCTION AND PURPOSE

PEPFAR/Tanzania is committed to supporting the Government of Tanzania (GoT) to achieve HIV epidemic control. The purpose of the Orphans and Vulnerable Children (OVC) Next Generation Activities in the North Eastern Zone and Southern Zone is to increase access to and use of health/HIV, social, and protection services among OVC and youth in order to contribute to 95-95-95 goals: 95% of persons living with HIV (PLHIV) know their HIV status; 95% of PLHIV who know their status are on treatment; and 95% of PLHIV on treatment are virally suppressed, by 2030. This funding opportunity is two cooperative agreements, each for five years, to support GoT and community systems to improve the health, well-being, and protection of OVC and youth in high HIV burden communities within the North Eastern and Southern Zones of Tanzania.

2. BACKGROUND

Tanzania country context

Tanzania continues to make progress in improving the health and well-being of PLHIV across the country; however, HIV outcomes among children and adolescents lag behind those of adults. The results of the Tanzania 2016-2017 HIV impact survey (THIS) showed that only 52.2% of PLHIV in Tanzania self-reported knowledge of their HIV status and only 47% of PLHIV were on treatment; viral suppression is lower among children (12%) than adults (42%); and HIV prevalence is higher among women (6.2%) than men (3.1%).

Tanzania has 2.3 million OVC, including children living with HIV; children living with a PLHIV parent, caregiver, or adult in the household; and children orphaned due to HIV/AIDS (MEASURE Evaluation, 2018). Children who are living with ill caregivers and orphans due to HIV/AIDS continue to face an increased risk of physical and emotional abuse as compared with other children, including other orphans, which increases vulnerability to HIV infection. Therefore, OVC are more likely to move from being affected by HIV to becoming infected, as well as facing other social, emotional, and associated health risks.

There are 6.2 million adolescent girls and young women (AGYW) aged 15-24 years in Tanzania. According to THIS, this population is at considerable risk of HIV infection. A variety of factors – including harmful social and gender norms, lack of education, and GBV – mean that adolescent girls are more than twice as likely as their male counterparts to become infected. According to the 2015-16 Tanzania Demographic and Health Survey/Malaria Indicator Survey (TDHS/MIS), 27% of girls aged 15-19 have begun child bearing. These statistics are even higher in some regions where PEPFAR implements the DREAMS program, which strives to prevent HIV infections among AGYW 10-24 years, such as Shinyanga (34%) and Mbeya (33%). TDHS/MIS further indicated that knowledge of family planning is inadequate, with 43% of young women aged 15-24 being unaware of any modern contraceptive method.

The Tanzania Violence Against Children Survey (VACS, 2009) showed that nearly 3 in 10 females and approximately 1 in 7 males in Tanzania have experienced sexual violence prior to the age of 18. Nearly one-third (29.1%) of females reported that their first sexual intercourse was unwilling- forced, or pressured. Almost three quarters of both females and males had experienced physical violence prior to the age of 18 years by an adult or intimate partner and a quarter have experienced emotional violence by an adult during childhood. In addition, Tanzania has one of the highest child marriage rates in the

world. Per TDHS/MIS, on average almost two out of five girls will be married before their 18th birthday.

Vulnerability Snapshot
2.3 million OVC
46% pediatric HIV treatment gap
42% viral suppression among 15-24 year olds
26% of girls <18 years have experienced sexual violence
28% of girls <18 years have given birth
29% of children 5-17 years are engaged in child labor

Source: MEASURE Evaluation (2017) and NBS (2015/16)

Relationship to the GoT and Other Donors

The OVC Next Generation Activities in the North Eastern Zone and Southern Zone are aligned with the Tanzania Health Sector Strategic Plan 2012-2026, whose goal is to reach all Tanzanian households with essential health services. It is also in line with the National Strategy for Growth and Poverty Reduction (NSGPR) II's commitment to reduce poverty. PEPFAR and the Global Fund to Fight AIDS, Tuberculosis, and Malaria (GFATM) are the largest donors to Tanzania's HIV program. Other donors include UN agencies such as UNAIDS, UNICEF, and WHO as well as the World Bank. The OVC Next Generation Activities in the North Eastern Zone and Southern Zone will closely coordinate and collaborate with the Ministry of Health, Community Development, Gender Elderly and Children (Department of Social Welfare (MOHCDGEC) in Mainland and Zanzibar, and President's Office-Regional Administration and Local Governments' (PO-RALG) Department of Social Welfare Services, with a focus on rolling out the National Integrated Case Management System (NICMS). In addition, the Activities will advance implementation of the GoT's National Plan of Action to End Violence Against Women and Children, complementing and coordinating program investments and interventions with those of GoT and UNICEF.

Relationship to USG/USAID Priorities and Other Programs

The Activities are aligned with the current PEPFAR/Tanzania Strategy and USAID/Tanzania's Country Development Cooperation Strategy (CDCS). The awards will meaningfully contribute to all three intermediate results (IR) under Development Objective 1 (*Foundational skills of children below age 15 improved*). The Activities will be a primary contributor to IR. 1.2 (*Household nutrition and health outcomes improved*) by ensuring that A/CLHIV, HEI and children of HIV+ mothers have access to quality health, nutrition and social services, and by promoting healthy behaviors. The Activities will also make important secondary contributions to IR 1.1 (*Learning outcomes improved*) by supporting school enrollment and attendance, and to IR. 1.3 (*Safe and supportive community structures enhanced*) by supporting Violence Against Women & Children (VAWC) committees and GoT community cadres, including Community Case Workers (CCWs). Additional interventions under the awards will also align with Development Objective 2 (*Empowerment, Productivity, and Engagement of Tanzanians Aged 15-35 Increased*) by providing a package of biomedical, behavioral and structural services to AGYW age 15-17 years, including support to start their own businesses.

The OVC Next Generation Activities in the North Eastern Zone and Southern Zone will promote integration of interventions in councils, wards, and villages where programs are co-located by creating synergies with USAID, USG, and other development partners' (DP) programs that address health, HIV, agricultural development, WASH, education, and nutrition. In particular, the Activities will be supported and complemented by the Adolescents and Children, HIV Incidence-reduction, Empowerment, and Virus Elimination (ACHIEVE) programming, which aims to strengthen the capacity of the national and community-level social service workforce, systems, and structures to ensure quality services for OVC, at-risk AGYW, and PLHIV. In addition, the Activities will ensure program linkages and integration with other PEPFAR partners, namely community partners implementing DREAMS and clinical care and treatment partners, in order to increase access to and uptake of vital HIV prevention, care, and treatment services among OVC and youth. It is expected that the implementer(s) will jointly plan, collaborate, and routinely share program information and data with other PEPFAR implementing partners (and vice versa) in order to compound results, scale up effective practices, and ensure that OVC and youth, and their families, benefit from integrated PEPFAR interventions.

3. RATIONALE FOR THE OVC NEXT GENERATION ACTIVITIES

Kizazi Kipya has measurably improved health/HIV, well-being, and protection outcomes among OVC and youth. However, gaps persist in maximizing the OVC platform's contribution to the pediatric clinical cascade; scaling up prevention of HIV and sexual violence interventions for 9-14 year old girls and boys; expanding access to the DREAMS HIV prevention package for at-risk AGYW 9-14 years; and strengthening the socio-economic capacity and status of AGYW and OVC households to meet their own needs. The Activities will be *family-focused* and *client-centered* in order to improve the health, well-being, and protection of OVC and youth in high HIV burden communities. The OVC Next Generation North Eastern Zone and Southern Zone Activities' primary purpose is to seamlessly continue the delivery of high-quality services for OVC and their caregivers currently served by *Kizazi Kipya* in North Eastern and Southern zones, while refining OVC service packages and support in order to advance OVC program contribution to HIV epidemic control.

4. PROGRAM DESCRIPTION

Goal and development hypothesis

The OVC Next Generation in the North Eastern Zone and Southern Zone Activities' goal is to improve the health, well-being, and protection of OVC and youth in high HIV burden communities.

The development hypothesis is that:

- If OVC platforms are maximized for pediatric case finding, linkage to treatment and viral suppression, and
- If OVC and youth have increased access to HIV prevention and violence prevention interventions and response services, and
- If at-risk AGYW and OVC caregivers have improved socio-economic capacity,
- Then OVC and youth in high HIV burden communities will have greater access to and use of health/HIV prevention, care and treatment, protection, education, and socio-economic services which will lead to improved health, well-being, and protection among OVC and youth.

The Activities' key objectives are to:

- 1) Increase use of OVC platforms for pediatric HIV case finding, linkage to treatment, and viral suppression
- 2) Increase access to HIV prevention, violence prevention, and response services for OVC and youth
- 3) Improve socio-economic capacity of at-risk adolescent girls and young women (AGYW) and OVC caregivers

In addition, the following four guiding principles must be mainstreamed across the Activities' interventions:

- 1) Support for GoT and community systems and structures
- 2) Gender integration and meaningful youth engagement
- 3) Routine use of data for continuous quality improvement
- 4) Integration with other PEPFAR programs (with a focus on clinical programs) in order to improve efficiency as well as compound results and investments

Geographic coverage

The OVC Next Generation North Eastern Zone Activity will focus on approximately 20 PEPFAR priority councils in seven regions (Arusha, Dodoma, Kilimanjaro, Manyara, Morogoro, Singida and Tanga). The OVC Next Generation Southern Zone Activity will focus on approximately 20 PEPFAR priority councils in five regions (Iringa, Lindi, Mtwara, Njombe and Ruvuma); this will include DREAMS implementation in Mufindi DC. Appendices 1 and 2 include the draft list of target councils per zone and region.

Approach

In line with PEPFAR OVC Guidance, the OVC Next Generation in the North Eastern Zone and Southern Zone Activities will apply two distinct but complementary OVC program strategies in order to address children's vulnerabilities across the lifecycle. First, the successful Applicant is expected to provide more intensive and holistic services to address children's and families' multiple risks and vulnerabilities in the domains of health, safety, schooling, and stability; this is the OVC Comprehensive program. Comprehensive programming focuses on OVC recruitment through PEPFAR clinical services to identify children already in HIV treatment (especially those newly enrolled), infants of mothers at risk of interruption in treatment (e.g. loss to follow up) in the PMTCT cascade (especially adolescent mothers), and biological children of female adult index cases.

Other priority OVC sub-populations include children who are survivors of sexual violence, children in child-headed households, and children of key populations such as female sex workers (prioritizing children of HIV+ FSW), all of whom may be identified through child welfare and community-based referrals as well as via Key Populations (KP) partners. Should additional sub-populations be targeted, the Applicant shall provide a clear HIV-related justification for their inclusion in the OVC program. OVC case workers should conduct formal assessments of all children and families in the comprehensive program as well as regularly monitor child and family well-being through case management, including routine home visits. Case files for each family should include specific care plans with benchmarks in the domains of healthy, stable, safe, and schooled, to be monitored over time in order to facilitate family graduation based on improved multi-sectoral outcomes.

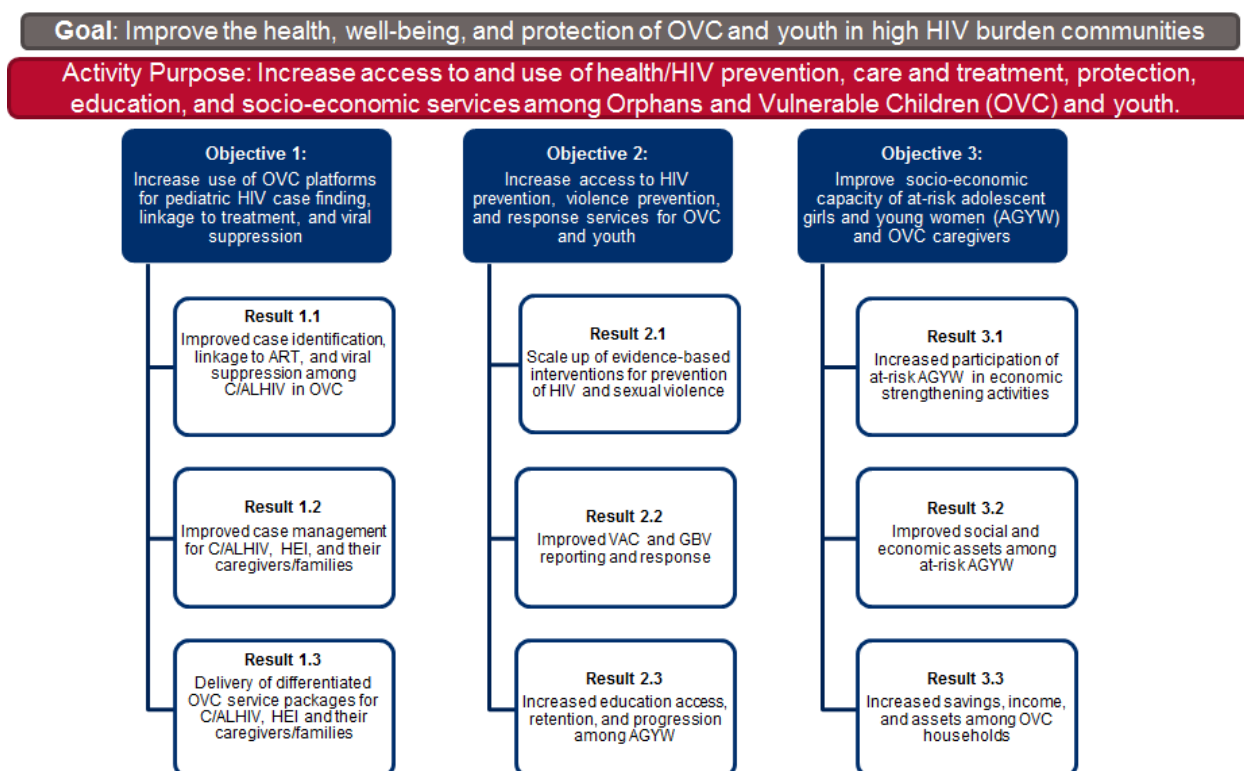
Second, the OVC Next Generation Activities in North Eastern Zone and Southern Zone will provide evidence-based violence prevention and HIV prevention interventions to the wider community of at-risk girls and boys in high-burden SNUs during the critical window of 9-14 years; this is the OVC Preventive program. The main focus for this group is evidence-based programming that prevents sexual violence, delays sexual debut, and prevents HIV infection. These interventions engage parents and community members, including faith and traditional leaders, in protecting children and young adolescents from violence as well as support healthy decision-making as children mature. Children in the OVC preventive program area should be recruited in groups from community settings of high burden SNUs, such as schools, community centers, and faith-based groups. Monitoring of this target population is distinctly different from the comprehensive program, and does not involve providing case management or monitoring against graduation benchmarks.

In addition, the OVC Next Generation Activity in Southern Zone will include implementation of the DREAMS program for at-risk AGYW 9-14 years in the Southern Zone (Mufindi DC). The Activity will ensure the delivery of the DREAMS primary package of services for 9-14 year old AGYW, as well as secondary services as needed, and community contextual interventions as appropriate.

5. RESULTS AND OUTCOMES OF IMPLEMENTATION

The OVC Next Generation North Eastern Zone and Southern Zone Activities' interventions will support HIV epidemic control by ensuring the delivery of critical health/HIV, social welfare, and protection services for OVC, youth, and their families in high HIV burden communities. The aim is to offer OVC program enrollment, services, and support to at least 90% of children and adolescents (<19 years) in PEPFAR-supported HIV care and treatment and >95% of children enrolled in the OVC program who are living with, affected by, and vulnerable to HIV infection know their sero-status; are linked to care and treatment; are retained in care and adherent to ART; and achieve viral suppression in order to prevent new infections, while promoting overall health, well-being, and resilience.

The Activities' principal entry point will be the family and community levels and will primarily engage the social welfare workforce (including Community Case Workers and Lead Case Workers). This will also include coordination and integration with the health workforce and PEPFAR clinical partners in order to improve bi-directional referrals between clinic and community for efficient HIV service delivery with complementary social service delivery. The Results Framework below details expected results per objective.



Objective 1: Increase use of OVC platforms for pediatric HIV case finding, linkage to treatment, and viral suppression

Finding “well” or asymptomatic children living with HIV who are undiagnosed, HIV treatment coverage, and viral suppression among children and adolescents in Tanzania remains a challenge. The OVC program platform and family-based approach offers a significant opportunity to improve clinical outcomes among C/ALHIV and HEI (and their caregivers) as well as to support their overall health, well-being, and protection. Coordination and integration with health facilities, PEPFAR clinical and Key Populations (KP) partners, as well as Local Government Authorities (LGAs) is crucial to closing the gap in pediatric HIV diagnosis, treatment, and viral suppression. In line with PEPFAR guidance, the Activities will ensure that OVC program staff (e.g. linkage coordinators and case workers) routinely engage with health facilities. This will include conducting assessments of HIV positive mothers so that all biological children <19 years of HIV-positive women receive HIV testing services (HTS) and those children have a documented HIV test result.

In collaboration with PEPFAR-supported facilities and partners, the Activities will establish/update and apply Memoranda of Understanding (MOUs) between OVC and clinical IPs and use a bi-directional referral system in order to increase the enrollment of C/ALHIV and HEI in the OVC comprehensive program. The Activities will provide HIV-inclusive case management with use of the GoT’s National Integrated Case Management System (NICMS). Case management will include routine home visits in order to regularly monitor child well-being; provide knowledge and skills-building with OVC parents/caregivers in order to support treatment adherence and retention in care among both C/ALHIV and HIV-positive caregivers; and will deliver differentiated, age-appropriate OVC service

packages for enrolled C/ALHIV, HEI, and their families that address their unique health, nutrition, education, protection, psychosocial, developmental, and economic strengthening needs.

The Applicant should propose innovative, evidence-based interventions to achieve the following outcomes:

- Increased enrollment of C/ALHIV, HEI, and children of HIV-positive caregivers in the comprehensive OVC program
- Increased number of C/ALHIV and HIV-positive caregivers who receive optimized ART
- Improved rates of retention and adherence among C/ALHIV and HIV-positive caregivers
- Improved rates of viral suppression among C/ALHIV and HIV-positive caregivers
- Improved coverage of biological children of HIV+ mothers who are linked to HTS and have a documented HIV test result (i.e. increased OVC program support for index testing)
- Increased number of OVC and caregivers with HIV risk factors who know their HIV status, receive HTS, and if diagnosed HIV-positive, are initiated on ART the same day
- Increased number of C/ALHIV, HEI, and their families who are receiving comprehensive case management and differentiated service packages
- Improved HIV/health, protection, education, psychosocial, developmental, and economic strengthening outcomes among C/ALHIV and their families

Objective 2: Increase access to HIV prevention, violence prevention, and response services for OVC and youth

Preventing HIV risk and violence is critical to reducing HIV incidence and the prevalence of violence against children (VAC), including sexual violence, which is a driver of the HIV epidemic.

The OVC Next Generation Activities in North Eastern Zone and Southern Zone will implement a suite of interventions designed to: prevent HIV and sexual violence among 9-14 year old girls and boys in high burden communities; increase education access, retention, and progression among at-risk AGYW; strengthen positive parenting and parent/child communication; increase caregiver and community knowledge about VAC and GBV; improve VAC and GBV reporting; increase access to VAC and GBV response services, including comprehensive post-violence care and support; provide combination HIV prevention services; and deliver a robust DREAMS package of services targeting vulnerable AGYW 9-14 years in Mufindi DC for more intensive HIV prevention.

In line with PEPFAR guidance, 9-14 year old boys and girls in the OVC Preventive program will receive one of the following evidence-based interventions: Parenting for Lifelong Health (also known as *Furaha* in Tanzania), Coaching Boys Into Men (CBIM), IMPower (also known as No Means No) or IMSafer (which is adapted to the COVID context), and/or Families Matter Program (FMP). The Activities will engage parents and community members, including faith and traditional leaders, in protecting children and adolescents from violence as well as strengthen children's ability to make healthy decisions. In addition, the Activities will advance implementation of the GoT's National Plan of Action to End Violence Against Women and Children, working with Violence Against Women and Children Protection Committees (VAWC-PCs) at ward level in order to strengthen the prevention of and response to VAC and GBV. Finally, the Activity in Southern Zone will implement the DREAMS program for vulnerable AGYW 9-14 years in Mufindi DC. It will deliver and ensure the completion of the DREAMS primary package of services for all enrolled DREAMS beneficiaries 9-14 years in the

DREAMS councils; provide secondary services as needed based on individual needs; and implement contextual interventions as appropriate.

The Applicant should propose innovative, evidence-based interventions in line with PEPFAR guidance to achieve the following outcomes:

- Reduced incidence of HIV infection among OVC and youth, especially among AGYW
- Increased school enrollment, regular attendance, and progression among AGYW
- Reduced prevalence of VAC and GBV among OVC and their caregivers
- Improved VAC and GBV reporting mechanisms
- Increased access to comprehensive clinical and community-based post-violence care and support among survivors of violence
- Increased access to ASRH services among OVC and youth, especially AGYW
- Increased completion of the DREAMS primary package among DREAMS beneficiaries 9-14 years
- Positive community norms change for HIV prevention and violence prevention (including engagement of men and boys)

Objective 3: Improve socio-economic capacity of at-risk adolescent girls and young women (AGYW) and OVC caregivers

HIV diminishes economic security among families and impairs their ability to meet children's needs by disrupting income streams, depleting assets, and increasing dependency ratios. Strengthening the economic capacity of AGYW and OVC households is critical to reducing HIV risk as well as to enabling access to and retention in HIV care. Participation in economic strengthening interventions also provides a platform for AGYW and OVC caregivers to access vital social support and build social capital which helps improve socio-emotional well-being and strengthen family resilience.

Economic strengthening targeting AGYW may include providing gender-specific and age-appropriate financial literacy training for 9-14 and 15-17 year olds; conducting market assessments as a basis for the selection of entrepreneurial training in order to develop marketable skills; providing vocational scholarships and support for older AGYW; providing post-training start up support through seed funding, internships, and business placements; facilitating savings groups for older AGYW who may have income streams; facilitating peer support and strengthening social capital/assets; and facilitating access to coaching and mentoring opportunities in collaboration with the private sector and other business networks.

Household economic strengthening interventions for OVC families will be targeted based on a household vulnerability assessment. For OVC households experiencing the highest level of economic vulnerability (including households whose caregivers are elderly or disabled), the focus will be on increasing temporary consumption support and linkage to social protection services. For families with more moderate vulnerability, the Activities will enable access to financial literacy training and savings and credit opportunities through Village Savings and Loans Associations (VSLAs). For households prepared to grow, the Activities will focus on diversified opportunities for increasing income and assets, including building business capacity and low-risk microenterprise opportunities. Linkages to food security interventions and support will also be important. The Activities' comprehensive economic strengthening approach will improve OVC household stability, ability to meet their own needs, and family graduation.

The Applicant should propose innovative, evidence-based interventions in line with PEPFAR guidance to achieve the following outcomes:

- Improved financial literacy and money management skills among AGYW and OVC caregivers
- Improved access to and participation in social protection/safety net programs
- Improved access to vocational and employment opportunities among AGYW
- Improved savings, income, and assets among OVC households
- Improved social assets and social capital among AGYW and OVC caregivers
- Improved OVC household capacity to access money (without selling productive assets) to cover children's educational and medical costs

6. CROSS - CUTTING ELEMENTS

Environmental Analysis

The interventions under the OVC Next Gen Activities are covered by the Initial Environmental Examination (IEE) for all health related activities, which was approved on April 22, 2016 and will expire in December 2021. This approved IEE (in tactic categories 4 and 5) includes training, facilitating referral linkages for OVC to access health, social welfare, and HIV/AIDS services; supporting HIV/AIDS infected households to ensure adherence and retention to care; facilitating formation and functioning of saving and lending societies. Such activities are therefore recommended for negative determination with conditions. Under the OVC Next Gen Activities, there are a number of interventions from training and support to facilitate linkage to treatment, and viral suppression and to improve socio-economic capacity of at-risk adolescent girls and young women (AGYW) and OVC caregivers. With this case, both Categorical Exclusion and negative determination with conditions are recommended for interventions under the OVC Next Generation Activities in the North Eastern Zone and Southern Zone.

However, if the implementer proposes any new interventions outside the scope of the approved Regulation 216 environmental documentation, they shall prepare an amendment to the documentation for USAID to review and approve. Any interventions that will be determined to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

Climate Risk Analysis

The climate change risk analysis for this award relies very much upon the Tanzania Climate Risk Profile prepared for USAID under the Climate Change Adaptation, Thought Leadership, and Assessments Task Order. This Profile indicates that Tanzania is facing rising temperatures, longer dry spells, more intense rainfall, and sea level rise, all of which make Tanzania the 26th most vulnerable country to climate risks according to USAID's climate risk profile¹. Changes in climatic conditions such as higher temperatures and heavier rainfall events can promote the spread of various diseases including malaria, diarrhea, cholera and typhoid. These OVC Next Gen Activities however, are not

¹ USAID Climate Risk Profile Tanzania. 2018. https://www.climatelinks.org/sites/default/files/asset/document/20180629_USAID-ATLAS_Climate-Risk-Profile-Tanzania.pdf.

expected to significantly contribute to, or be impacted by, changing climatic conditions and are therefore considered to be at low risk.

Gender and Women's Empowerment

Gender impacts all development outcomes for women and men; to be most effective, health programs must take a gender lens in all stages of programming – planning, implementation, monitoring, and evaluation – and at all points along the HIV continuum. For OVC programming, it is critical that risk vulnerability factors for girls and boys, access to OVC services, design of interventions and support be considered.

In Tanzania, for example, in most traditional households, men control decisions regarding the use of contraception and access to health services. Men control women's access to health services, because they are the primary household decision-makers and control the majority of household economic resources. Gender-based violence is also widespread in Tanzania, and it limits women and girls' ability to negotiate safer sexual practices, access to services, and disclose any health issue that they may be experiencing.

Gender equality and women's empowerment are essential for achieving the results of the OVC Next Gen Activities. The Recipient will implement interventions that include the identification and correction of gender-based inequities in OVC and AGYW service delivery. These should address the underlying reasons for gender-based differences and gender-appropriate approaches when designing, implementing, monitoring, and evaluating their work. All of the Applicant's interventions should assert and uphold the right of all individuals to quality health services. The Activities will be expected to:

- Implement programs that explicitly seek to shift gender norms—called “gender transformative” programming— which are more effective in improving health outcomes than those that do not. Investing in transforming gender norms can also be cost-effective and improve program sustainability.
- Pay particular attention to any potential increases in gender-based violence; know and apply referral pathways to provide quality support to survivors.
- Ensure that male engagement efforts do not compromise women's safety and ability to make decisions and access services. Track this carefully through monitoring and evaluation reports and participation.

Youth Inclusion

The USAID Youth in Development Policy aims to strengthen youth programming, participation, and partnership in support of Agency development objectives and to mainstream and integrate youth issues and meaningfully engage young people across Agency initiatives and operations. In Tanzania, youth empowerment and inclusion are critical cross-cutting issues throughout the Mission's CDCS results framework. A sound local knowledge base is essential to understanding the factors that influence the vulnerability of youth. The Activities will use national and council-level data to understand the extent of the epidemic with respect to both females and males and analyze factors that define their vulnerability to HIV infection. The OVC Next Gen Activities will ensure the identified vulnerability factors are addressed to increase support for both female and male children, youth and families affected by or living with HIV.

The OVC Next Gen Activities will employ evidence-based, comprehensive approaches that address the multiple factors that impact violence, both factors that increase risk of violence and factors that protect against risk and promote positive youth development and well-being. The interventions will improve GBV/VAC case identification and response for children and adolescents; expand access to antiretroviral treatment, prevention and treatment of opportunistic infections for children and young people using family centred approaches; and improve access to early infant diagnosis of HIV as well as nutritional support. Furthermore, the Activities will accelerate the provision of HIV prevention services for young people using evidenced-based models such as DREAMS. The Activities aim to scale up access to primary prevention within families, including HIV status awareness, reduction of factors that place youth at risk for perpetrating violence, conduct violence risk screening, and promote factors that protect youth at risk for violence. The Activities will address multiple levels of influence on youth violence and risk: individual, family, community, and society.

Sustainability and the Journey to Self-Reliance

USAID defines self-reliance as a country's ability to plan, finance, and implement solutions to solve its own development challenges. The Journey to Self-Reliance has been characterized by two mutually reinforcing factors: local capacity and commitment. Commitment is defined as the degree to which a country's laws, policies, actions, and informal governance mechanisms – such as cultures and norms – support progress towards self-reliance. Capacity is defined by a country's ability to efficiently and effectively manage the human, financial, and technical resources it must have to meet its public health goals. Effective development partnerships are characterized by a collective shared vision between funders and local actors, common definitions of success, shared contribution of resources, and mutual accountability to communities and beneficiaries.

The foundational assumption of the OVC Next Generation Activities is that the empowerment of indigenous stakeholders by supporting locally-generated and driven interventions with a framework of accountability will result in sustainable achievements that will far outlast the period and level of USAID/Tanzania investment. With this in mind, for Years 4 and 5 of the award, the Recipient must provide a Sustainability Plan as an annex to its Annual Implementation Plan (i.e., work plan).

Activity Integration

Integration is a key component of USAID/Tanzania's Country Development Cooperation Strategy (CDCS). The CDCS advances USAID's core values of empowerment and inclusion and key principles of engagement which include partnership, capacity building, integration, and learning. USAID/Tanzania recognizes the complexity of Tanzania's development challenges and the value of addressing them using multiple tools and perspectives that cross sectors. Integration is defined broadly as "Partnering to apply sound development principles and practices to address political, economic, social and governance factors across sectors to improve the sustainability of development investments and results." In short, the Applicant should seek opportunities to partner and collaborate with other OVC programming and across sectors to improve the sustainability and impact of planned outcomes and results.

7. MONITORING EVALUATION AND LEARNING (MEL)

Under the results-focused OVC Next Gen Activities, the Applicant is required to create a Monitoring, Evaluation, and Learning (MEL) Plan detailing how it will ensure robust monitoring of all interventions. The MEL plan will be used to measure and assess the Activities' results with

appropriate performance indicators and target outputs and outcomes for each level of the results framework. Data quality is critical, and the Applicant must use systems that ensure quality data within short timeframes and be prepared for regular data quality assessments (DQAs). Any experimental and/or quasi-experimental research designs must be clearly reflected in the Applicant's MEL plan. The Applicant is also expected to integrate Developmental Evaluation (DE) activities within the project, developing a DE plan that includes intervention areas to be monitored and evaluated for real time, continuous program improvement throughout the life of the project.

The MEL Plan will feed into USAID/Tanzania's CDCS Performance Management Plan and incorporate indicators currently collected through the Agency's annual Performance Plan and Report. To ensure data-driven decision-making, the Applicant will track and analyze progress against the Activities' targets and also consider other data collected through GoT and USG monitoring and evaluation systems and findings from periodic and national population and community-based surveys conducted by other entities. The USG will continue to compile and analyze data concerning the achievements and performance of all its OVC implementing partners in comparison with national data as well as data from other donor-funded programs addressing HIV and vulnerable children.

USAID/Tanzania is required to report semi-annually to PEPFAR on the OVC MER indicators. In addition, USAID/Tanzania will report semi-annually to USAID/Washington on required and optional custom indicators, and the Applicant must inform this reporting. A summary of OVC indicators, reporting requirements, and frequency is provided below:

Indicator	Reporting Requirements	Frequency
OVC_SERV	MER - required	semi annual
OVC_HIVSTAT	MER - required	semi annual
OVC_VL_ELIGIBLE (<18)	OHA custom - required	semi annual
OVC_VLR (<18)	OHA custom - required	semi annual
OVC_VLS (<18)	OHA custom - required	semi annual
OVC_OFFER	OHA custom - required	semi annual
OVC_ENROLL	OHA custom - required	semi annual
OVC_SERV_SUBPOP	OHA custom - OPTIONAL	semi annual
OVC_DREAMS_OVERLAP	OHA custom - OPTIONAL	semi annual
OVC_HIVSTAT_18+	OHA custom - OPTIONAL	semi annual
OVC_HIVSTAT_UNKNOWN	OHA custom - OPTIONAL	semi annual
OVC_TST_ASSESS	OHA custom - OPTIONAL	semi annual
OVC_TST_RISK	OHA custom - OPTIONAL	semi annual
OVC_TST_REFER	OHA custom - OPTIONAL	semi annual
OVC_TST_REPORT	OHA custom - OPTIONAL	semi annual

The Applicant may also be required to contribute to USAID/Tanzania's high frequency reporting (HFR) for PEPFAR-supported programming, as appropriate. (End of Program Description)

Appendix 1: List of Target Councils in the North Eastern Zone

Region	Councils
Arusha	Arusha City Council
	Arusha District Council
	Meru District Council
Kilimanjaro	Moshi City Council
	Moshi District Council
Singida	Iramba District Council
	Singida Municipal Council
	Manyoni District Council
Tanga	Tanga City Council
² Manyara	TBD
Dodoma	Dodoma Municipal Council
	Kongwa District Council
	Chamwino District Council
Morogoro	Kilombero District Council
	Kilosa District Council
	Morogoro Municipal Council
	Morogoro District Council
	Ulanga District Council
	Mvomero District Council
	Ifakara Town Council
	Malinyi District Council

Appendix 2: List of Target Councils in the Southern Zone

Region	Councils
Mtwara	Masasi District Council
	Masasi Town Council
	Mtwara Municipal Council
³ Lindi	TBD
Iringa	Kilolo District Council
	Mufindi District Council
	Mafinga Town Council
	Iringa Municipal Council
	Iringa District Council
Njombe	Ludewa District Council
	Makambako Town Council
	Makete District Council
	Njombe District Council
	Njombe Town Council
	Wanging'ombe District Council

² No work will be done in Manyara until instructed by USAID

³ No work will be done in Lindi until instructed by USAID

Ruvuma	Mbinga Town Council
	Mbinga District Council
	Nyasa District Council
	Songea District Council
	Songea Municipal Council
	Tunduru District Council

[End Of Section A]

Section B: Federal Award Information

1. Estimate of Funds Available and Number of Awards Contemplated

Subject to funding availability of funds, USAID intends to award two Cooperative Agreements pursuant to this notice of funding opportunity. USAID intends to provide \$28,500,000 in total for the Southern Zone and \$27,500,000 in total for the North Eastern Zone, both funding for a five (5) year period.

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

2. Start Date and Period of Performance for Federal Awards

The anticipated period of performance is five (5) years. The estimated start date will be upon the signature of the award, or about January 2022.

3. Substantial Involvement

USAID will be substantially involved in the award as follows:

- Approval of Recipients' Implementation Plan
- Approval of Specified Key Personnel
 - To be added after award
- Agency and Recipient Collaboration or Joint Participation to include the following:
 - Funding for PEPFAR activities is approved through the PEPFAR Country Operational Plan (COP) process.
 - The AO or AOR, as appropriate, will communicate any changes in technical guidance and funding levels that may affect implementation. This may have a bearing on geographical locations and implementation schedule.
 - The Recipient's activities contribute to the UNAIDS goal of controlling the HIV pandemic by 2030 and more specifically, achieving one or more of the 95-95-95 goals. Therefore, USAID will continuously review relevant data from the Recipient and other partners implementing PEPFAR-funded activities in Tanzania; the lessons learned from that information may be used to direct or redirect the Recipient to adopt evidence-based approaches, scale up best practices, or discontinue specific interventions. If such changes have an impact on the Recipient's budget or ability to achieve agreed upon results within the award period of performance, the Recipient must notify the AO in writing within 15 calendar days of receiving written guidance from the AO or AOR.
- Approval of the recipient's Monitoring Evaluation and Learning (MEL) plan.
- Approval for the sub-award, transfer, or contracting out of any work under the award not included in the application and original budget.
- Monitor to authorize specified kinds of direction or redirection because of relationships with other projects.

4. Authorized Geographic Code

The geographic code for the procurement of commodities and services under this program is 935 (any area or country including the recipient country but excluding any country that is a prohibited source).

5. Nature of the Relationship between USAID and the Recipient

The principal purpose of the relationship with the Recipient under the subject activity is to transfer funds to accomplish a public purpose of support or stimulation of the OVC Next Generation Activity, which is authorized by Federal statute. The successful Recipients will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of their awards through the application of sound management practices. The Recipients 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.

6. Title to Property

Property title under the resultant agreement shall vest with the recipient in accordance with the requirements of Mandatory Standard Provision for Non-US Organizations, [*Title To And Use Of Property \(December 2014\)*](#).

[End Of Section B]

Section C: Eligibility Information

1. Eligible Applicants

To be eligible to submit a concept paper, applicants must meet all of the following initial eligibility requirements when submitting its concept paper. Applicants that do not meet every single requirement must not submit a concept paper. If an applicant is found not to meet one or more of the requirements, the concept paper will not be reviewed by USAID.

Initial Eligibility Requirements

1. The applicant must be a local entity. Applicants must submit supporting documentation that establishes their compliance with the requirements.

Applicants must meet all three areas of eligibility:		
1.	either	must be incorporated or legally organized under the laws of, and have its principal place of business in the country served by the PEPFAR program with which the entity is involved;
	or	must exist in the region where the entity's funded PEPFAR programs are implemented
2.	either	must be at least 75% beneficially owned at the time of application by individuals who are citizens or lawfully admitted permanent residents of that same country
	or	at least 75% of the entity's staff (senior, mid-level, support) at the time of application must be citizens or lawfully admitted permanent residents of that same country.
3.		where an entity has a Board of Directors, at least 51% of the members of the Board must also be citizens or lawfully admitted permanent residents of such country.

2. The entity must have at least 3 years previous experience implementing PEPFAR interventions (funded by any USG department/agency, for example CDC, DoD, State, etc.), either as a prime recipient, contractor, sub-recipient, or subcontractor.

Applicants that are/were prime recipients/contractors must provide the name of the funding agency and the number of the award with the period of performance as well as the name of the Agreement/Contracting Officer.

Applicants that are/were sub-recipients/subcontractors must provide the name of the prime recipient/contractor with the period of performance as well as the name and contact information of the contracts staff who managed the sub-award/subcontract.

3. Must have established M&E team with demonstrated PEPFAR DATIM reporting experience, either directly to DATIM as a prime recipient/contractor or indirectly as a sub-recipient or subcontractor through the prime recipient/contractor.

Applicants must provide a written description of no more than 200 words describing their existing M&E team (number of staff, titles, responsibilities) and the staff's/organizations' experience with DATIM reporting.

4. Must have at least one established physical office in one of the regions in the zone for which the applicant is applying. Must be currently implementing activities or interventions in at least 25% of the councils in the zone for which the applicant is applying.

Applicants must provide the physical address of their office and a means of verification of the address, for example copy of lease, ownership documentation.

Applicants must provide the names of the staff assigned to councils (that make up 25% of the councils in the zone) with contact information for the staff and documentation establishing that the staff are assigned to the specific council.

5. Must have an overall operating budget of at least US\$1 million per year for the last three years, as evidenced by audit reports.

Applicants must submit completed audits from a recognized audit firm for the last three years.

6. Must have an existing, functioning OVC case management system that is aligned to the Government of Tanzania's Ministry of Health, Community Development, Gender, Elderly, and Children's National Integrated Case Management System. System may be electronic or hard-copy or a combination of both.

Applicants must provide a written description of their case management system of no more than 150. The description must mention how many cases are being managed, how long the system has been in use, how it functions, how it is managed, and any other relevant information.

7. Must have a current, established referral system with local Care and Treatment Centers in the applicant's operating areas.

Applicants must provide letters confirming the established relationship.

8. Must have at least 3 years experience implementing differentiated OVC service packages.

In no more than 200 words, applicants must provide a written description of the OVC service packages they provide.

See Section D for submission requirements for the information that is required to be submitted with the concept paper.

2. Cost Sharing or Matching

Cost-sharing or matching is not required under this NOFO.

3. Unique Entity Identifier and System Award Management (SAM)

Dun and Bradstreet and SAM.gov Requirements

<https://usaidlearninglab.org/library/doing-business-usaid-duns-and-sam-systems-101>

USAID will not award to applicants until the applicants have complied with all applicable unique entity identifier and SAM requirements. Each applicant is required to:

- (i) Be registered in SAM before submitting its full application.
- (ii) Provide a valid unique entity identifier in its full 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.

[End of Section C]

Section D: Application And Submission Information

1. Agency Point of Contact

Agnes Ng'anga
Acquisition & Assistance Specialist
USAID/Tanzania
686 Old Bagamoyo Road, Msasani
P. O. Box 9130
Dar es Salaam, Tanzania
Email: anganga@usaid.gov

and

Sascha Kemper
Agreement Officer
USAID/Tanzania
686 Old Bagamoyo Road, Msasani
P. O. Box 9130
Dar es Salaam, Tanzania
Email: skemper@usaid.gov

2. Questions and Answers

Questions regarding this NOFO must only be submitted in writing to usaidtzco@usaid.gov with a copy to anganga@usaid.gov and skemper@usaid.gov no later than the date and time indicated on the cover letter, as amended. Under no circumstances will verbal queries be accepted, and no verbal responses will be provided. USAID/Tanzania's responses to questions concerning this NOFO will be furnished without attribution, to all prospective Applicants simultaneously.

3. Application Submission Procedures

Phase I – Procedure for the Concept Paper:

Applicants must submit documentation establishing compliance with the requirements at the same time that the applicant submits the concept paper. The documentation must be submitted in a separate email to skemper@usaid.gov, anganga@usaid.gov, and usaidtzco@usaid.gov. There is no page limit on the documentation.

Incomplete or missing documentation will lead to the concept paper and applicant being disqualified. If USAID is not able to verify compliance with all eligibility requirements, the applicant will be disqualified. It is solely the applicant's responsibility to ensure that sufficient documentation is submitted that clearly establishes that the applicant meets all eligibility requirements.

1.a. Technical Instructions for the Concept Paper

The concept paper will be an overview of the applicant's proposed technical approach. Applicants must demonstrate their understanding of the needs of OVC and the overall operating environment for OVC programming at both the national and local level. The concept paper must present a technically sound,

evidence-based, feasible, innovative and sustainable strategic vision for achieving the outcomes and expected results set out in the Program Description.

The Applicant's technical approach must address the underlying gender dynamics affecting OVC service delivery and describe how it will meaningfully engage youth in activity design, implementation and monitoring.

Applicants must not develop a budget. The concept paper will be entirely based on the Applicant's ability to illustrate a coherent and succinct technical approach that meets NOFO criterion.

1. b. Submission Instructions:

Applicants must submit a concept paper in English, not to exceed 6 pages, accompanied by a cover page and list of Acronyms (both excluded from the page limitation).

Applicants can submit a concept paper only for one of the implementation areas: the South Zone or North Eastern Zone. Applicants cannot apply for both Zones. Applicants that submit applications for both zones will be disqualified.

Concept papers must be submitted electronically and must be sent to skemper@usaid.gov, anganga@usaid.gov, and usaidthco@usaid.gov. Concept papers are due by the time stipulated on the cover page of the NOFO. No hand delivered applications will be accepted or reviewed. NO EXCEPTIONS. The applicant is responsible for ensuring that the complete application is received by the deadline. The time of receipt for electronic submission will be based on the automatic electronic delivery time stamp from the usaid.gov e-mail server. **Please do not send files in ZIP format. Each e-mail message should not exceed 10 MB.** Following are the procedures for submission of applications by e-mail:

1. Before sending your documents to USAID as e-mail attachments, convert them into Microsoft Word or Adobe PDF and Excel. Signature pages must be converted to Adobe PDF format.
2. Once sent, check your own e-mails to confirm that your attachments were sent. If you discover an error in your transmission, re-send the material again and **note in the subject line of the email that it is a "corrected" Submission.** Do not send the same e-mail more than once unless there has been a change, and if so, note that it is a corrected e-mail. Do not wait for USAID to advise you that certain documents intended to be sent were not sent, or that certain documents contained errors in formatting, missing sections, etc. The applicant is responsible for its submission.
3. To avoid confusion, duplication, and congestion problems with our e-mail system, only one authorized person from your organization must send the e-mail submission.

Phase II – Procedure for the Oral Presentation:

Successful Phase 1 applicants will be invited to participate in Phase 2. Phase 2 will be an oral presentation and technical discussion (co-creation) between the Applicant's team and USAID's subject matter experts.

1. Presentation Instructions to Applicants

1.a Technical Instructions to Applicants:

Applicants will be required to present their technical approaches, rationale, implementation plan, as well as M&E, learning, management and staffing approaches to the selection committee. Applicants must not present their organization's history or information not required in these instructions.

Two of the four required key personnel (see Section E) must participate in the oral presentation. The Chief of Party must be one of the two key personnel. The key personnel must be substantively involved in the presentation and the subsequent co-creation discussion with USAID.

1.b. General Instructions for Oral Presentations

- Presentation will consist of a slide deck (30 slides) in which the applicant must present its technical approach, the management and staffing plan, and the key personnel (see below for more guidance for each section).
- Co-creation – USAID's technical experts will engage the applicant on its presentation, seek clarifications, and provide guidance and points for consideration, thereby sharing knowledge and experiences to suggest ways in which to strengthen the technical approach and to improve anticipated outcomes for the project.
- Time Limit: The Applicant's oral presentation must not exceed 3 hours. The three hours will include a 60-minute presentation of the slides and two hours for Q&A, technical discussion, and inputs from USAID on all aspects of the presentation.
-

The Agreement Officer reserves the right to terminate the presentation if it exceeds the prescribed time limit. The Applicant should be prepared for two hour discussion and question and answer period where USAID will ask clarifying questions on any part of the presentation.

- Recording the Presentation: The Oral Presentation may be recorded by USAID, be available to the Selection Committee for their review during the merit review process, and be maintained as part of the assistance selection record and award file.
- Applicant Attendees: A maximum of five (5) presenters will be allowed from the applicant. Of the 5, at least 2 presenters must be key personnel, including the Chief of Party/Project Director.
- Scheduling: The Oral Presentation will be scheduled as soon as practicable after review of all concept papers, as arranged with the Applicants by the Agreement Officer. USAID reserves the right to reschedule presentations at the sole discretion of the Agreement Officer.
- Location: The Oral Presentations will be done virtually. A link will be provided by USAID.

1. c. Submission Instructions:

Applicants must submit their draft PowerPoint presentation electronically to skemper@usaid.gov, anganga@usaid.gov, and usaidthco@usaid.gov within __ days of receiving notification that the applicant has been selected for Phase 2. USAID will review the draft PowerPoint and may provide feedback to the applicant for revisions.

Applicants must submit their final PowerPoint presentation electronically to skemper@usaid.gov, anganga@usaid.gov, and usaidthco@usaid.gov within __ days of receiving notification that the applicant has been selected for Phase 2. No hand delivered presentations will be accepted or reviewed. Late submissions of the draft or final presentations will result in automatic elimination from the procurement. NO EXCEPTIONS. The applicant is responsible for ensuring that the complete

presentation is received by the deadline. The time of receipt for electronic submission will be based on the automatic electronic delivery time stamp from the usaid.gov e-mail server. **Please do not send files in ZIP format. Each e-mail message should not exceed 10MB.** Following are the procedures for submission of presentations by e-mail:

1. Before sending your presentation to USAID as an e-mail attachment, make sure it is in MS PowerPoint.
2. Once sent, check your own e-mails to confirm that your attachment was sent. If you discover an error in your transmission, re-send the material again and **note in the subject line of the email that it is a "corrected" Submission.** Do not send the same e-mail more than once unless there has been a change, and if so, note that it is a corrected e-mail. Do not wait for USAID to advise you that certain documents intended to be sent were not sent, or that the presentation contained errors in formatting, missing sections, etc. The applicant is responsible for its submission.
3. To avoid confusion, duplication, and congestion problems with our e-mail system, only one authorized person from your organization must send the e-mail submission.

The selection committee will review the presentation and provide written feedback. Presentations will be scheduled by USAID/Tanzania/OAA one week after feedback is provided to give applicants time to finalize their presentation. The final presentation must be sent to USAID/Tanzania/OAA by 3 p.m. the day before the presentation.

Phase III – Procedure for the Full Application:

Successful Phase 2 applicants recommended by the Selection Committee will be invited to submit a full application. Organizations that are not successful will be notified in writing. USAID reserves the right to include only one applicant in phase 3 for each award.

The full application will consist of a technical application and a cost (budget) application.

Applicants in phase 3 will receive written feedback from USAID based on the presentation that must be taken into consideration as the full project description is written. Applicants must submit a full written application to USAID/Tanzania, which will refine and build off of both the concept paper and oral presentation to describe in detail:

- a) The technical approach and strategies
- b) Rationale and resulting results framework
- c) Clearly defined targets and accompanying indicators to achieve IR and sub-IR objectives
- d) Detailed Management and Staffing plan with proposed key personnel staffing (see below for key personnel positions and requirements)
- e) Past Performance Information
- f) Detailed and Summary Life of Project (LOP) budget with budget narratives

1. Technical application:

The **Cover page** must state:

- The project name.

- The proposed Zone (Southern Zone or North Eastern) the applicant is applying for.
- The names of the organizations/institutions involved in the application, with the prime applicant clearly identified and sub-applicants listed separately.
- A contact person for the prime applicant, including this individual's name (both typed and his/her signature), title, address, telephone number, and email address. State whether the contact person is the person with the authority to bind the organization, and if not, identify the authorized person's information and signature with contact information.
- The Tax Identification Number (TIN) and Data Universal Numbering System (DUNS) numbers of the Prime Applicant and any proposed sub-applicants listed separately.

a. Instructions to Applicant:

Applicants must submit a detailed, complete and concise narrative that describes the technical approach to achieving the objectives and expected results as outlined in the Activity Description. The narrative must be no more than 20 pages (12 font size, Times New Roman font, single-spaced, typed in standard A4 paper size with one-inch margins both right and left, and each page numbered consecutively). The applicant must also include a Management and Staffing Section that describes how the proposed personnel will contribute holistically to both technical and administrative needs of this activity.

As an annex (i.e., not included in the 20-page Technical Approach page count), applicants must submit a Monitoring, Evaluation, and Learning (MEL) Plan of no more than 12 pages. The MEL Plan will describe the applicant's approach to data collection, analysis and use for adaptive management. The MEL Plan will include an annotated table containing a list of indicators and targets directly related to the proposed activities and expected results in the Activity Description. Use of PEPFAR OVC MER indicators must be included in this table (see Activity Description for the list of relevant indicators). Baselines for each indicator must be presented whenever possible, citing source data. In the notes, the Applicant must describe how any missing baseline data will be collected within the first six months of activity implementation.

Additionally, applicants must submit the following annexes:

- Draft year one implementation plan outlining the first year of activities.
- Past Performance Information Sheets: Using annex _ of the NOFO, the applicant must provide a list of all awards/activities involving similar or related programs during the past three years. The reference information for these awards must include the performance location, award number (if available), a brief description of the work performed, and a point of contact list with current telephone numbers and email addresses.

Branding and Marking (not to be submitted with the full application)

Finally, the apparently successful applicant for each award will be required to submit a Branding Strategy and Marking Plan. This must only be prepared and submitted when instructed by the AO.

Using annex _ of the NOFO, prepare and submit a Branding Strategy and Marking Plan, in accordance with the USAID Branding and Marking plan as required per ADS 320 (<http://www.usaid.gov/policy/ads/300/320>).

Desired Level of Visibility

The Recipient must ensure that the project (as well as the fact that it is made possible by the American people through USAID) receives broad visibility not only among its beneficiaries and counterparts, but also among the general public in Tanzania. USAID's experience in Tanzania demonstrates critical importance and multiple opportunities for public outreach through information dissemination.

In the case of events, training or conferences related to market-based solutions that are put on by private sector lead firms and not directly by the recipient, a reduced branding and marking approach can be applied. This is to promote more visibility for the role of the private sector and private sector actors in leading these events. However, this does not apply when an event, training or conference is being directly sponsored by the recipient.

4. Business (Cost) Application Format

A complete budget with budget notes must only be submitted for phase III with the full application.

The Applicant must submit a budget that responds to the proposed technical approach.

The cost application must be submitted separately from the technical application. While no page limit exists for the full cost application, the applicant is encouraged to be as concise as possible while still providing the necessary details. The cost application must illustrate the entire period of performance, using the budget format shown in the SF-424A.

The Cost Application must contain the following sections (which are further elaborated below this listing with the letters for each requirement):

- a. Cover page
- b. Signed SF-424 Forms
- c. Budget and Budget Narrative
- d. Additional documentation:
 - Required certifications, assurances, and other statements
 - SF-424B Assurances – Non-construction Programs
 - Dun and Bradstreet and SAM Requirements
 - Reviewed Financial Statements Report or Audited Financial Statements Report
 - Approval of Subawards
 - A copy of personnel (including fringe benefits) and travel policies
 - Other pre-award responsibility information

(1) **Cover Page:** The cost application cover page must contain the same information as the technical application's cover page.

(2) **SF 424 Form(s):** The applicant must sign and submit the cost application using the SF-424 series. Standard Forms can be accessed electronically at the following links:

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424A)

<https://www.grants.gov/web/grants/forms/sf-424-family.html>

Failure to accurately complete these forms could result in the rejection of the application.

(3) Budget and Budget Narrative

A detailed/itemized budget in US dollars in an unprotected MS Excel file (MS Office 2000 or later version) with all formulas included. The applicant must include each line item listed below and include additional line items as applicable to your technical application:

- (i) Personnel
- (ii) Fringe Benefits
- (iii) Consultants
- (iv) Travel, Transportation, and Per Diem
- (v) Equipment and Supplies
- (vi) Contractual and Subawards
- (vii) Training
- (viii) Other Direct Costs
- (ix) De Minimis Rate
- (x) Program Income

The budget must include a breakdown of all costs associated with the activity. The applicant must not budget lump sum amounts. All costs must be broken down to their components. For example, if the applicant plans a training, it must not show as “Training - \$5,000,” but must include individual costs such as: training materials, venue rental, supplies, transportation for participants, honorarium for presenters, etc.

The budget must include costs to ensure appropriate coordination, collaboration and information sharing with other USAID, U.S. Government Agencies, other international donors and the GOT.

Description of the cost elements are provided below:

Personnel: Direct salary and wages should be proposed in accordance with the applicant’s personnel policies and meet the regulatory requirements. Costs of long-term and short-term personnel should be broken down by person years, months, days or hours.

Fringe Benefits: Allowances and services provided by the applicant to its employees as compensation in addition to regular wages and salaries are allowable. A detailed cost breakdown by benefit types should be provided.

Consultants: Services rendered by persons who are members of a particular profession or possess a special skill and who are not officers or employees of the applicant are allowable costs. Costs of consultants should be broken down by person years, months, days or hours.

Travel, Transportation, and Per Diem: Cost principles in 2 CFR 200, Subpart E provide for costs for transportation, lodging, meals and incidental expenses. Costs should be broken down by the number of trips, domestic and international, cost per trip, per diem and other related travel costs.

Equipment and Supplies: Supplies include all property except land or interest in land. Costs should be broken down by types and units.

Contractual and Sub-awards: Per 2 CFR 200.92, a Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. A breakdown of all costs associated with the program according to the costs of, if applicable, headquarters, regional and/or country offices. Applicants who intend to utilize contractors or sub-recipients should indicate the extent intended and provide a complete cost breakdown. Extensive contracts/agreement financial plans should follow the same cost format as submitted by the primary Applicant. A breakdown of all costs according to each partner organization, contract or sub/awardee involved in the program should be provided.

Pursuant to 2 CFR 200 Contract means a legal instrument by which the Applicant purchases property or services needed to carry out the project or program under a resulting award. The term does not include a legal instrument when the substance of the transaction meets the definition of a Federal award or sub-award (see § 200.92 Sub-award), even if the Applicant considers it a contract.

The Applicant must describe the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. All vehicles need to be purchased by the prime recipient.

Individual sub-awards with a value equal to more than \$100,000 proposed as part of application must include the same cost element break-downs in their budget as applicable.

Participant Training: ADS 253 provides for participant training and training in development. Costs should be broken down by types and participants.

Other Direct Costs: Various types of direct costs and many cost elements are allowable. Costs should be broken down by types and units.

De minimis rate: The applicant may choose to charge a de minimus rate of up to 10% of modified total direct costs (see 2 CFR 200.414(f)). If the prospective applicant chooses the de minimus rate, the AO must incorporate the de minimis rate in the award budget and the recipient must follow the requirements in 2 CFR 200.414(f). . USAID is under no obligation to approve the applicant's requested method.

Program income: Provide an overview of the activities that will generate program income and provide details for the amounts of program income that will be generated by the interventions implemented under this award. Program income will be treated as additive, meaning the recipient will spend its program income to further the objectives financed under this award.

Note: Costs for developing the EMMP and environmental compliance implementation and monitoring should be reflected in the cost application. USAID wants to ensure that applicants include costs associated with environmental compliance activities in all applicable categories.

(4) **Additional Information to be submitted with the cost application:**

The following information must be fully completed and submitted along with the Cost Application:

- Required certifications, assurances, and other statements. Recipient must submit all the required certifications described in ADS 303.3.8
<https://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>
- **SF-424B Assurances – Non-construction Programs**
<http://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>
Instructions: <http://www.grants.gov/web/grants/form-instructions/sf-424b-instructions.html>
- **Dun and Bradstreet and SAM Requirements** - USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier (DUNS number) and System for Award Management (SAM) requirements. Each applicant (unless the applicant is an individual or Federal awarding agency that is exempted from requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:
 1. Provide a valid DUNS number for the applicant and all proposed sub-recipients;
 2. Be registered in SAM **before** submitting its application. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient (www.sam.gov).
 3. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin the process early. If an applicant has not fully complied with the requirements above by the time USAID is ready to make an award, USAID may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

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

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

Non-U.S. applicants can find additional resources for registering in SAM, including a Quick Start Guide and a video on how to obtain an NCAGE code, on www.sam.gov, navigate to Help, then to International Registrants.

- **Reviewed Financial Statements Report:** a report issued by a Certified Public Account (CPA) documenting the review of the financial statements was performed in accordance with Statements on Standards for Accounting and Review Services; that management is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework and for designing, implementing and maintaining internal control relevant to the preparation. The account must also state that he or she is not aware of any material modifications that should be made to the financial statements; or

Audited Financial Statements Report: An auditor issues a report documenting the audit was conducted in accordance with Generally Accepted Auditing Standards (GAAS), the financial

statements are the responsibility of management, provides an opinion that the financial statements present fairly in all material respects the financial position of the company and the results of operations are in conformity with the applicable financial reporting framework (or issues a qualified opinion if the financial statements are not in conformity with the applicable financial reporting framework).

- **Approval of Subawards** - The applicant must submit information for all subawards that it wishes to have approved at the time of award. For each proposed subaward the applicant must provide the following:
 - Name of organization
 - DUNS Number
 - Confirmation that the subrecipient does not appear on the Treasury Department's Office of Foreign Assets Control (OFAC) list, per ADS 303.3.21 (a)
 - Confirmation that the subrecipient does not have active exclusions in the System for Award Management (SAM), per ADS 303.3.21 (a)
 - Confirmation that the subrecipient is not listed in the United Nations Security designation list, per ADS 303.3.21 (a)
 - Confirmation that the subrecipient is not suspended or debarred
- A copy of the prime applicant's personnel policy (including fringe benefits) and copy of the prime applicant's travel policies.
- Other pre-award responsibility information

Applicants should submit any additional evidence to facilitate USAID's review of risk posed by Applicants in accordance with the principles established by the Office of Management and Budget (OMB) (see 2 CFR 200.205) that it deems necessary. The information submitted should substantiate that the Applicant:

1. Has financial stability
2. Has quality of management systems and ability to meet the management standards prescribed in 2 CFR 200.205
3. Has a history of performance. The Applicant's history of performance will serve as an indicator of the quality of its future performance.
4. Has reports and findings from audits performed under 2 CFR 200 Subpart F – Audit Requirements of this part or the reports and findings of any other available audits
5. Has the ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

An award shall be made only when the Agreement Officer makes a positive risk assessment that the Applicant possesses, or has the ability to obtain, the necessary management competence to plan and carry out assistance program to be funded and that the Applicant will practice mutually agreed upon methods of accountability for funds and other assets provided by USAID.

For organizations that are new to USAID or organizations with outstanding audit findings, it may be necessary to perform a pre-award survey.

Funding Restrictions:

- Construction will not be funded under this cooperative agreement.
- U.S. government cost principles prohibit profit to recipients and subrecipients of assistance awards.

[End of Section D]

SECTION E: APPLICATION REVIEW INFORMATION

1. Review Criteria and Process

Due dates for phases 2 and 3 will be notified only to those applicants who are selected for the phases. Applicants will be given sufficient time to prepare their oral presentation and full application.

Merit Review Criterion and Review Process for Phase 1 Concept Paper:

The selection committee will use a pass/fail methodology to review concept papers. Each concept paper will receive an overall rating of pass or fail based on the criteria below. If an Applicant receives a “Fail” score on any criteria listed below, they will not advance beyond this phase. Applicants with a fail rating will receive their results via email; no feedback will be provided with regard to their concept paper. Applicants that are not selected for Phase 2 will be notified via email.

Criteria	Pass	Fail
The Applicant proposes a clear, logical, realistic and technically sound approach to delivering a differentiated package of OVC services each of the targeted sub-populations tailored to their needs and vulnerabilities		
Applicant demonstrates a thorough understanding of the needs of OVC, existing community health and social support structures, and the operational context of the Zone to which they’re applying.		
Applicant proposes an approach that promotes effective collaboration with other local actors and leverages partnerships, expertise and resources of both traditional and non-traditional stakeholders		
Applicant addresses the underlying gender dynamics affecting OVC service delivery and meaningfully engages youth in activity design, implementation and monitoring		

Merit Review Criteria and Review Process for Phase 2 Oral Presentation:

The applicants whose applications are selected for each region will be notified and provided sufficient time to prepare their oral presentations.

The evaluation of oral presentations will be completed using the following merit review criterion that are listed in order of importance starting with the most important criterion listed first. Therefore, criterion 1 (Technical approach) is more important than criterion 2 (Management and Staffing approach). Criterion 2 (Management and Staffing approach) is equally as important as criterion 3 (Key Personnel).

CRITERION	CRITERION NAME
Criterion 1	Technical Approach
Criterion 2	Management and Staffing
Criterion 3	Key Personnel

2.a. Applicant Instructions & Review Criterion 1

CRITERION 1	CRITERION NAME:	Technical Approach	IMPORTANCE or WEIGHT:	Most important
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i. Instructions to Applicant:

The presentation must describe the applicant's key strategies, planned activities, and approaches, and the rationale for selecting the strategies and activities the Applicant will implement to accomplish the objectives and results identified in the NOFO. Applicants must also present a synopsis of first year implementation activities and proposed targets. Applicants must also present their Monitoring, Evaluation and Learning strategy across Intermediate Results.

ii. Review Criterion:

The Technical Approach will be evaluated for overall quality, completeness, and the extent to which it:

- Demonstrates an in-depth understanding of the needs of OVC and the overall operating environment for OVC programming at both the national and local level
- Presents a technically sound, evidence-based, feasible, innovative and sustainable strategic vision for achieving the quantifiable outcomes and expected results set out in the Activity Description
- Illustrates strong linkages with other key stakeholders, including support for GOT and community structures and systems and integration with other PEPFAR programs (with a focus on clinical programs)
- Addresses the underlying gender dynamics affecting OVC service delivery and meaningfully engages youth in activity design, implementation and monitoring
- Provides a feasible and comprehensive MEL Plan that clearly tracks progress in relation to the outcomes and expected results, includes ambitious yet realistic targets and outlines how data will be used for adaptive management and continuous quality improvement.

2.b. Applicant Instructions & Review Criterion 2

CRITERION 2	CRITERION NAME:	Management and Staffing Approach	IMPORTANCE or WEIGHT:	Second in Importance
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i. Instructions to Applicant:

Within the presentation, Applicants must present its management and staffing approach that describes the method for carrying out the proposed technical components of the activity and internal and external

communication flows to meet expected results. Applicants must clearly describe the overall management plan for both managerial and administrative functions; include a description of staffing roles and responsibilities; and explain how the proposed staffing skills and structure will address key elements of implementation, cross-cutting elements, and core principles across all IRs to meet programmatic goals.

ii. Review Criterion:

USAID will evaluate the strength of the management and staffing approach based on the extent to which it:

- Is logical, organized and appropriately staffed with the right number of people and complement of both technical and administrative skills to effectively manage the program towards the achievement of the outcomes and expected results laid out in the Activity Descriptions
- Represents a realistic and efficient allocation of resources and expertise consistent with the activity approach, geographic scope, and how it aligns personnel with the activity's technical, coordination, and communication needs

2.c. Applicant Instructions & Review Criterion 3

CRITERION 3	CRITERION NAME:	Key Personnel	IMPORTANCE WEIGHT:	or	Equal importance to 2
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a. Instructions to Applicant:

10 days prior to the due date of the concept papers, applicants must submit a key personnel annex proposing key personnel candidates to be included in the award by email. The applicant must include a three-page CV for each proposed key personnel with a list of three references (at least one superior, one subordinate, and one peer), and signed commitment letters from the proposed candidates.. USAID/Tanzania may seek reference information from individuals in addition to those submitted by the applicant. Prime applicants must not sign exclusivity agreements with any proposed key personnel.

Applicants must propose the following four Key Personnel positions:

- (1) Chief of Party/Project Director;
- (2) Deputy Chief of Party/Technical Director;
- (3) Monitoring, Evaluation, and Learning Manager; and
- (4) Finance Manager.

Two of the four required key personnel must participate in the oral presentation. The Chief of Party must be one of the two key personnel. The key personnel must be substantively involved in the presentation and the subsequent co-creation discussion with USAID.

b. Merit Review Criterion:

The Key Personnel will be evaluated on the extent to which the participating candidates possess the knowledge, skills, and experience outlined in this NOFO, as reflected in the description of the

candidates' qualifications, and their ability to substantively and meaningfully participate in the oral presentation and subsequent co-creation discussion with USAID.

The required key personnel positions are as follows:

Chief of Party/Project Director

The Chief of Party must meet the following minimum qualifications:

- Master's degree in public health, medicine, or other appropriate field.
- At least seven years of senior-level managing programs of similar size, complexity, and setting.
- Experience in OVC programming.
- Knowledge of USG health initiatives.

Additional Requirements for the Chief of Party/Project Director

- The Chief of Party/Project Director must be 100% dedicated to the project. An applicant's CEO/Executive Director may not serve in this position.
- The Chief of Party/Project Director must be fully and completely authorized to make technical, programmatic, budgetary, and other decisions on behalf of the project

Deputy Chief of Party/Technical Director

The Deputy Chief of Party/Technical Director must meet the following minimum qualifications:

- Master's degree in public health, medicine, social sciences, community development, or a related degree.
- At least five years of senior-level technical experience in health programming and service delivery, including in OVC.

Additional Requirements for the Deputy Chief of Party/Technical Director

- The Deputy Chief of Party/Technical Director must be 100% dedicated to the project.

Monitoring, Evaluation, and Learning Manager

The Monitoring, Evaluation, and Learning Manager must meet the following minimum qualifications:

- Master's degree in a relevant field.
- At least five years' experience in monitoring and evaluation related to health programs. Experience with PEPFAR data systems preferred.
- Experience in data collection, verification, analysis, presentation and use for adaptive management.
- Experience designing MEL systems and developing MEL plans for donor-funded projects

Additional Requirements for the Monitoring, Evaluation, and Learning Manager

- The Monitoring, Evaluation, and Learning Manager must be 100% dedicated to the project.

Finance Manager

The Finance Manager must meet the following minimum qualifications:

- Master's degree in accounting, finance or a related field .
- Certified Public Accountant
- At least ten years of experience in accounting and financial management on donor-funded projects.
- Knowledge of USG cost principles, rules, and regulations preferred.

The Selection Committees will recommend applicants for inclusion in phase 3 based on the overall rating assigned to the phase 2 presentations.

Merit Review Criteria and Review Process for Phase 3 Full Application:

The full application, if there is more than one applicant per award in phase 3, will be evaluated against the following review criteria:

CRITERION	CRITERION NAME	Importance
Criterion 1	Technical Approach	Most important
Criterion 2	Management and Staffing	2 nd most important

The full application will be evaluated for overall quality and completeness and the extent to which the refined technical approach:

- Demonstrates an in-depth understanding of the needs of OVC and the overall operating environment for OVC programming at both the national and local level
- Presents a technically sound, evidence-based, feasible, innovative and sustainable strategic vision for achieving the quantifiable outcomes and expected results set out in the Activity Description
- Illustrates strong linkages with other key stakeholders, including support for GOT and community structures and systems and integration with other PEPFAR programs (with a focus on clinical programs)
- Addresses the underlying gender dynamics affecting OVC service delivery and meaningfully engages youth in activity design, implementation and monitoring
- Provides a feasible and comprehensive MEL Plan that clearly tracks progress in relation to the outcomes and expected results, includes ambitious yet realistic targets and outlines how data will be used for adaptive management and continuous quality improvement.

The Management and Staffing Plan will be evaluated on the extent to which it demonstrates that the applicant, including institutional partners, can successfully carry out the activity's objectives, achieve

expected results, and effectively manage and implement activities. Moreover, the plan will be evaluated to the extent to which it:

- Is logical, organized and appropriately staffed with the right number of people and complement of both technical and administrative skills to effectively manage the program towards the achievement of the outcomes and expected results laid out in the Activity Descriptions
- Represents a realistic and efficient allocation of resources and expertise consistent with the activity approach, geographic scope, and how it aligns personnel with the activity's technical, coordination, and communication needs

2. Business Review

Cost applications will be evaluated for cost effectiveness, completeness, reasonableness, allowability, and realism. This analysis is intended to determine the degree to which the costs included in the cost application are fair and reasonable. Other considerations are adequacy of budget detail and consistency with elements of the technical application.

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. An award will be made to the responsible Applicant whose application best responds to the criteria specified in the NOFO and proposes fair and reasonable costs.

3. Anticipated Announcement and Federal Award Dates

Award will be made to the responsible Applicant whose technical application is most advantageous to the U.S. government, with cost and other factors also considered. The AO makes the final award decision, taking into consideration the recommendations of the Merit Review Committee. Anticipated award date is on/about January 2022.

[End of Section E]

Section F: Federal Award Administration Information

1. Federal Award Notices

Award of the agreement contemplated by this NOFO cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While USAID anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award.

2. Administrative & National Policy Requirements

The resulting award(s) from this NOFO will be administered in accordance with the following policies and regulations.

ADS 303, 2 CFR 200 Subpart E – Cost Principles, and the following Standard Provisions for Non-U.S. Non-governmental Organizations will apply. (Note: the full text of these provisions may be found at: <https://www.usaid.gov/ads/policy/300/303mab>).

2.1 Mandatory Standard Provisions for Non-U.S. Non-governmental Organizations

No.	Standard Provision
M1	Allowable Costs (November 2020)
M2	Accounting, Audit, And Records (March 2021)
M3	Amendment Of Award And Revision Of Budget (August 2013)
M4	Notices (June 2012)
M5	Procurement Policies (June 2012)
M6	Usaid Eligibility Rules For Procurement Of Commodities And Services (May 2020)
M7	Title To And Use Of Property (December 2014)
M8	Submissions To The Development Experience Clearinghouse And Data Rights (June 2012)
M9	Marking And Public Communications Under Usaid-Funded Assistance (December 2014)
M10	Award Termination And Suspension (December 2014)
M11	Recipient And Employee Conduct (June 2018)
M12	Debarment And Suspension (June 2012)
M13	Disputes And Appeals (December 2014)
M14	Preventing Transaction With, Or The Provision Of Resources Or Support To, Sanctioned Groups And Individuals (May 2020)
M15	Trafficking In Persons (April 2016)
M16	Voluntary Population Planning Activities – Mandatory Requirements (May 2006)
M17	Equal Participation By Faith-Based Organizations (June 2016)
M18	Nondiscrimination (June 2012)
M19	Usaid Disability Policy - Assistance (June 2012)
M20	Limiting Construction Activities (August 2013)
M21	Usaid Implementing Partner Notices (Ipn) Portal For Assistance (July 2014)
M22	Pilot Program For Enhancement Of Grantee Employee Whistleblower Protections (September 2014)
M23	Submission Of Datasets To The Development Data Library (October 2014)
M24	Prohibition On Requiring Certain Internal Confidentiality Agreements Or Statements (May 2017)

M25	Child Safeguarding (June 2015)
M26	Mandatory Disclosures (November 2020)
M27	Nondiscrimination Against Beneficiaries (November 2016)
M28	Conflict Of Interest (August 2018)
M29	Prohibition On Certain Telecommunication And Video Surveillance Services Or Equipment (August 2020)

2.2 Required as Applicable Standard Provisions for Non-U.S. Non-governmental Organizations

No.	Standard Provision
RAA1	Advance Payment And Refunds (November 2020)
RAA2	Reimbursement Payment And Refunds (December 2014)
RAA3	Indirect Costs – Negotiated Cost Rate Agreement (Nicra) (November 2020)
RAA4	Indirect Costs – Charged As A Fixed Amount (Nonprofit) (June 2012)
RAA5	Indirect Cost – De Minimis Rate (November 2020)
RAA6	Universal Identifier And System For Award Management (November 2020)
RAA7	Reporting Subawards And Executive Compensation (November 2020)
RAA8	Subawards (December 2014)
RAA9	Travel And International Air Transportation (December 2014)
RAA10	Ocean Shipment Of Goods (June 2012)
RAA11	Reporting Host Government Taxes (June 2012)
RAA12	Patent Rights (June 2012)
RAA13	Exchange Visitors And Participant Training (June 2012)
RAA14	Investment Promotion (November 2003)
RAA17	Foreign Government Delegations To International Conferences (June 2012)
RAA24	Conscience Clause Implementation (Assistance) (February 2012)
RAA25	Condoms (Assistance) (September 2014)
RAA26	Prohibition On The Promotion Or Advocacy Of The Legalization Or Practice Of Prostitution Or Sex Trafficking(Assistance) (September 2014)
RAA27	Limitation On Subawards To Non-Local Entities (July 2014)
RAA28	Contract Provision For DbA Insurance Under Recipient Procurements (December 2014)
RAA29	Contract Award Term And Condition For Recipient Integrity And Performance Matters (April 2016)
RAA31	Never Contract With The Enemy (November 2020)

3. Reporting Requirements

The Recipient must adhere to all reporting requirements listed below. All plans and reports must be submitted in English. Documents must be submitted electronically by email. All reports must be submitted by the due date for review by the USAID Agreement Officer's Representative (AOR) designated by the Agreement Officer. The Agreement Officer and designated Acquisition & Assistance Specialist must be copied on each submission. The Applicant will consult the AOR on the format and expected content of reports prior to submission.

PLANS:

Annual Implementation Plans: The Recipient is expected to prepare a first work plan covering the effective date of the award through September 30, 2022 and submit it within 60 days after the effective date of the award. The Recipient will submit subsequent work plans by May 1st of every year covering October 1 - September 30. The work plan (including annexes) must not exceed 30 pages. After submission of the first draft, the recipient will make a presentation of the work plan to the AOR and the Activity Management Team (AMT) and receive feedback. The AOR will provide written highlights of the review and feedback within 15 working days of the presentation. The recipient is required to finalize the implementation plan, incorporating the feedback, no later than 15 calendar days after receipt of the AOR's written comments. The work plan will concisely outline:

- Key activities, proposed accomplishments, and expected progress towards achieving planned results. If proposing changes to future year targets, include the new targets and justification for these changes;
- Timeline for implementation of the year's proposed activities, including target completion dates;
- Information on how activities will be implemented and supervised;
- Personnel requirements to achieve expected outcomes;
- Major commodities and equipment to be procured if/when applicable. The commodities and equipment should have been approved in the award or approved by the Agreement officer in writing for it to be included in the work plan;
- Details of collaboration with other donor partners and other USG-funded activities;
- Planned short-term and long-term technical assistance (STTA/LTTA) required
- Detailed budget to allow appropriate evaluation of the implementation plan. The budget should delineate an overall budget by line item and be broken down by quarterly projections;
- As an annex, prepare an Environmental Mitigation and Monitoring Plan (EMMP) describing how the Recipient will, in specific terms, implement all Initial Environmental Examination (IEE) conditions that apply to proposed activity interventions. Submit a base original EMMP and every subsequent year, submit an updated version of the EMMP.
- In an annex, an activity Fact Sheet. This is a briefer that will include a summary of the activity, the development problem to be solved, expected results from the activity, budget, duration, location in Tanzania (by region), USAID and partner contact information; and
- In an annex, provide a sustainability plan that describes its approach to building the capacity of host government entities to continue interventions beyond the end of the activity. The plan must outline any resource leveraging from non-U.S. government sources and describe linkages to the achievement of the activity objectives. The plan must include a set of realistic benchmarks and indicators that qualify the increasing sustainability of these approaches and measure the attainment of activity results. The plan must outline a clear phase-out exit strategy and timeline of execution, including a description of the methodology it will use in determining areas and levels of sustainability.

Monitoring, Evaluation, and Learning (MEL) Plan: Within 90 calendar days of the start of the award, the Recipient is required to submit a MEL plan to the USAID AOR for approval. The MEL Plan is a tool used to support the management of the activity and to inform USAID and the Recipient about whether and how an activity is making progress toward stated results. The MEL Plan should be keyed to the results framework and shall cover the full period of performance for this Cooperative Agreement. At a minimum, it shall include:

- The results to be achieved by the project disaggregated by age and gender (where applicable);
- The performance indicators and context indicators (including indicator reference guides) that will be used to measure achievement of the results. The Recipient may also look beyond

indicators to incorporate other monitoring approaches. The monitoring plan should explain each monitoring approach used and associate it with specific results from the activity's logic model;

- The method of data collection to be used to obtain the indicator data;
- Description of how the data will be collected, stored and analyzed;
- Description of how the Recipient will monitor activity interventions, measure results, ensure data quality, and use data to inform on-going activities;
- A Learning Plan, which will establish a learning agenda and may identify learning questions that relate to activity or project logic models, or potential gaps in the theory of change or technical knowledge base. The learning plan may also indicate how the activity will address learning questions or knowledge gaps and identify ways to allow for adjustments as circumstances change or learning evolves. The learning plan should detail the frequency with which learning, and reflection occur and who will be involved, in alignment with the activity work plan. It should also describe how knowledge and learning will be gained from implementation, evaluation findings, and monitoring data, among other sources, to adjust interventions and approaches, as needed.

USAID/Tanzania will review the draft MEL Plan and provide written comments/suggestions to the Recipient and the Recipient shall finalize the plan no later than 15 days from the receipt of USAID/Tanzania's comments. The Recipient must submit significant changes/revisions to the MEL Plan to the AOR as necessary.

Close-out/Demobilization Plan: Six months prior to the completion date of the Cooperative Agreement, a close-out/demobilization plan must be submitted to the USAID Agreement Officer for Approval with a copy to the AOR. The Plan must outline a clear phase-out exit strategy and timeline of execution, including a description of the methodology it will use in determining areas and levels of sustainability. The plan will also include a list of actions that are typically required for close-out activities to ensure that all project activities are completed; conduct an analysis of progress to date and, if necessary, expedite timelines to ensure completion. The close-out plan must include:

- Current financial status report with a thorough pipeline analysis to ensure that there are sufficient funds available to finalize activities and complete all requirements;
- Final Financial Status Report timeline;
- A final inventory of residual non-expendable property, which was acquired or furnished under the cooperative agreement;
- A disposition report of the following types of property, along with a proposed disposition of such property: (1) All equipment that has a per unit current fair market value at the end of this award of \$5,000 or more; (2) New/unused supplies with an aggregate current fair market value at the end of this award of \$5,000 or more. (3) Real or intangible property, of any value (if applicable). The plan will include proposed beneficiaries of the property as well as schedule for the transfers;
- A request for disposition instructions for any property acquired or furnished by the Government under the activity;
- Subcontractor/sub grantee/partnership phase out plan;
- Status of all program audit reports per the instrument's provisions;
- Final audit report timeline;
- Personnel phase-out timeline (who is expected to serve until when);
- Personnel phase-out plan (to include severance pay plan);
- Job descriptions for personnel anticipated to serve through to the completion date of the activity.

- **Activity Reporting**

All required plans and reports must be submitted to the AOR with a copy to the AO. The Recipient must submit final versions of the plans and reports to the Development Experience Clearinghouse (DEC). Submission instructions are available at: <http://dec.usaid.gov>.

REPORTS:

- **Financial Reporting:**

Quarterly Financial Report: The Recipient will report on the SF-425 Federal Financial Reporting form available at https://www.grants.gov/web/grants/forms/post-award-reporting_forms.html#sortby=1. The Recipient will send the completed SF-425 by e-mail to the Agreement Officer's Representative (AOR), and copy the Agreement Officer (AO) and the USAID/Tanzania Office of Financial Management (OFM) at accountspayabletz@usaid.gov, within 30 calendar days following the end of each USAID quarter.

Reporting Quarter SF-425 Due Date

January 1 – March 31 April 30
April 1 – June 30 July 31
July 1 – September 30 October 31
October 1 – December 31 January 31

The financial reporting form includes the following information:

- Cash receipts, disbursements, and fund balance
- Expenditures and unobligated balance
- Recipient share, amount expended, and balance
- Amount of activity income earned, expended, and balance

The Recipient will submit the **Final Financial Report** within 90 days after the end of the activity.

Reporting on Foreign Taxes: The Recipient must comply with the Standard Provision set forth in Attachment C of the Cooperative Agreement entitled “*Reporting Host Country Government Taxes (June 2012)*”.

Quarterly Performance Reporting: The Recipient will report on activity performance quarterly, using a format agreed to with the AOR. The quarterly performance reports are due 30 calendar days after the end of the reporting period (January 31, April 30 and July 31). Depending on the project start date, the first quarterly report may include somewhat more or less than one quarter's activities. These reports must describe activities undertaken, alliances established during the quarter, report on progress made toward achieving results, and any necessary adjustment of activities and timelines that will be undertaken in the following quarter.

The quarterly reports must contain the following:

- Progress on major activities by result areas during the reporting period;
- Any implementation problems and proposed remedial actions as appropriate;
- Planned activities for each expected result for the next quarter;

- Environmental compliance: A statement explaining that all reported activities have been implemented subject to the IEE conditions and/or a description of environmental compliance activities undertaken
- Gender consideration in implementation and performance during the quarter;
- Description of efforts to ensure coordination, collaboration, and information sharing during the reporting period and any problems encountered, agreements reached, and/or actions taken to ensure coordination between partners;
- A narrative summary demonstrating how integrated development approaches have been successfully incorporated into the Activity. This summary can include examples that highlight how partners are collaborating to maximize impact and sustainability of the activity across sectors.
- Description of efforts to ensure coordination, collaboration, and information sharing during the reporting period and any problems encountered, agreements reached, and/or actions taken to ensure coordination between partners.
- Progress on the project indicators agreed in the Monitoring, Evaluation and Learning (MEL) Plan which are not included in DATIM;
- A short explanation of why results were not achieved or were exceeded, and of why activities were delayed or not carried out during the reporting period. Indicate corrective actions taken or a plan to ameliorate or change performance if appropriate. For each corrective action, the recipient will designate responsible parties and establish a timeframe for completion;
- Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs;
- List of all documents submitted to the Development Experience Clearinghouse (DEC) - (See Standard Provision entitled "SUBMISSIONS TO THE DEVELOPMENT EXPERIENCE CLEARINGHOUSE AND PUBLICATIONS" for DEC submission instructions.);
- A certification that all participant training information has been entered in the TrainNet database;
- In an annex, report of at least one success story which conforms to the guidelines in USAID's Graphic Standards Manual (<https://www.usaid.gov/branding/gsm>);
- List of upcoming events with dates (e.g. program launch, data dissemination, and high level site visit) particularly those in which the Recipient requires USAID/Tanzania participation).

The fourth quarter report will also serve as an Annual Report due 30 days after the reporting period on October 31th of each year. The 4th Quarter Annual Report will include performance reporting for the last quarter (July through September) as well as aggregated reporting for the entire fiscal year and will include the elements listed above, as well as a description of key lesson learned and how the lessons will be used to inform the coming year's Annual Work Plan. The annual report will also include the following information:

- Extent to which objectives and results in the Annual Work Plan were achieved;
- Highlights of major achievements;
- Significant implementation problems and challenges encountered during the year (if applicable) and mitigation measures taken to address these;
- Description of efforts to ensure coordination, collaboration, and information sharing during the reporting period and any problems encountered, agreements reached, and/or actions taken to ensure coordination with relevant stakeholders;
- Description of efforts and progress achieved with activities to address gender issues;
- Update on the implementation of the Sustainability Plan, including a description of efforts and progress achieved with regards to sustainability of project activities;

- Progress achieved with regard to MEL Plan indicators and targets for the fourth quarter and the entire fiscal year.
- Updates on analysis related to project evaluation questions and the learning agenda in the MEL Plan;
- Lessons learned, observations, and recommendations that might be relevant to the design and implementation of other related activities;
- Two success stories, highlighting the role of USAID and the American people in improving opportunities for Tanzanians. Success stories must include quality photos that will be shared for public outreach purposes.

Ad hoc, Interim Reporting: Events may occur between the scheduled performance reporting dates that have significant impact upon the activity. In such cases, the Recipient must notify the AOR and AO as soon as the following types of conditions become known:

- Problems, delays, or adverse conditions, which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation;
- Waste, fraud, or abuse detected in the activity, and actions being taken to investigate the situation as well as to mitigate future occurrences. This reporting does NOT absolve the Recipient of the duty to disclose waste, fraud, or abuse to the USAID Inspector General Hotline (ig.hotline@usaid.gov); and
- Events or conditions that could have negative political or public relations perceptions affecting the activity. These include statements in the press or on social media, relationships with local officials or actors, etc. The Recipient will work with the AOR to determine a response strategy and to assist in mitigating any negative effects.

PEPFAR Reporting Requirements: Every effort has been made to capture PEPFAR reporting expectations below, however requirements from the Office of the Global AIDS Coordinator (OGAC) change regularly and additional requirements are added at short notice. The Recipient must be prepared to adapt to this fluid environment, and to respond rapidly to OGAC requirements, which will be transmitted in writing to the Chief of Party by the Agreement Officer. Currently, PEPFAR reporting includes:

PEPFAR Expenditure reporting: The Recipient must report annually on activity expenditures for all project years. Specifically, the Recipient must use the PEPFAR Activity Expenditures form (DS-4213 OMB 1405-0208) as a part of completing the PEPFAR Annual Report at the end of each fiscal year. This report will be due by November 15 of every year and will be submitted to the AOR.

PEPFAR Performance reporting in Data for Accountability Transparency Impact Monitoring (DATIM) System: The Recipient must submit quantitative reporting for all PEPFAR indicators for which it is funded. These reports must be aggregated by age (according to specific age bands) and sex. They are due quarterly and must be uploaded into the DATIM platform by 30 days after the end of each quarter.

High Frequency Technical Data Reporting:

- This requirement specifies the minimum required indicators that must be reported to the in-country High Frequency Reporting (HFR) Point of Contact (POC),
- Nyaso Makte; e-mail: nmKate@usaid.gov. These HFR data do not have to be final and may differ from what is entered into DATIM. HFR data will be used to track the Recipient's progress to meeting targets; DATIM remains the official PEPFAR system of record.

- **Reporting Frequency** – Recipient must submit data every four weeks, with results broken out in weekly increments. The Reporting Calendar below is the HFR timeline. Each HFR period is defined as four complete weeks (weeks start on Mondays per ISO 8601), and reporting is due back to the HFR POC as indicated in the table below. The indicators listed in paragraph below will be broken out in weekly increments, with the exception of current on treatment (TX_CURR) and multi-month dispensing (MMD) which will each be reported in one batch for the whole 4-week period. Prior to the end of each Fiscal Year, the Calendar in table below will be replaced with an equivalent calendar for each subsequent Fiscal Year. Quarterly submission of data to DATIM will still remain the official system of record for PEPFAR indicators.
- **Indicators** - The set of indicators that are subject to HFR are listed below. In the event that the indicators require a change, the award will be modified with the mutual agreement of both parties. The AOR may also request additional data that is useful to monitoring the program. The Recipient must submit the full dataset it collects ensuring the required indicators below are included:

Indicator	Reporting Requirements	Frequency
OVC_SERV	MER - required	semi annual
OVC_HIVSTAT	MER - required	semi annual
OVC_VL_ELIGIBLE (<18)	OHA custom - required	semi annual
OVC_VLR (<18)	OHA custom - required	semi annual
OVC_VLS (<18)	OHA custom - required	semi annual
OVC_OFFER	OHA custom - required	semi annual
OVC_ENROLL	OHA custom - required	semi annual
OVC_SERV_SUBPOP	OHA custom - OPTIONAL	semi annual
OVC_DREAMS_OVERLAP	OHA custom - OPTIONAL	semi annual
OVC_HIVSTAT_18+	OHA custom - OPTIONAL	semi annual
OVC_HIVSTAT_UNKNOWN	OHA custom - OPTIONAL	semi annual
OVC_TST_ASSESS	OHA custom - OPTIONAL	semi annual
OVC_TST_RISK	OHA custom - OPTIONAL	semi annual
OVC_TST_REFER	OHA custom - OPTIONAL	semi annual
OVC_TST_REPORT	OHA custom - OPTIONAL	semi annual

Final Performance Report: The final performance report must cover the entire award period and must be submitted not later than 90 calendar days after award completion date. The final report must contain the following information.

- An executive summary describing the project, overall accomplishments, lessons learned, and conclusions about future assistance needs;
- An overall description of the project activities implemented and achievement of results during the life of the project;

- An assessment of the progress made towards accomplishing the activity objectives and expected results;
- Any shortcomings and difficulties encountered, and reasons why expected results were not met, if applicable;
- Summary of MEL Plan indicator results and an assessment of indicators' relative usefulness in tracking project progress;
- Summary of key findings from internal evaluations and assessments;
- Summary of learning activities, including progress made in responding to key research questions around critical knowledge gaps in the learning agenda;
- Changes in the project environment over the course of implementation;
- Changes in project design and implementation, as well as summary of adaptive management approaches applied;
- Lessons learned and recommendations;
- Recommendations regarding unfinished work, if applicable;
- A list of all reports, publications, evaluations, and information and media products produced under this agreement, as well as confirmation that all products were submitted to the USAID Development Experience Clearinghouse (DEC). For DEC submission instructions, see Standard Provision entitled "SUBMISSIONS TO THE DEVELOPMENT EXPERIENCE CLEARINGHOUSE AND PUBLICATIONS".

Other Reports:

Inventory Report: 30 days after completion of each activity anniversary, the Recipient must submit to the AO an annual inventory of all USAID-funded property, acquired under the activity in accordance with the Standard Provision No. M7 - TITLE TO AND USE OF PROPERTY. The inventory must include as follows: Accurate description of the Property, including serial number, model number, or other identifying number, acquisition date and cost, location and condition, and data on the disposition of any Property (date of disposition, sales price, method used to determine current fair market value, etc.), as applicable.

[End of Section F]

Section G: Federal Awarding Agency Contact(S)

NOFO Points of Contact

The Point of contact (POC) for questions while the funding opportunity is open is as follows: usaidtzco@usaid.gov with attention to Ms. Agnes Ng'anga at anganga@usaid.gov and Mr. Sascha Kemper at skemper@usaid.gov

[End of Section G]

Section H: Other Information

USAID reserves the right to fund any or none of the applications submitted. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. Any award and subsequent incremental funding will be subject to the availability of funds and continued relevance to Agency programming.

NOFO PRE-AWARD TERMS AND Standard Provisions:

The following Pre-Award Terms and Standard Provisions indicated below in full text should be specially noted by the applicant.

1. Applications with Proprietary Data

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 cover page with the following:

“This application includes data that must not be disclosed, duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, an award is made as a result of – or in connection with – the submission of this data, the U.S. Government will have the right to duplicate, use, or disclose the data to the extent provided in the resulting award. This restriction does not limit the U.S. Government’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets {insert sheet numbers}.”

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

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

2. Branding Strategy – Assistance (June 2012)

- a. Applicants recommended for an assistance award must submit and negotiate a "Branding Strategy," describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens.
- b. The request for a Branding Strategy, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.
- c. Failure to submit and negotiate a Branding Strategy within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.
- d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.
- e. The Branding Strategy must include, at a minimum, all of the following:

- (1) All estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth.
- (2) The intended name of the program, project, or activity.
 - (i) USAID requires the applicant to use the “USAID Identity,” comprised of the USAID logo and brandmark, with the tagline “from the American people” as found on the USAID Web site at <http://www.usaid.gov/branding>, unless Section VI of the RFA or APS states that the USAID Administrator has approved the use of an additional or substitute logo, seal, or tagline.
 - (ii) USAID prefers local language translations of the phrase “made possible by (or with) the generous support of the American People” next to the USAID Identity when acknowledging contributions.
 - (iii) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.
 - (iv) If branding in the above manner is inappropriate or not possible, the applicant must explain how USAID's involvement will be showcased during publicity for the program or project.
 - (v) USAID prefers to fund projects that do not have a separate logo or identity that competes with the USAID Identity. If there is a plan to develop a separate logo to consistently identify this program, the applicant must attach a copy of the proposed logos. Section VI of the RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.
- (3) The intended primary and secondary audiences for this project or program, including direct beneficiaries and any special target segments.
- (4) Planned communication or program materials used to explain or market the program to beneficiaries.
 - (i) Describe the main program message.
 - (ii) Provide plans for training materials, posters, pamphlets, public service announcement, billboards, Web sites, and so forth, as appropriate.
 - (iii) Provide any plans to announce and promote publicly this program or project to host country citizens, such as media releases, press conferences, public events, and so forth. Applicant must incorporate the USAID Identity and the message, “USAID is from the American People.”
 - (iv) Provide any additional ideas to increase awareness that the American people support this project or program.
- (5) Information on any direct involvement from host-country government or ministry, including any planned acknowledgement of the host-country government.

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

- e. The Agreement Officer will review the Branding Strategy to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.
- f. If the applicant receives an assistance award, the Branding Strategy will be included in and made part of the resulting grant or cooperative agreement

[END OF PRE-AWARD TERM]

3. Marking Plan – Assistance (June 2012)

- a. Applicants recommended for an assistance award must submit and negotiate a “Marking Plan,” detailing the public communications, commodities, and program materials, and other items that will visibly bear the “USAID Identity,” which comprises of the USAID logo and brandmark, with the tagline “from the American people.” The USAID Identity is the official marking for the Agency, and is found on the USAID Web site at <http://www.usaid.gov/branding>. Section VI of the RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.
- b. The request for a Marking Plan, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.
- c. Failure to submit and negotiate a Marking Plan within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.
- d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.
- e. The Marking Plan must include all of the following:
 - (1) A description of the public communications, commodities, and program materials that the applicant plans to produce and which will bear the USAID Identity as part of the award, including:
 - (i) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other sites physical in nature;
 - (ii) Technical assistance, studies, reports, papers, publications, audiovisual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;

- (iii) Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and
 - (iv) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.
 - (v) Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.
- (2) A table on the program deliverables with the following details:
- (i) The program deliverables that the applicant plans to mark with the USAID Identity;
 - (ii) The type of marking and what materials the applicant will use to mark the program deliverables;
 - (iii) When in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking;
 - (iv) What program deliverables the applicant does not plan to mark with the USAID Identity , and
 - (v) The rationale for not marking program deliverables.
- (3) Any requests for an exemption from USAID marking requirements, and an explanation of why the exemption would apply. The applicant may request an exemption if USAID marking requirements would:
- (i) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials. The applicant must identify the USAID Development Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why an aspect of the award is presumptively neutral. Identify by category or deliverable item, examples of material for which an exemption is sought.
 - (ii) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent. The applicant must explain why each particular deliverable must be seen as credible.
 - (iii) Undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications. The applicant must explain why each particular item or product is better positioned as host-country government item or product.
 - (iv) Impair the functionality of an item. The applicant must explain how marking the item or commodity would impair its functionality.

- (v) Incur substantial costs or be impractical. The applicant must explain why marking would not be cost beneficial or practical.
 - (vi) Offend local cultural or social norms, or be considered inappropriate. The applicant must identify the relevant norm, and explain why marking would violate that norm or otherwise be inappropriate.
 - (vii) Conflict with international law. The applicant must identify the applicable international law violated by the marking.
- f. The Agreement Officer will consider the Marking Plan's adequacy and reasonableness and will approve or disapprove any exemption requests. The Marking Plan will be reviewed to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.
- g. If the applicant receives an assistance award, the Marking Plan, including any approved exemptions, will be included in and made part of the resulting grant or cooperative agreement, and will apply for the term of the award unless provided otherwise.

[END OF PRE-AWARD TERM]

3. Conscience Clause Implementation (Assistance) (February 2012)

- (a) An organization, including a faith-based organization, that is otherwise eligible to receive funds under this agreement for HIV/AIDS prevention, treatment, or care—
 - 1) Shall not be required, as a condition of receiving such assistance—
 - (i) to endorse or utilize a multisectoral or comprehensive approach to combating HIV/AIDS; or
 - (ii) to endorse, utilize, make a referral to, become integrated with, or otherwise participate in any program or activity to which the organization has a religious or moral objection; and
 - 2) Shall not be discriminated against in the solicitation or issuance of grants, contracts, or cooperative agreements for refusing to meet any requirement described in paragraph (a)(1) above.
- (b) An applicant who believes that this solicitation contains provisions or requirements that would require it to endorse or use an approach or participate in an activity to which it has a religious or moral objection must so notify the cognizant Agreement Officer in accordance with the Mandatory Standard Provision titled “Notices” as soon as possible, and in any event not later than 15 calendar days before the deadline for submission of application under this solicitation. The applicant must advise which activity(ies) it could not implement and the nature of the religious or moral objection.
- (c) In responding to the solicitation, an applicant with a religious or moral objection may compete for any funding opportunity as a prime partner, or as a leader or member of a consortium that comes

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

[END OF PRE-AWARD TERM]

4. Conflict of Interest (August 2018)

a. Personal Conflict of Interest

1. An actual or appearance of a conflict of interest exists when an applicant organization or an employee of the organization has a relationship with an Agency official involved in the competitive award decision-making process that could affect that Agency official's impartiality. The term "conflict of interest" includes situations in which financial or other personal considerations may compromise, or have the appearance of compromising, the obligations and duties of a USAID employee or recipient employee.
1. The applicant must provide conflict of interest disclosures when it submits an SF-424. Should the applicant discover a previously undisclosed conflict of interest after submitting the application, the applicant must disclose the conflict of interest to the AO no later than ten (10) calendar days following discovery.

b. Organizational Conflict of Interest

The applicant must notify USAID of any actual or potential conflict of interest that they are aware of that may provide the applicant with an unfair competitive advantage in competing for this financial assistance award. Examples of an unfair competitive advantage include but are not limited to situations in which an applicant or the applicant's employee gained access to non-public information regarding a federal assistance funding opportunity, or an applicant or applicant's employee was substantially involved in the preparation of a federal assistance funding opportunity. USAID will promptly take appropriate action upon receiving any such notification from the applicant.

(END OF PRE-AWARD TERM)

4. Condoms (Assistance) (September 2014)

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

<http://www.usaid.gov/sites/default/files/documents/1864/condomfactsheet.pdf>

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

[END OF PROVISION]

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

- (a) The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this agreement may be used to promote or advocate the legalization or practice of prostitution or sex trafficking. Nothing in the preceding sentence shall be construed to preclude the provision to individuals of palliative care, treatment, or post-exposure pharmaceutical prophylaxis, and necessary pharmaceuticals and commodities, including test kits, condoms, and, when proven effective, microbicides.
- (b)(1) Except as provided in (b)(2), by accepting this award or any subaward, a non-governmental organization or public international organization awardee/subawardee agrees that it is opposed to the practices of prostitution and sex trafficking.
- (b)(2) The following organizations are exempt from (b)(1):
 - (i) the Global Fund to Fight AIDS, Tuberculosis and Malaria; the World Health Organization; the International AIDS Vaccine Initiative; and any United Nations agency.
 - (ii) U.S. non-governmental organization recipients/subrecipients and contractors/subcontractors.
 - (iii) Non-U.S. contractors and subcontractors if the contract or subcontract is for commercial items and services as defined in FAR 2.101, such as pharmaceuticals, medical supplies, logistics support, data management, and freight forwarding.
- (b)(3) Notwithstanding section (b)(2)(iii), not exempt from (b)(1) are non-U.S. recipients, subrecipients, contractors, and subcontractors that implement HIV/AIDS programs under this assistance award, any subaward, or procurement contract or subcontract by:
 - (i) Providing supplies or services directly to the final populations receiving such supplies or services in host countries;
 - (ii) Providing technical assistance and training directly to host country individuals or entities on the provision of supplies or services to the final populations receiving such supplies and services; or
 - (iii) Providing the types of services listed in FAR 37.203(b)(1)-(6) that involve giving advice about substantive policies of a recipient, giving advice regarding the activities referenced in (i) and (ii), or making decisions or functioning in a

recipient's chain of command (e.g., providing managerial or supervisory services approving financial transactions, personnel actions).

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

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

“Prostitution” means procuring or providing any commercial sex act and the “practice of prostitution” has the same meaning.

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

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

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

[END OF PROVISION]

1. LIMITING CONSTRUCTION ACTIVITIES (AUGUST 2013)

- a) Construction is not eligible for reimbursement under this award unless specifically identified in paragraph d) below.
- b) Construction means —construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures.
- c) Agreement Officers will not approve any subawards or procurements by recipients for construction activities that are not listed in paragraph d) below. USAID will reimburse allowable costs for only the construction activities listed in this provision not to exceed the amount specified in the construction line item of the award budget. The recipient must receive prior written approval from the AO to transfer funds allotted for construction activities to other cost categories, or vice versa.
- d) Description
Construction is not eligible for reimbursement under this award
- e) The recipient must include this provision in all subawards and procurements and make vendors providing services under this award and subrecipients aware of the restrictions of this provision.

[END OF PROVISION]

7. USAID IMPLEMENTING PARTNER NOTICES (IPN) PORTAL FOR ASSISTANCE (JULY 2014)

(a) Definitions

“USAID Implementing Partner Notices (IPN) Portal for Assistance (“IPN Portal)” means the single point where USAID posts proposed universal bilateral amendments for USAID awards, which can be accessed electronically by registered USAID recipients. The IPN Portal is located at <https://sites.google.com/site/usaaidipnforassistance/>.

“IPN Portal Administrator” means the USAID official designated by the Director, M/OAA, who has overall responsibility for managing the USAID Implementing Partner Notices Portal for Assistance.

“Universal bilateral amendment” means those amendments with revisions or new requirements or provisions that affect all awards or a designated class of awards, as specified in the Agency notification of such revisions or new requirements.

(b) By submission of an application and execution of an award, the Applicant/Recipient acknowledges the requirement to:

- (1)** Register with the IPN Portal if awarded an assistance award resulting from this solicitation, and
- (2)** Receive universal bilateral amendments to this award and general notices via the IPN Portal.

(c) Procedure to register for notifications.

Go to <https://sites.google.com/site/usaaidipnforassistance/> and click the “Register” button at the top of the page. Recipient representatives must use their official organization email address when subscribing, not personal email addresses.

(d) Processing of IPN Portal Amendments

The Recipient may access the IPN Portal at any time to review all IPN Portal amendments; however, the system will also notify the Recipient by email when the USAID IPN Portal Administrator posts a universal bilateral amendment for Recipient’s review and signature. Proposed USAID IPN Portal amendments distributed via the IPN Portal are applicable to all awards, unless otherwise noted in the proposed amendment.

Within 15 calendar days from receipt of the notification email from the IPN Portal, the Recipient must do one of the following:

- (1)** (a) verify applicability of the proposed amendment for their award(s) per the instructions provided with each amendment; (b) download the amendment and incorporate the following information on the amendment form: award number, organization name, and organization mailing address as it appears in the basic award; (c) sign the hardcopy version; and (d) send the signed amendment (by email or hardcopy) to the AO for signature. The Recipient must not incorporate any other changes to the IPN Portal amendment. Bilateral amendments provided through the IPN Portal are not effective until the both the Recipient and the AO sign the amendment;

- (2) Notify the AO in writing if the amendment requires negotiation of additional changes to terms and conditions of the award; or
- (3) Notify the AO that the Recipient declines to sign the amendment.

Within 30 calendar days of receipt of a signed amendment from the Recipient, the AO must provide the fully executed amendment to the Recipient or initiate discussions with the Recipient.

[END OF PROVISION]

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

- a. Requirement for System of Award Management (SAM).** Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently, if required by changes in your information or another award term.
- b. Requirement for Data Universal Numbering System (DUNS) numbers.** If you are authorized to make subawards under this award, you:
 - (1) Must notify potential subrecipients that no entity (see definition in paragraph c. of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
 - (2) May not make a subaward to an entity unless the entity has provided its DUNS number to you.
- c. Definitions.** For purposes of this award term:
 - (1) System of Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at www.sam.gov).
 - (2) Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at [fedgov.dnb.com/web form](http://fedgov.dnb.com/web_form)).
 - (3) Entity, as it is used in this award term, means all of the following, as defined at 2 CFR 25, subpart C:
 - (i) A governmental organization, which is a State, local government, or Indian tribe;
 - (ii) A foreign public entity;
 - (iii) A domestic or foreign nonprofit organization;
 - (iv) A domestic or foreign for-profit organization; and
 - (v) A Federal agency, but only as a subrecipient under an award or subaward to a non-

Federal entity.

(4) Subaward:

- (i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you, as the recipient, award to an eligible subrecipient.
- (ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200 subpart F Audit Requirements).
- (iii) A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

(5) Subrecipient means an entity that:

- (i) Receives a subaward from you under this award; and
- (ii) Is accountable to you for the use of the Federal funds provided by the subaward.

ADDENDUM (JUNE 2012):

- a. Exceptions.** The requirements of this provision to obtain a Data Universal Numbering System (DUNS) number and maintain a current registration in the System of Award Management (SAM) do not apply, at the prime award or subaward level, to:

- (1) Awards to individuals
- (2) Awards less than \$25,000 to foreign recipients to be performed outside the United States (based on a USAID determination)
- (3) Awards where the Agreement Officer determines, in writing, that these requirements would cause personal safety concerns.

- b.** This provision does not need to be included in subawards.

[END OF PROVISION]

9. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2014)

a. Reporting of First-Tier Subawards.

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

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

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

b. Reporting Total Compensation of Recipient Executives.

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

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

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

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

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

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

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

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

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

c. Reporting of Total Compensation of Subrecipient Executives.

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

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

A. 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the

Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

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

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

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

(i) To the recipient.

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

d. Exemptions.

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

(1) Subawards, and

(2) The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions.

For purposes of this award term:

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

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

(ii) A foreign public entity;

(iii) A domestic or foreign nonprofit organization;

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

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

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

(3) Subaward:

- (i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- (ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200 subpart F Audit Requirements).
- (iii) A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

(4) Subrecipient means an entity that:

- (i) Receives a subaward from you (the recipient) under this award; and
- (ii) Is accountable to you for the use of the Federal funds provided by the subaward.

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

- (i) Salary and bonus.
- (ii) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- (iii) Earnings for services under nonequity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- (iv) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- (v) Above-market earnings on deferred compensation which is not tax-qualified.
- (vi) Other compensation, if the aggregate value of all such other compensation (for example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

[END OF PROVISION]

[END OF PRE-AWARD TERMS AND PROVISIONS]

2. Applicable Regulations and References

Mandatory Standard Provisions for Non-U.S. Nongovernmental Recipients:

<http://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>

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

<http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>

2 CFR 200.400 Cost Principles

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

2 CFR 700 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=75bc1e1616cd6a11f9464b4b1f677782&ty=H TML&h=L&r=PART&n=pt2.1.700#se2.1.700_11

ADS 303 – Grants and Cooperative Agreements to Non-Governmental Organizations

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

22 CFR 228: Rules for Procurement of Commodities and Services Financed by USAID

<http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf>

SF-424 Downloads

<http://www.grants.gov/web/grants/forms/sf-424-family.html;jsessionid=QvQhT5HbBKbbkQQJL0YYL6yh0gRmPLbkHplzp3G10JKIYB7ynhmP#sortby=1>

2. Additional Resources

- Initial Environmental Examination (Attached)
- Government of Tanzania (GOT) Priorities and Strategies

<http://www.tzdpd.or.tz/dpg-website/development-framework/national-development-strategies/mukukutamkuza.html>

3. Special Provisions for USAID/Tanzania

PRESS RELEASES, MEDIA ENGAGEMENTS, AND PUBLIC EVENTS

“All press releases will be approved by the USAID/Tanzania AOR. The Recipient will provide copies of draft press releases as well as relevant project photos for review with at least two weeks advance notice prior to the planned release date. When the Recipient leadership address the media or are requested by the media to comment about the activity, the concerned program staff shall acknowledge U.S. Government support. Project staff will also acknowledge the source of funds when granting interviews, speaking with journalists, or making speeches and presentations. The Recipient must inform USAID of planned speaking engagements with press and media. When the Recipient unexpectedly speaks with the press, the Recipient must notify the AOR immediately afterward (within 4 hours).

The Recipient will inform and confer with USAID/Tanzania in advance of issuing an invitation to the GOT to speak and/or be the guest of honor at a public event. The Recipient will provide the USAID/Tanzania AOR with at least two weeks of lead time and notification about public events. In the instance of program activities that require the attendance of USAID personnel, the below guidelines on events must be adhered to:

- Requested attendance of the Ambassador, DCM, and/or Mission Director will be communicated at least four weeks prior to the event; and
- Requested remarks by the Ambassador, DCM, and/or Mission Director will be communicated at least four weeks prior to the event AND the Recipient will provide draft talking points to USAID at least one week prior to the event;
- Requested attendance of other USAID Mission staff representatives will be communicated at least three weeks prior to the event.”

ACTIVITY INTEGRATION

Integration is a key component of USAID/Tanzania’s Country Development Cooperation Strategy (CDCS). The CDCS advances USAID’s core values of empowerment and inclusion and key principles of engagement which include partnership, capacity building, integration, and learning. The Mission recognizes the complexity of Tanzania’s development challenges and the value of addressing them using multiple tools and perspectives that cross sectors. Integration is defined broadly as “Partnering to apply sound development principles and practices to address political, economic, social and governance factors across sectors to improve the sustainability of development investments and results.” In short, the Recipient should seek opportunities to partner and collaborate across sectors to improve the sustainability and impact of planned outcomes and results.

The Recipient is expected to include an Integration Reporting section in the Quarterly and Annual Reports and describe how the Recipient has incorporated integrated development approaches into its work and established platforms of coordination and collaboration among other development partners and local stakeholders in the country to maximize impact and sustainability of the Activity objectives. Additionally, USAID/Tanzania may develop Integration Indicators that, once approved, will be applied to this Activity.

It is expected that the Recipient will jointly plan, collaborate, and share information with other USAID-funded implementers to learn, bring best practices to scale, and ensure that OVC Next Generation activity beneficiaries benefit from the integration of activities.

[End of Section H]

ANNEX 1 - SUMMARY BUDGET TEMPLATE

Object Class Category	Year 1	Year 2	Year 3	Year 4	Year 5	Total
a. Personnel	\$	\$	\$	\$	\$	
b. Fringe Benefits	\$	\$	\$	\$	\$	
c. Travel	\$	\$	\$	\$	\$	
d. Equipment	\$	\$	\$	\$	\$	
e. Supplies	\$	\$	\$	\$	\$	
f. Contractual	\$	\$	\$	\$	\$	
g. Other Direct Costs	\$	\$	\$	\$	\$	
h. Total Direct Charges (a - g)	\$	\$	\$	\$	\$	
i. De Minimis	\$	\$	\$	\$	\$	
j. TOTALS (h and i)	\$	\$	\$	\$	\$	

ANNEX 2 – PAST PERFORMANCE INFORMATION (PPI)

Applicant must provide a list of all its contracts, grants, or cooperative agreements involving similar or related programs during the past three years. The reference information for each of the awards must include the performance location, award number (if available), a brief description of the work performed, and a point of contact with current telephone numbers.

1. Award Number:
2. Contractor/Recipient (Name and Address):
3. Type of Award:
4. Complexity of Work: Difficult _____ Routine _____
5. Description, Location, and Relevancy of Work:
6. Dollar Value of Work: _____ Status: Active _____ Completed _____
7. Date of Award: _____ Award Completion Date (including extensions): _____
8. Type and Extent of Subawards:
9. Name, Address, Telephone Number, and E-Mail Address of the Awarding Contracting/Agreement Officer and/or Contracting/Agreement Officer's Representative (and other references as applicable):

ANNEX 3 - WORK PERMIT AND RESIDENCE PERMIT TIPS FOR IMPLEMENTING PARTNERS

I. General

1. This Tip Sheet provides a broad outline of the current landscape for work permits and residence permits for expatriate personnel of USAID-funded Implementing Partners (IPs) in Tanzania. **IPs are responsible for determining how to obtain, and obtaining, these documents for their personnel. IPs are strongly urged to work closely with the outside advisor of their choice** in this regard. Neither this Tip Sheet nor the USAID Mission can provide definitive advice.
2. Government of Tanzania (GOT) practices and procedures for providing these permits, and visas, are evolving and becoming more rigorously applied. **Practice can vary from formal requirements, and requirements may be applied inconsistently.** Local outside advisors are the most likely to be aware of current procedures for successfully obtaining these documents.
3. IPs are strongly urged to carefully follow GOT requirements and to **avoid discrepancies and errors in their practices and documentation. Copying documentation that was successful two years ago is often not successful today.**

II. Setting up Projects

1. An **IP is required to be registered with the GOT**, as a form of NGO, company, or other organization, before it can request work and residence permits for its employees. Currently, this process takes several months. Thus, the registration process should commence as soon as an IP receives an award.
2. USAID provides a **letter of introduction** for the IP to present to the Ministry, and usually also to local GOT entities in regions where the IP is working. Thus, it is important for the IP to keep USAID up-to-date as to the locations of its activities.

III. Permits

1. IP personnel who are not citizens or permanent residents of Tanzania need a work permit (issued by the Ministry of Labor) and a residence permit or Exemption Certificate (issued by Immigration) to work and reside in Tanzania.
2. Historically, IPs obtained work and residence permits through a **special process for donor-funded activities**. Under this process, the IP requests support for a proposed expatriate employee first from its technical ministry and then from the President's Office (Public Service Management Department), or directly from the President's Office in the absence of a technical ministry. This process leads to an **Exemption Certificate** from Immigration and a work permit from Labor, and is **free of charge**. **USAID intends to not limit its endorsement for Exemption Certificates for expatriate employees to Chiefs of Party and Deputy Chiefs of Party, or to situations where there is a technical ministry.**

3. The IP is responsible for obtaining the Ministry's and President's Office support for a proposed expatriate. Recently, obtaining this support has been harder, due to concerns about finding and/or training Tanzanians for proposed expatriates' positions. Third-country nationals and expatriates who have been in Tanzania for a long time have been of particular concern.
4. Recently, some IPs have used a **process for expatriates generally**. Under this process, an IP first requests a work permit **directly from the Ministry of Labor** and then a residence permit from Immigration. This process **costs \$1000-3000**, depending upon the category of permits issued by the GOT. USAID understand that, under this process, the GOT, in practice, **may not implement the full range of exemptions** from VAT and duties implemented through the President's Office. Currently, under this route all statutory requirements have not always been applied, although there is no assurance that this will continue.
5. Currently, IPs are not required to use one or another of these routes. However, USAID has not determined that the costs under the direct Ministry of Labor route are allowable, and will not treat any consequential taxes and duties resulting from that route (e.g. no duty-free entry for POVs) as allowable costs. IPs should consult with their outside advisors as to the terms and implications of both routes.

IV. Local Solutions

1. **Seeking and training Tanzanians.** The **President's Office Circular #1 of 2000 (Regarding Human Resources)** requires an IP to advertise a vacant position, use open, transparent and competitive procedures, and give Tanzanian candidates an equal opportunity to compete for the position, before the GOT will support an expatriate. The **Non-Citizens (Employment Regulation) Act, 2015**, stipulates that "all possible efforts have been explored to obtain a local expert" before a work permit is granted to an expatriate. It also requires an applicant for permission to employ a non-citizen to prepare a succession plan – a plan for transfer of the expatriate's knowledge and expertise to Tanzanians during the period of employment, and establishment of an effective training program to enable Tanzanian employees to undertake the duties of the expatriate. Other requirements have sometimes been added.
2. **USAID Objectives.** USAID does not enforce GOT regulations. However, USAID's Local Solutions objectives recognize the importance of enhancing the capacity of Tanzanians, including by learning through doing, in addition to delivery of technical inputs. The time needed to develop capacity varies from position to position, and may not always be the same as envisioned by local labor laws and regulations. Recent USAID/Tanzania contracts and awards contain a Sustainability Plan – a plan to ensure the local capacity to continue the activity after the end of the USAID agreement. The Mission takes the Sustainability Plans seriously.

ANNEX 4 - TAX AND DUTY TIPS FOR IMPLEMENTING PARTNERS

I. GENERAL

1. **IP Responsibility.** This Tip Sheet provides a broad outline of the current tax and duty relief landscape in Tanzania for USAID/Tanzania's Implementing Partners (IPs). IPs are responsible for determining how to obtain, and obtaining, tax and duty relief for their activities. IPs are strongly urged to work closely with the tax counsel or tax advisor of their choice. Neither this Tip Sheet nor the USAID Mission can provide definitive advice.
2. **In Flux.** GOT practices and procedures for implementing tax and duty relief have been evolving, particularly since the effective date of the VAT Act, 2014. Practice sometimes varies from formal requirements, and may be inconsistent. It is recognized that development is more than provision of technical inputs; it also includes support for the Government of Tanzania's (GOT) development of a viable system for collecting taxes that should be paid. Local tax counsel/advisors are the sources most likely to be aware of current procedures for obtaining agreed-upon tax relief.
3. **Discrepancies.** IPs are strongly urged to carefully follow GOT requirements and to avoid discrepancies and errors in their documentation. IPs whose documentation is sound and carefully-prepared generally receive tax and duty relief more readily.
4. **Bases for tax/duty relief.** USAID's Framework Bilateral Agreement with the GOT, as well as the Strategic Objective Grant Agreements (SOAGs) and the Strategic Assistance Agreement (STAAg) between the two governments for specific activities, contain broad tax and duty relief for USAID assistance funds, except for taxes on the income of citizens and permanent residents of Tanzania. Their principles are reflected in the standard provisions of USAID's contract and assistance agreements.
5. **Is it a tax?** The substance of a charge, rather than the label applied to it (e.g. "levy"), determines whether a charge is a tax. A fee for a service rendered which is commensurate with the cost of providing the service provided is not a tax. Your agreement officer can provide advice in case of uncertainty as to whether a specific charge is a tax.
6. **De Minimis exception.** Taxes on **transactions** below \$500 are allowable costs, since the cost of obtaining an exemption/refund would exceed the benefit to the USG.
7. **Scope of privileges; disposition.** USAID expects that USAID-related tax privileges will be used for USAID-funded activities or as directed by USAID. Upon completion of an activity, disposition provisions in the USAID award and undertakings made to the GOT upon importation may need to be carefully meshed. IPs are expected to ensure that their employees dispose of their personal property imported with USAID-related tax privileges as specified in the USAID agreement or award.
8. **USAID/Tanzania Executive Office's "VAT Exemption Guide for USAID-Funded Partners), updated April 2014,** was issued prior to the new VAT Act, 2014 and so does not fully reflect current laws or regulations. It nevertheless contains a significant

amount of procedural detail that is often followed, and thus should be helpful to IPs even if not fully current.

II. VAT AND CUSTOMS DUTY

9. **Value Added Tax (VAT) and customs duty** are the main taxes that affect IPs. Currently, the GOT applies VAT to the procurement of local supplies (goods and services) and to the import of goods. Procedures for VAT relief for imports generally also include customs duty relief.
10. The **VAT Act, 2014** and **Operational Circular #4 (October 2015)** currently constitute the regulatory basis for donor-based VAT relief. The Circular expressly interprets the Act to establish exemption as the means of tax relief for donor-funded projects for supplies (goods and services) for both imports and local procurements. However, sometimes in practice only refunds are used. Some regions use exemption more than others.
11. **Letters of Introduction.** As the first step, upon signature of a project USAID provides IPs with letters of introduction, for the IPs to submit to applicable GOT entities. The required GOT recipients, and accompanying documents, may vary, especially among regions. Usually IPs are required to submit requests for VAT relief to the region where the applicable portion of the project is being implemented. Thus, IPs need to keep USAID informed of each region of project implementation, including changes, so that appropriate regional letter of introductions can be prepared where needed.
12. **VAT relief process.** Broadly, for each procurement an IP prepares the tax relief application with supporting documentation, obtains approval for it from USAID and the technical ministry (where applicable), and submits it to the relevant tax authorities. A variety of forms have been used, and where a new form is unsuccessful, sometimes resubmission with an old form has worked.
13. **Non-donor processes.** In addition to the process identified in Operational Circular #4 for donor-funded projects, GOT laws provide tax relief more generally for certain items, such as those contained in Schedules to the VAT Law, 2014. In some cases IPs have found the more general procedures easier to use. USAID does not object to their, although any gaps in their scope do not create allowable costs.
14. **Timing.** The GOT specifies 30-days' advance notice to process exemption requests. The time to receive refunds with properly prepared and submitted requests has varied significantly. Where refunds are requested, IPs may need to ensure that they maintain sufficient cash flow to cover the period. IPs should submit refund claims in sufficient time before the end of an activity if they plan to use the refund for the activity; otherwise, it reverts to the underlying SOAG.

III. OTHER TAXES

15. **IP personnel.** Duty-free importation of personal effects is limited to the first six months after the later of arrival in country or obtaining a residence permit or Exemption Certificate (similar to embassy A&T personnel.) Going forward, USAID intends to

include IP employees who are not Chiefs of Party or Deputy Chiefs of Party in its approval of Form 220B's, for importation of their personal effects, including POVs. However, USAID cannot provide assurance that the form will be accepted. USAID also cannot provide compensation for past charges that may have been incurred by the absence of a USAID-signed Form 220B, or for any future costs incurred because the form is not honored. IP employees are not entitled to VAT relief on their local purchases.

16. Other **taxes**.

a. Historically, obtaining relief from **other taxes**, such as **income tax** (other than for Tanzanian nationals or permanent residents) has generally been achieved by presentation of the framework bilateral agreement and/or SOAG tax exemption provisions. Infrequent questions about exemption from the **money transfer levy** or **skills and development levy** have generally been resolved by providing an earlier exchange of letters between USAID and the TRA.

b. The \$1.50 per bed night **tourism levy** in registered hotels is not considered to be a tax. **Two taxes in connection with leases** (10% withholding and 1% stamp tax) are viewed as taxes on the income of the (Tanzanian) landlord, for which the IP is merely a withholding agent, and thus may be included in allowable costs.

ANNEX 5 INITIAL ENVIRONMENTAL EXAMINATION