



USAID | EGYPT

FROM THE AMERICAN PEOPLE

Issue Date:	January 16, 2020
Questions Deadline before Submission of Applications:	February 5, 2020
Closing Date for Submission of Applications:	March 17, 2020, 16:00 hours, Cairo Local Time

Subject: Notice of Funding Opportunity Number: 72026320RFA00002
Program Title: Inter-Community Girls Empowerment
Catalog of Federal Domestic Assistance (CFDA) Number: 98.001

Ladies/Gentlemen:

The United States Agency for International Development's (USAID) Mission in Egypt (USAID/Egypt) is seeking applications for a cooperative agreement from qualified entities to implement the Inter-Community Girls Empowerment activity. Eligibility for this award is not restricted.

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

To be eligible for award, the applicant must provide all information as required in this NOFO and meet eligibility standards in Section C of this NOFO. This funding opportunity is posted on www.grants.gov, and may be amended. It is the responsibility of the applicant to regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity and to ensure that the NOFO has been received from the internet in its entirety.

USAID/Egypt 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 as detailed in

Notice of Funding Opportunity Number: 72026320R00007
Inter-Community Girls Empowerment Activity

section D.6.(g). 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 points of contact identified in Section D. The deadline for questions is shown above. Responses to questions received prior to the deadline will be furnished to all potential applicants through an amendment to this notice posted to www.grants.gov.

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

Thank you for your interest in USAID/Egypt programs.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. Fischer', is positioned above the printed name.

Martin R. Fischer
Agreement Officer

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SECTION A: PROGRAM DESCRIPTION

This funding opportunity is authorized under the Foreign Assistance Act (FAA) of 1961, as amended. The resulting award will be subject to 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and USAID’s supplement, 2 CFR 700, as well as the additional requirements found in Section F. Set forth below is a description of the proposed program, covering:

1. Program Title;
2. Objective;
3. Background;
4. General Program Guidance; and
5. Program Activities.

1. Program Title:

The title of this Program is the Inter-Community Girls Empowerment Activity (Inter-Community Activity).

2. Objective:

The objective of this activity is to engage young women and girls¹ from different social and cultural backgrounds in cross-community dialogue and to develop a shared community vision for girls’ empowerment. This program will enhance women and girls’ leadership skills in diverse communities. Through pairing participants from different backgrounds and communities in a mutually beneficial relationship, USAID/Egypt seeks to support emerging leaders to identify and mediate the underlying causes of disputes within their communities. The program will also focus on building the self-esteem, leadership, and consensus-building skills of participants and the broader community.

The Inter-Community Activity will promote cooperation between girls from different communities, including those with diverse traditional values. The program will support the ability of young participants to continue their education, increase confidence and expand influence within their communities. The development hypothesis of the proposed activity posits that if girls in communities can engage in cross-cultural and inter-community dialogue to develop a common vision, then consensus can be built to promote a stronger community that empowers both women and girls and provides them with equal opportunities that will lead to inclusive economic growth. To this end, the proposed program will provide a safe and secure

¹ Girls within this age cohort (i.e. under the age of 25 years) represent over one-fifth of Egypt’s population and must be engaged to impact its development trajectory. <http://ncw.gov.eg/wp-content/uploads/2018/02/final-version-national-strategy-for-the-empowerment-of-egyptian-women-2030.pdf>

venue for continuing education and discussion on vital issues for young women and girls that promote opportunities and inclusion. Concurrently, the activity will engage individuals from different communities and demographic groups to participate in exercises to identify, prioritize, and address community needs through community initiatives, participation in cultural events, or the establishment of joint micro-enterprises when and where specific opportunities are identified.

3. Background:

The following background consisting of (a) the programmatic background and (b) other relevant activities is provided below.

a. Programmatic Background

Gender Equality and Female Empowerment:

Egypt's constitution provides for equal rights for male and female citizens. The Government of Egypt has undertaken political, legal, and social efforts to address the issue of violence against women and girls. However, women continue to face unique and overlapping challenges due to discrimination faced in both law and practice, threats to their physical security, and workplace bias in favor of men that hinder their economic advancement. Discrimination varies in intensity based on economic status, educational level, and geographic location.

Laws affecting marriage and personal status generally correspond to an individual's traditional values and inherited culture. Additionally, labor laws provide for equal rates of pay for equal work for men and women in the public but not the private sector, which is a contributing factor to the relatively low levels of women's participation in the formal economy (24 percent) as well as the low level of women's entrepreneurship (16 percent) country-wide. Furthermore, educated women continue to have employment opportunities, but social pressures against women pursuing a career remain strong. The law and practice make it difficult for women to access formal credit. While the law allows women to own property, social and traditional barriers strongly discourage women's ownership of land, a primary source of collateral in the banking system.

Freedom of Religion, Belief, and Practice

The Government of Egypt has taken significant steps to ensure the freedom of religious belief enshrined in Article 64 of the Constitution is increasingly protected. Article 64 of Egypt's Constitution states that "freedom of belief is absolute," however, efforts at the highest levels to protect and promote the cultural and religious beliefs of Muslims, Christians, and Jews to

practice their religions publicly and build places of worship have not always been appreciated at the community level.²

Since 2017, President Sisi and his government have continued their efforts to highlight Egypt's religious diversity to both domestic and international audiences. In May 2017, at the Arab-Islamic-American Summit in Riyadh, Saudi Arabia, President Sisi described Egypt as a "land of Islam, Christianity and Judaism" and "an epitome of moderate thought, tolerance and enlightenment."³ As recently as December 2019, more than 1,400 houses of worship that had previously been closed were granted licenses by the State Committee for the Legalization of Unlicensed Churches. Al-Azhar, along with the Coptic Orthodox Church and other Christian denominations, continue to lead and participate in the Beit Elela (Egyptian Family House). The purpose of this 27-member leadership council is to engage directly with government ministers concerning public policy, and it has made special efforts to promote religious acceptance, especially in Upper Egypt. Al-Azhar, as well as the Ministry of Religious Endowments, have worked with the National Council of Women, a government body focused on the advancement of women, to create a program to bring together more than 500 female Muslim preachers and nuns to promote religious tolerance throughout Egypt.

The Ministry of Education also continues to remove and/or clarify passages from primary school textbooks, particularly Islamic education books, deemed to promote extremist ideology.

Prosecution of perpetrators of violence against religious minority populations is limited. In some instances, "customary reconciliation" is pursued; however, the results of such reconciliation sessions have been inconsistent in their results.

b. Other Relevant Activities

The following are relevant activities focused on women and girls' empowerment for the prospective awardee to understand previous program areas and partners. Additional program information may be made available should the awardee provide an approach that would necessitate the need for additional coordination. Reports on all the below mentioned awards are available on the DEC website www.dec.gov and can be obtained by award number and/or project name.

- **SAFE CITIES FREE FROM VIOLENCE AGAINST WOMEN AND GIRLS**
Implementing Partner: UN Women Award number AID-263-IO-13-00007
Life of Project: October 1, 2013-June 30, 2020

² (2019). U.S. Commission on International Religious Freedom, Egypt:
https://www.uscifr.gov/sites/default/files/Tier2_EGYPT_2019.pdf

³ Ibid.

This multi-donor project works to end violence against women and girls by combating sexual harassment, promoting legislative reforms, and improving support mechanisms for survivors of violence against women. The Safe Cities project is strengthening the capacity of public institutions and community service organizations to provide victim services. *Governorates: Nationwide, plus targeted intervention areas in Alexandria, Beni Suef, Cairo, Giza, and Minya.*

- **CREATING AN ENABLING ENVIRONMENT FOR ADOLESCENT GIRLS**

Implementing Partner: UNICEF Award number 720263-18-IO-00001

Life of Project: December 5, 2017- December 31, 2021

In partnership with UNICEF and the Government of Egypt, USAID is empowering girls in Upper Egypt by equipping them with key social and economic skills to eliminate violence against girls, including Female Genital Mutilation and Cutting (FGM/C) and early marriage. The broad objective of this activity is to change public perception to support the rights of Egyptian girls, thus protecting them from FGM/C and child marriage. By focusing on services, systems, and community, the activity aims to empower girls and their families to end violence against girls with the support of Egypt's legal system and protection services. *Governorates: Assiut, Aswan, Qena, Sohag*

4. General Program Guidance

Activities funded under this award must be conducted consistent with the guidance below related to: a. geographic focus; b. construction; c. overarching technical considerations; d. USAID strategy, e. coordination with U.S. Government, Government of Egypt, and other donor programs.

a. Geographic Focus

Preliminary geographic focus is subject to change, but could include: Greater Cairo, Alexandria, Assuit, Beni Suef, Minya, and Qena. Activities in Minya and Assuit are strongly encouraged.

b. Construction:

No new construction is authorized for the purposes of this award; however, USAID/Egypt would consider requests for light rehabilitation of existing community structures if their disrepair was an inhibitor to activity success.

c. Overarching Technical Considerations:

- **Gender Equality and Female Empowerment:** As evidenced in the body of the program description, the focus of the activity is on advancing gender equality and female empowerment and is in line with USAID's policy objectives on the matter. As such, awardee(s) are instructed to ensure all activities concretely address barriers and constraints to women's empowerment. As such, the awardee is instructed to ensure all activities concretely address barriers and constraints to women's empowerment.
- **Engagement with Men and Boys:** USAID/Egypt recognizes the importance of working with men and boys to achieve gender equality and women and girls' empowerment. Best practice indicates that female empowerment programming, even when overlaid with interfaith cooperation, cannot be done without the engagement of men and boys. During adolescence and young adulthood, there is a critical period of opportunity to engage boys and young men in understanding why gender equality is positive. By using and sharing their power and privilege, boys and young men have the ability to shift the dominant norms and ideas about gender and masculinity, and challenge the patriarchal beliefs, practices, institutions and structures that drive inequality between women and men.
- **Conflict Sensitivity:** The awardee must ensure that conflict sensitive approaches are incorporated throughout implementation to ensure that activities equally reach a diverse representation of women and girls who identify with different traditional values and inherited culture bias in a manner that does not unintentionally exacerbate vulnerabilities of those groups, or tensions either within minority or between minority and majority populations. The awardee must ensure a 'do no harm' approach is integrated into activities to minimize potential negative impacts and maximize positive impacts. The awardee must analyze how conflict sensitivities in the areas of implementation are adversely impacting capacity of the awardee and/or its partners to deliver services; while also identifying key strategies that interventions in the target locations can mitigate these factors and effectively respond to population needs despite the potential constraints. A Conflict Sensitivity Implementation Strategy is required with annual work plan submission and the awardee is expected to conduct an initial baseline localized conflict analysis to inform programming and ensuring that the first critical step of conflict sensitivity is accounted for. On-going contextual analysis will be required throughout the life of the activity.
- **Training Quality:** The awardee must ensure that all training, whether through workshops or formal training sessions and topic are relevant to the specific cohort and make use of appropriate methodologies for adult training or child-friendly instruction.
- **Coordination:** The U.S. Government has a diverse portfolio of programs. Given this proposed activity has the potential to engage the health, education and economic growth sectors, the awardee will be expected to fully coordinate with existing U.S. Government programs and implementing partners to prevent duplication of effort.
- **Parental Engagement:** USAID/Egypt recognizes that parental engagement (mothers and fathers) is essential for the success of the activity. As such, awardee(s) must ensure parents are effectively and consistently involved and consulted throughout the course of the activity. This could include intake meetings, mid-point progress stock takings; social

norms change exercises; networking; and, participation in selected components of the activity.

- **Positive Youth Development (PYD)**: PYD is an intentional, prosocial approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people's strengths; and, promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths. As such, the activity seeks to harness the capabilities of young women and girls
- **People-to-People Approach**: People-to-People (P2P) programs are effective in areas with strained relationships between individuals in groups. This approach brings representatives of different groups together to interact purposefully in a safe-co-equal space to forge trust and empathy. More information on USAID's approach to P2P programming can be found at <https://www.usaid.gov/sites/default/files/documents/1866/CMMP2PGuidelines2010-01-19.pdf>.
- **Private Sector Engagement**: The proposed activity should consider opportunities to engage with the private sector for sustainable development impact, where appropriate, in accordance with USAID's Private Sector Engagement Policy⁴.
- **Reporting**: The proposed activity responds to the U.S. Government's policy priority to advance inter-community understanding in the Middle East and North Africa, as well as USAID/Egypt's desire to increase inclusive economic governance; combat violence against women and girls; and, improve public participation of young women and girls. In light of that fact, regular, and ad hoc output and outcome reporting will be required from awardee. This shall include monthly, quarterly, and yearly reporting in addition to ad hoc reporting.

d. USAID Strategy

USAID is working in partnership with the Egyptian people to promote good governance, prevent violence against women, combat trafficking in persons, and promote women's empowerment. Our work supports the efficiency of public institutions and reduces the barriers to economic and social participation for women and girls. Through a focus on inter-community girls' empowerment, the proposed activity aligns with USAID/Egypt's strategy to increase inclusive economic growth by increasing women and girls' participation.

Furthermore, the proposed activity aligns with all four pillars of the Egyptian National Strategy for the Empowerment of Egyptian Women 2030. The Strategy seeks to emphasize and fulfill Egypt's commitment to women's rights as set forth in the Egyptian Constitution 2014, as well as

⁴ See https://www.usaid.gov/sites/default/files/documents/1865/usaid_psepolicy_final.pdf.

in binding international conventions, covenants and declarations to which Egypt is a party. Moreover, the Strategy aims to respond to the real needs of Egyptian women—particularly those living in rural areas of Upper Egypt, the poor, female-headed households, the elderly and disabled women. These groups are entitled to care—when the State develops development plans, in order to ensure their full protection, utilize their human and financial resources and potential in order to fulfill the principle of equal opportunities as set forth in the Constitution.

e. Coordination with U.S. Government, Government of Egypt and Other Donor Programs

U.S. Government programs in Egypt support a diverse portfolio across a broad spectrum to include health and education, economic growth, agriculture and food security, gender equality and female empowerment, governance, global health, and water and sanitation. Given the range of programming conducted by the U.S. Government, the Recipient is expected to coordinate with existing U.S. Government programming and deconflict as necessary. The Government of Egypt has implemented activities aimed at empowering women and girls and building inter-community cooperation. Proposed activities under this award should consider how to leverage and complement these activities.

Furthermore, proposed activities should complement the work of other donors. Although, there is limited donor attention to the promotion of inter-community coexistence, there is a high degree of donor attention paid to the issue of gender equality and women's empowerment and microeconomic growth. As such, the Recipient should propose approaches that complement existing efforts.

f. Monitoring, Evaluation and Learning

The Recipient shall develop a Monitoring, Evaluation and Learning (MEL) Plan in consultation with the Agreement Officer's Representative (AOR) that will include output and outcome, quantitative and qualitative indicators to include required applicable standard indicators, as well as custom indicators to be proposed by the recipient. The Recipient shall develop a rigorous system for the collection, storage and analysis of data and the verification of its quality, to ensure it meets USAID data quality standards. Indicators should be disaggregated by gender and where appropriate by age and should demonstrate that the recipient is reaching a diverse group of target beneficiaries. The MEL Plan shall detail the activity's learning approach and an evaluation plan. The MEL Plan shall be submitted (or updated if necessary) along with the annual work plan.

Results data will be shared with a number of stakeholders, including other USAID implementing partners, public, and civil society entities as well as other donors, in support of enhanced collaboration, learning and adaptive management (CLA) across USAID's portfolio. The Recipient may be requested to participate in collaborative learning events, which will be designed to generate and share learning among USAID implementing partners and stakeholders.

Either baseline information or a plan for immediate collection of baseline data at the start of activity must be included. The activity will report progress quarterly in a standardized format. The MEL Plan should include an appropriate set of quantitative and/or qualitative performance indicators that measure outputs and outcomes accurately and in a timely, cost-effective manner.

The Recipient will develop high-quality indicators and, where appropriate, draw upon relevant USAID standard indicators (<http://www.state.gov/f/indicators>). For each indicator, the MEL Plan must include a Performance Indicator Reference Sheet, which provides a precise definition, information on disaggregation, the data source, frequency of data collection, collection method, the party responsible for data collection, when baseline information will be collected, and expected annual targets.

In order to assist with project coordination, the recipient will also establish and maintain a MEL database that will include key indicators, information on beneficiary numbers per location, and status of activities. USAID will have read access to this database.

Note: The term “program” as used in 2 CFR 200 and this NOFO is typically considered by USAID to be an Activity supporting one or more Project(s) pursuant to specific Development Objectives. Please see 2 CFR 700 for the USAID specific definitions of the terms “Activity” and “Project” as used in the USAID context for purposes of planning, design, and implementation of USAID development assistance.

5. Program Activities

The purpose of this program is to engage young women and girls⁵ from different social and cultural backgrounds in cross-community dialogue and to develop a shared vision of young women and girls’ empowerment. The program seeks 1) to provide a safe venue for education, discussions on vital issues of concern for girls and 2) to identify Community Champions and engage individuals from all communities to participate in exercises to identify, prioritize, and address community needs through small-scale projects, joint cultural events, and/or micro-enterprises.

Working through local Community Development Associations (CDA) or other community-based trusted structures and in concert with local leaders, including religious leaders, USAID/Egypt seeks creative approaches to address the following three objectives:

Objective 1 - Cultivate Community Champions

⁵ Girls within this age cohort (i.e. under the age of 25 years) represent over one-fifth of Egypt’s population and must be engaged to impact its development trajectory. <http://ncw.gov.eg/wp-content/uploads/2018/02/final-version-national-strategy-for-the-empowerment-of-egyptian-women-2030.pdf>

The proposed program intends to support young women and girls as they collectively identify the challenges they uniquely face and work with men and boys to identify solutions. The program seeks to transfer leadership skills to both young men and women to promote inter-community dialogue and initiative that serve their common vision.

To this end, the program will cultivate and identify a cadre of Community Champions within and across communities who support the leadership of young women and girls. Emphasis should be placed on attracting involvement of formal and traditional leaders, such as government officials and customary/traditional and religious leaders.⁶ The program will identify, select, and train women and men Community Champions on leadership, facilitation, harm reduction, and gender issues affecting girls and boys. These Community Champions will likely already be leaders in their communities and will be paired or grouped with other Champions from different demographic groups to collectively identify and propose solutions to their community challenges.

These individuals will develop a shared community vision to promote cross-cultural understanding while mitigating issues that adversely impact young women and girls. These shared community visions will also promote the empowerment of young women and girls in their community, emphasizing the positive impact of young women and girls' empowerment on cohesiveness and community. Moreover, the visions will define conflict resolution needs, identify safe spaces and potential risks, and outline steps needed to reach a shared vision for the community.

At the individual level, the program seeks to address the interpersonal, interactional, and behavioral aspects of empowerment for young women and girls. Such attention has direct impact on the ability of young women and girls to continue their education, raise their self-esteem, and by extension express power over personal decision-making. Through empowerment, the program seeks to ensure school retention while increasing economic empowerment and participation as a means to increase both their own interactions within the family home as well as to support their ability to start a small business or participate in the workforce.

Illustrative Activities:

- Community groups brought together to self-select leaders and “Champions of Change,” ensuring gender balance of participants;
- Train and build capacity of Champions to address gender issues, young women and girls' empowerment, and dispute mitigation to build community harmony;
- Creation and provision of safe venues where young women and girls can become educated on issues affecting their participation in social and economic life;

⁶ (2015). Walker, J. *Engaging Islamic Opinion Leaders on Child Marriage: Preliminary Results from Pilot Projects in Nigeria*, *The Review of Faith & International Affairs*, 13:3, 48-58,

- Developing a joint “Community Vision” that addresses the needs of various demographic groups within one community;
- Conducting participatory needs assessments within communities to address modest needs
- Formalized networking relationships among and between older program participants and local educational and employment institutions
- Pending needs, small seed funding could be provided for collaborative projects.

Objective 2 – Improve Practical Life Skills for Self-Protection

The purpose of this Objective is to understand what factors change behaviors among the greater community and to empower young women and girls to leverage these elements to bring about positive change. This program seeks to take the experience of young women and girls and harness them to increase women’s participation and confidence in public consensus-building roles. Furthermore, by harnessing these experiences, the activity seeks to target the role that women and girls can play in preventing and responding to inter-community disputes and harmful practices, including violence against women and girls. By working with young people, greater awareness about the need for inter-community dialogue and understanding can be developed to counter harmful practices that adversely affect women’s full participation in Egyptian social and economic life.

To build bonds across different communities, the program will emphasize peer-to-peer mentoring and learning among segmented youth cohorts, especially girls and young women. Young girls and young boys will be aided on how to begin discussions on difficult topics, how to talk about girls’ empowerment, and how to frame important messages. Work with young men and boys will address masculinity and gender roles.

Illustrative Activities:

- Gather and assess experiences of young people toward conflict and change, especially toward inter-generational and inter-cultural disputes as well as harmful practices;
- Identify the knowledge, understanding, and experiences of young people from different demographic groups toward harmful practices and inter-community disputes;
- Understand the social, cultural, and economic roles of harmful practices and how to develop and roll out successful substitutions;
- Encourage discussion on vital issues of concern for young women and girls, such as violence against women and girls; FGM; early and seasonal marriage;
- Create a culture of safe spaces for young women and girls to learn and to educate one another about violence against women and girls and other harmful practices;
- Build a cadre of “Peer Mentors” among girls to build awareness and raise issues to local leaders, persons in authority, or Community Champions;

Objective 3 – Increase Inter-Community Cooperation

To enact the shared community visions developed in Objective 1 to empower young women and girls and to involve youth from Objective 2, communities from different demographic groups will be encouraged to implement initiatives that promote the aspirations of the shared community vision for long-term cooperation and growth. This Objective will require a consistent monitoring of the process and the outputs of the community dialogues and periodic re-validation of the shared community visions.

The activity will promote small scale community initiatives to build stronger social networks across different demographic communities, with an emphasis on volunteerism and the economic empowerment of young women and girls. These projects may be developed to address a specific issue related to young women and girls' needs as outlined in the shared visions or may address an ancillary community-raised issues. By building community solidarity, informal groups help mitigate economic shocks that can underpin violence against women and girls or community disputes, while building trust between individuals from disparate backgrounds and working toward a common goal⁷.

Illustrative Activities:

- Development of continuous quality improvement plans for shared community vision statements and associated systems of regular locally based re-validation;
- Creation of frameworks for implementation of micro projects to support shared community vision statements;
- Involvement of individuals from all communities--not only those actively targeted as participants--to be in exercises to identify, prioritize, and address community needs through volunteer projects;
- Launching of targeted initiatives to support women's empowerment and cross-community strengthening.

D. Expected Results

- Diversified Community Champions of Change in four diverse geographic locations identified in the General Program Guidance Section.
- Each targeted community has developed and validated a shared community vision statement and devised a plan on how to realize the vision.
- Micro projects delivered to implement the shared community vision and promote women and girls' empowerment in targeted communities.
- Communication and interpersonal skills of a cadre of peer mentors developed.
(Definition/Activities: Build the capacity of a cadre of peer mentors who can demonstrate the ability to communicate concepts on the prevention of harmful practices

⁷ (2016). Brannen, C. & Sheehan-Connor, D. *Evaluation of the impact of Village Savings and Loan Associations using a novel survey instrument*, Development Southern Africa. 33:4, 502-517.

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against women and girls, help in the mitigation of disputes and understand how to effectively report concerns to appropriate authorities.)

- Communication channels between peer mentors, local leaders, persons in authority, or Community Champions established.
- School retention rates among participating girls improved in the selected geographic locations.
- Increased participation of youth leaders, particularly young women and girls, in devising solutions for their communities.
- Tangible, community-based priorities addressed at the grassroots level in the selected geographic locations.

SECTION B: FEDERAL AWARD INFORMATION

1. Estimate of Funds Available and Number of Awards Contemplated

USAID/Egypt intends to award one Cooperative Agreement pursuant to this notice of funding opportunity. Subject to funding availability and at the discretion of the Agency, USAID/Egypt intends to provide US\$3 million in total USAID funding over a three-year period.

2. Start Date and Period of Performance for Federal Awards

The anticipated period of performance is three years. The estimated start date will be July 1, , 2020.

3. Substantial Involvement

USAID plans to negotiate and award an assistance instrument known as a Cooperative Agreement with the successful applicant for this program. A Cooperative Agreement implies a level of “substantial involvement” by USAID. This substantial involvement will be through the Agreement Officer, except to the extent that the Agreement Officer delegates authority to the Agreement Officer’s Representative (AOR) in writing. The intended purpose of the substantial involvement during the award is to assist the recipient in achieving the supported objectives of the agreement. The anticipated substantial involvement elements for this award are listed below (this list does not include approvals required by Standard Mandatory Provisions for Non-US NGOs or other applicable law, regulation or provision):

- Approval of implementation plans annually, including planned activities for the following year and any subsequent revisions of the implementation plan;
- Approval of key personnel;
- Agency and Recipient Collaboration or Joint Participation in implementation, including, the following:
 - Collaborative involvement in selection of advisory committee members and participation in the advisory committee, if the program will establish an advisory committee that provides advice to the recipient;
 - Direction or Redirection of activities specified in the program description due to GoE priorities and guidance as well as interrelationships with other programs;
 - Approval of the Monitoring Evaluation & Learning Plan – the ME&L Plan will be developed in consultation with USAID/Egypt.

- Approval of all sub awards not included and approved in the original Cooperative Agreement

4. Authorized Geographic Code

The geographic code for the procurement of commodities and services under this program is 937 defined as the United States, the recipient country, and developing countries other than advanced developing countries, 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 and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the Inter-Community Activity which is authorized by Federal statute. The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.

SECTION C: ELIGIBILITY INFORMATION

1. Eligible Applicants

Eligibility for this NOFO is not restricted. USAID/Egypt welcomes applications from organizations that have not previously received financial assistance from USAID.

2. Cost Sharing or Matching

USAID/Egypt has established a mandatory minimum recipient cost-share of two percent of the projected USAID funding for the expected assistance award. Such funds may be provided directly by the recipient; other multilateral, bilateral, and foundation donors; host governments; and local organizations, communities and private businesses that contribute financially and in-kind to implementation of activities at the country level. This may include contribution of staff level of effort, office space or other facilities or equipment which may be used for the program, provided by the recipient. For guidance on cost sharing in grants and cooperative agreements see 2 CFR 200.306.

3. Other Eligibility Requirements

Applicants can only submit one (1) application. Applicants are directed to review the other requirements for applications specified herein, including, but not limited to, Sections D and E herein.

SECTION D: APPLICATION AND SUBMISSION INFORMATION

1. Agency Point of Contacts

Name: Ms. Abeer Rizk
Title: Acquisition & Assistance Management Specialist, USAID/Egypt
Email Addresses: arizk@usaid.gov

Name: Ms. Dina El Motei
Title: Acquisition & Assistance Management Specialist, USAID/Egypt
Email Addresses: delmotei@usaid.gov

2. Questions and Answers

Questions regarding this NOFO should be submitted through two e-mail addresses to Ms. Abeer Rizk at arizk@usaid.gov with a copy to Ms. Dina El Motei at delmotei@usaid.gov no later than the date and time indicated on the cover letter, as amended. Any information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as an amendment to this NOFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

3. General Content and Form of Application

Each applicant must furnish the information required by this NOFO. Applications must be submitted in two separate parts: 1. the Technical Application (which forms the basis for the Merit Review) and 2. the Business (Cost) Application. This subsection addresses general content requirements applying to the full application. Please see subsections 5 and 6, below, for information on the content specific to the Technical and Business (Cost) applications. The Technical Application must address technical aspects only, while the Business (Cost) Application must present the costs, and address risk and other related issues.

Both the Technical and Business (Cost) Applications must include a cover page that shall not exceed one page. The cover page must include the following information:

- Name of the organization(s) submitting the application;
- Type of institution
- Identification and signature of the primary contact person (by name, title, organization, mailing address, telephone number and email address) and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number and email address);
- Program name

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- Notice of Funding Opportunity number
- Name of any proposed sub-recipients or partnerships (identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303.)

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

Applicants may choose to submit a cover letter in addition to the cover pages, but it will serve only as a transmittal letter to the Agreement Officer. The cover letter will not be reviewed as part of the merit review criteria. Applications that are incomplete or not directly responsive to the terms, conditions, and provisions of this NOFO may be eliminated from further consideration at the discretion of the Agreement Officer. Pre-applications, letters of intent, concept papers or white papers are not required and will not be considered. Applications in languages other than English will not be considered.

4. Application Submission Procedures

Applications in response to this NOFO must be submitted no later than the closing date and time indicated on the cover letter, as amended. Consistent with ADS 303.3.6.6, applications that are submitted late may be eliminated from the competition. If a late application is evaluated and considered for award, all similarly situated late applications (in terms of time of receipt) will also be evaluated and considered for award. Applicants must retain proof of timely delivery in the form of system generated documentation of delivery receipt date and time/confirmation from the receiving office

Applications must be submitted by email to arizk@usaid.gov with a copy to delmotei@usaid.gov. Email submissions must include the NOFO number and applicant's name in the subject line heading. In addition, for an application sent by multiple emails, the subject line must also indicate whether the email relates to the technical or cost application, and the desired sequence of the emails and their attachments (e.g. "No. 1 of 4", etc.). For example, if your cost application is being sent in two emails, the first email should have a subject line that states: "[NOFO number], [organization name], Cost Application, Part 1 of 2".

USAID/Egypt's preference is that the technical application and the cost application each be submitted as consolidated email attachments, e.g. that you consolidate the various parts of a technical application into a single document before sending it. If this is not possible, please provide instructions on how to collate the attachments. USAID will not be responsible for errors in compiling electronic applications if no instructions are provided or are unclear. The Applicant must limit the size of its attachments to **25MB per email**.

Applicants are reminded that e-mail is NOT instantaneous, and in some cases delays of several hours occur from transmission to receipt. Therefore, applicants are requested to send the application in sufficient time ahead of the deadline. For this NOFO, the initial point of entry to the government infrastructure is the USAID mail server.

There may be a problem with the receipt of *.zip files due to anti-virus software. Therefore, applicants are discouraged from sending files in this format as USAID/Egypt/OAA cannot guarantee their acceptance by the internet server. File size must not exceed 25MB per email.

5. Technical Application Format

The technical application should be specific, complete, and presented concisely. The application must demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. The application should consider the requirements of the program and merit review criteria found in this NOFO.

The technical application **shall not exceed 15 pages, subject to the exceptions specified below**. If the technical application exceeds fifteen (15) pages (excluding annexes, the table of contents, and the cover page), USAID/Egypt may determine, in its sole discretion, to consider and review **ONLY** the first fifteen pages when evaluating the technical application.

All figures, charts and tables must be labeled. If more than one page, header rows **MUST** be repeated at the top of each page to allow for ease of reading. The technical application must be on standard 8-1/2" by 11" paper (210mm by 297mm paper) or A4 paper, single-spaced, 12-point type or larger, Times New Roman font, and have at least one-inch margins on the top, bottom, and both sides. While tables, graphs, and charts may be used with a smaller font, USAID/Egypt reserves the right to take appropriate action, including elimination of the application from further consideration, if the use of smaller font in tables, graphs, and charts in the application is abused. The Technical Application must be submitted in **Microsoft Word** and **PDF format**.

The Technical Application shall include the following sections:

(a) Cover Page (See Section D.3 above for requirements) {Does NOT count against the page limit}

(b) Table of Contents {Does NOT count against the page limit}: Include major sections and page numbering to easily cross-reference and identify merit review criteria.

(c) Technical Approach: The Technical Approach Section should include information sufficient to evaluate the application under the technical approach criterion under the Merit Review Criteria in Section E below. Applicants must describe and support their overall approach and activities to accomplish the set of stated results provided in the Program Description of the NOFO. In the

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Technical Application, Applicants must propose a comprehensive approach for achieving the results specified in the Program Description and their sustainability. For all the stated results, Applicants must propose performance standards and deliverables, which are measurable and structured to permit an assessment of the Applicant's performance. The technical approach should also address the following:

- Sustainability of each activity component and process for partnering with national stakeholders to ensure sustainability.
- The applicant should incorporate gender considerations throughout the technical approach and must address how gender norms and constraints in the implementation context will affect the project and how the project is likely to reduce or exacerbate existing gender gaps. The gender analysis must also identify potential adverse impacts and/or risks of gender-based exclusion that could result from planned activities.
- The applicant should also anticipate any potential risks or roadblocks and present a plan for how the program will adapt and manage.

Annexes related to Technical Approach {Does NOT count against the page limit}:

- Draft Work Plan: The application shall include a draft work plan for the first year of the project. The Draft Work Plan must describe each proposed activity; enumerate the deliverables; the time and level of effort, sub-contracts, commodities, and other resources required to achieve each stated result. The draft work plan should also specify the timeline of implementation of activities and achieving results.
- Illustrative Monitoring, Evaluation and Learning Plan (MEL): USAID is also requesting an illustrative MEL strategy that utilizes an adaptive management and learning approach. The application shall provide an illustrative MEL plan. The MEL plan must present a results framework, including assumptions and key indicators. The plan should: (1) show a clear path to meeting stated results; (2) recommend indicators that are realistic, obtainable and that will be effective as guides to management and reporting; (3) identify the baseline data needs, methodologies required to monitor project activities, benchmarks and timelines for measuring results; (4) explains how the MEL will be implemented and applied as a management, evaluative and learning tool. (Not included in page limitation).
- Draft sustainability plan: The application shall include a draft sustainability plan for each activity component.

(d) Management Approach and Staffing:

The Management Approach and Staffing Section should include information sufficient to evaluate the application under the management approach and key position criterion under the Merit Review Criteria in Section E below. Applicants must submit an overall management approach that clearly reflects an effective distribution of roles and responsibilities and the likelihood the proposed management approach will achieve results presented in the technical application. Use of local expertise is highly encouraged. The approach must include the following:

- The approach must identify all proposed sub-awardees(s), and explain their roles and responsibilities including a discussion of how they will be fully integrated into the implementation project. The applicant must include an activity organization chart identifying the roles and responsibilities of the prime applicant and each of the proposed sub-awardee(s) as appropriate and must also include the roles and responsibilities of individual team members. (Not included in page limitation).
- The applicant must provide with the application draft staffing plan including a description of the applicant's personnel resources for the project, duty location, source of labor (i.e. local, U.S. expatriate) and the associated lines of responsibility. Applicants will demonstrate the extent to which the staffing plan maximizes the utilization of local and other expertise. The staffing plan must also include a table with the anticipated level of effort broken down by type of proposed personnel (e.g. long term expatriate, long term local, short term expatriate and short term local) to achieve the stated results provided in the program description of the NOFO (Not included in page limitation).
- The applicant must list and provide position descriptions for key personnel, including the following minimum key personnel:
 - o Chief of Party,
 - o Deputy Chief of Party,
 - o Community Development Specialist,
 - o M&E/Reporting Specialist

Key Personnel are expected to have the requisite skill set to implement the technical approach and achieve sustainable results. Key Personnel must have demonstrated ability to establish and sustain professional relationships with local counterparts and stakeholders, and have excellent written and oral communication skills in English.

- List of proposed subcontractors, if any, along with a brief history of their experience.

Annexes related to Management Approach and Staffing {Does NOT count against the page limit}:

- Draft Organization Chart, Position Descriptions, and Staffing Plan
- Resumes of named staff

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- Letters of commitments or statements of availability by key personnel. (not included in page limitation).

Institutional Capacity: The Institutional Capacity Section should include information sufficient to evaluate the application under the institutional capacity criterion under the Merit Review Criteria in Section E below. Applicants must provide a clear description of their internal capabilities/resources and relevant experience/history to demonstrate the capacity to successfully manage the proposed project:

- Explain the core technical capacities/resources and institutional support that the Applicant offers.
- Provide a brief description of the Applicant's areas of expertise and capacities in implementing the requirements of this NOFO.
- Describe the organizational capabilities and expertise of any proposed sub-Recipients, if applicable.

Annexes related to Institutional Capacity {Does NOT count against the page limit}:

The Applicant shall provide reference information for up to five projects/activities itself and each major sub-awardee (one whose proposed cost exceeds 2% of the Applicant's total proposed cost) for itself and any major sub-awardee awarded within the last three years that are similar in size, scope, and complexity to the program described in this NOFO. For each project/activity referenced, provide the following information:

- Award number;
- Agency or entity providing the funding;
- Description of the program including, but not limited to, a brief discussion of the complexity/diversity of activities;
- Primary location(s) of activities;
- Duration of the program;
- Skills/expertise required;
- Dollar value of the program;
- Contact information for two persons, including name, job title, mailing address, phone numbers and e-mail addresses.
- Information on the quality of service, timeliness of performance, business relations, customer satisfaction, and cost control of each included project; and
- other relevant information that will clarify the depth and breadth of applicant experience, involvement, and achieved results.

6. Business (Cost) Application Format

The Business (Cost) Application must be submitted separately from the Technical Application. While no page limit exists for the full cost application, applicants are encouraged to be as concise as possible while still providing the necessary details. The business (cost) application must illustrate the entire period of performance, using the budget format shown in the SF-424A.

Prior to award, applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to assess the applicant's risk in accordance with 2 CFR 200.205. Applicants should not submit any additional information with their initial application.

The Cost Application must be submitted in Microsoft Word for narrative text and Excel for budgets and other relevant tables. Excel spreadsheets must be submitted with unlocked cells with formulas included.

The complete Cost Application must also be separately submitted in PDF format.

All pages of the Cost Application must be numbered, including annexes, budget tables and any other addendums.

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

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

a) Cover Page (See Section D.3 above for requirements)

b) 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 www.grants.gov or using the following links:

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

c) Required Certifications and Assurances

The applicant must complete the following documents and submit a signed copy with their application:

- i. “Certifications, Assurances, Representations, and Other Statements of the Recipient” document found at <http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>
- ii. Assurances for Non-Construction Programs (SF-424B)
- iii. Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).

d) Budget and Budget Narrative

The Budget must be submitted as one unprotected Excel file (MS Office 2000 or later versions) with visible formulas and references and must be broken out by project year, including itemization of the federal and non-federal (cost share) amount. Files must not contain any hidden or otherwise inaccessible cells. Budgets with hidden cells lengthen the cost analysis time required to make an award and may result in a rejection of the cost application. The Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs. The

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applicant must ensure the budgeted costs address any additional requirements identified in Section F, such as Branding and Marking. The Budget Narrative must be thorough, including sources for costs to support USAID's determination that the proposed costs are fair and reasonable.

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

- Summary Budget, inclusive of all program costs (federal and non-federal), broken out by major budget category and by year for activities implemented by the applicant and any potential sub-applicants for the entire period of the program. See Section H, Annex 1 for Summary Budget Template
- Detailed Budget, including a breakdown by year, sufficient to allow the Agency to determine that the costs represent a realistic and efficient use of funding to implement the applicant's program and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.
- Detailed Budgets for each sub-recipient, for all federal funding and cost share, broken out by budget category and by year, for the entire implementation period of the project.

The Detailed Budget must contain the following budget categories and information, at a minimum:

- A. Salaries and Allowances – Must be proposed consistent with 2 CFR 200.430 Compensation - Personal Services. The applicant's budget must include position title, salary rate, level of effort, and salary escalation factors for each position. Allowances, when proposed, must be broken down by specific type and by position. Applicants must explain all assumptions in the Budget Narrative. The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what is paid for similar work in other activities of the applicant. Applicants must provide their established written policies on personnel compensation. If the applicant's written policies do not address a specific element of compensation that is being proposed, the Budget Narrative must describe the rationale used and supporting market research.
- B. Fringe Benefits – (if applicable) If the applicant has a fringe benefit rate approved by an agency of the U.S. Government, the applicant must use such rate and provide evidence of its approval. If an applicant does not have a fringe benefit rate approved, the applicant must propose a rate and explain how the applicant determined the rate. In this case, the Budget Narrative must include a detailed breakdown comprised of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.

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- C. Travel and Transportation – Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Per Diem and associated travel costs must be based on the applicant’s normal travel policies. When appropriate please provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.
- D. Procurement or Rental of Goods (Equipment & Supplies), Services, and Real Property – Must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.
- E. Subawards – Specify the budget for the portion of the program to be passed through to any subrecipients. See 2 CFR 200.330 for assistance in determining whether the sub-tier entity is a subrecipient or contractor. The subrecipient budgets must align with the same requirements as the applicant’s budget, including those related to fringe and indirect costs.
- F. Construction – If applicable
- G. Other Direct Costs – This may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams and inoculations, as well as any other miscellaneous costs which directly benefit the program proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs. Otherwise, the narrative should be minimal.
- H. Indirect Costs – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In order to better understand indirect costs please see Subpart E of 2 CFR 200.414. The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most commonly used Indirect Cost Rate methods:

Method 1 - Direct Charge Only

Eligibility: Any applicant

Initial Application Requirements: See above on direct costs

Method 2 - Negotiated Indirect Cost Rate Agreement (NICRA)

Eligibility: Any applicant with a NICRA issued by a USG Agency must use that NICRA

Initial Application Requirements: If the applicant has a current NICRA, submit your approved NICRA and the associated disclosed practices. If your NICRA was issued by an Agency other than USAID, provide the contact information for the approving Agency. Additionally, at the Agency's discretion, a provisional rate may be set forth in the award subject to audit and finalization. See [USAID's Indirect Cost Rate Guide for Non Profit Organizations](#) for further guidance.

Method 3 - De minimis rate of 10% of modified total direct costs (MTDC)

Eligibility: Any applicant that has never received a NICRA

Initial Application Requirements: Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate an indirect rate, which the non-Federal entity may apply to do at any time. The applicant must describe which cost elements it charges indirectly vs. directly. See 2 CFR 200.414(f) for further information.

Method 4 - Indirect Costs Charged as A Fixed Amount

Eligibility: Non-U.S. non-profit organizations without a NICRA may request, but approval is at the discretion of the AO

Initial Application Requirements: Provide the proposed fixed amount and a worksheet that includes the following:

- Total costs incurred by the organization for the previous fiscal year and estimates for the current year.
- Indirect costs (common costs that benefit the day-to-day operations of the organization, including categories such as salaries and expenses of executive officers, personnel administration, and accounting, or that benefit and are identifiable to more than one program or activity, such as depreciation, rental costs, operations and maintenance of facilities, and telephone expenses) for the previous fiscal year and estimates for the current year.
- Proposed method for prorating the indirect costs equitably and consistently across all programs and activities of using a base that measures the benefits of that particular cost to each program or activity to which the cost applies.

If the applicant does not have an approved NICRA and does not elect to utilize the 10% de minimis rate, the Agreement Officer will provide further instructions and may request additional

supporting information, including financial statements and audits, should the application still be under consideration after the merit review. USAID is under no obligation to approve the applicant's requested method.

- I. Cost Sharing – The applicant should estimate the amount of cost-sharing resources to be provided over the life of the agreement and specify the sources of such resources, and the basis of calculation in the budget narrative. Applicants should also provide a breakdown of the cost share (financial and in-kind contributions) of all organizations involved in implementing the resulting Cooperative Agreement.

e) Prior Approvals in accordance with 2 CFR 200.407

Inclusion of an item of cost in the detailed application budget does not satisfy any requirements for prior approval by the Agency. If the applicant would like the award to reflect approval of any cost elements for which prior written approval is specifically required for allowability, the applicant must specify and justify that cost. See 2 CFR 200.407 for information regarding which cost elements require prior written approval.

f) Approval of Subawards

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

- Name of organization
- DUNS Number
- Confirmation that the subrecipient does not appear on the Treasury Department's Office of Foreign Assets Control (OFAC) list
- Confirmation that the subrecipient does not have active exclusions in the System for Award Management (SAM)
- Confirmation that the subrecipient is not listed in the United Nations Security designation list
- Confirmation that the subrecipient is not suspended or debarred
- Confirmation that the applicant has completed a risk assessment of the subrecipient, in accordance with 2 CFR 200.331(b)
- Any negative findings as a result of the risk assessment and the applicant's plan for mitigation.

g) 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.

i) Branding Strategy & Marking Plan

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

1. Branding Strategy – Assistance (June 2012)

- a. Applicants recommended for an assistance award must submit and negotiate a "Branding Strategy," describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens.
- b. The request for a Branding Strategy, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.

- c. Failure to submit and negotiate a Branding Strategy within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.
- d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.
- e. The Branding Strategy must include, at a minimum, all of the following:
 - (1) All estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth.
 - (2) The intended name of the program, project, or activity.
 - (i) USAID 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.

f. 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.

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

2. Marking Plan – Assistance (June 2012)

a. Applicants recommended for an assistance award must submit and negotiate a “Marking Plan,” detailing the public communications, commodities, and program materials, and other items that will visibly bear the “USAID Identity,” which comprises of the USAID logo and brandmark, with the tagline “from the American people.” The USAID Identity is the official marking for the Agency, and is found on the USAID Web site at <http://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, 6 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.

j) Funding Restrictions

Profit is not allowable for recipients or subrecipients under this award. See 2 CFR 200.330 for assistance in determining whether a sub-tier entity is a subrecipient or contractor.

Construction may be authorized under this award.

USAID will not allow the reimbursement of pre-award costs under this award without the explicit written approval of the Agreement Officer.

Except as may be specifically approved in advance by the AO, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in Section B.4 of this NOFO and must meet the source and nationality requirements set forth in 22 CFR 228.

k) Conflict of Interest Pre-Award Term

CONFLICT OF INTEREST PRE-AWARD TERM (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.
2. 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

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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)

SECTION E: APPLICATION REVIEW INFORMATION

1. Criteria

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

Technical and other factors will be evaluated relative to each other, as described here and prescribed by the Technical Application Format. The following criteria will be evaluated. The Selection Committee (SC) will evaluate the various components of the application set forth below in descending order of importance.

- 1- Technical Approach
- 2- Management Approach and Staffing
- 3- Institutional Capacity

These Merit Review Criteria will be used to first select the highest-rated applicants. The Merit Review Criterion above will then be used to determine the apparently successful applicant(s). A final risk assessment, including a review of cost and performance history, will then determine the final award(s) decisions.

2. Review and Selection Process

This section includes guidance on the merit review and business review processes.

(a) Merit Review

Additional guidance on the three Merit Review Criteria are set forth below

Criteria # 1 Technical Approach

The technical approach will be evaluated in terms of overall quality. This includes, but is not limited to, the following considerations:

- Overall quality of the technical approach, including the extent to which the approach responds to the Program Description with a set of clear, feasible, and mutually reinforcing activities with strong likelihood to achieve planned outcomes, intended results and overall goal and objective of the activity supported by an illustrative work plan and MEL plan.

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- The extent to which the offeror clearly demonstrates how a people to people approach is grounded in the theory of change with clear explanation as to what specific people and/or groups will be brought together and why those groups are most relevant to building understanding.
- The extent to which the offeror clearly integrates gender considerations into the technical understanding and approach,
- The extent to which the applicant demonstrates the ability to engage and partner with local and religious leaders to achieve results.

Criteria # 2 Management Approach and Staffing

Management approach and key positions will be evaluated on how well the management approach and proposed positions will support the implementation of an effective technical approach. This includes, but is not limited to, the following considerations:

- Extent to which the applicant demonstrates the ability to effectively develop and manage the proposed activity outlined in the technical approach.
- The extent to which the Applicant clearly articulates and differentiates the roles and responsibilities of all key stakeholders.
- The likelihood the proposed management approach in the draft organization structure and staffing plan, including, but not limited to, a clear distribution of roles and responsibilities and utilization of local and other expertise, demonstrates the applicant's ability to effectively and efficiently achieve the results in the Technical Approach.
- The extent to which the applicant's key positions complement the Technical Approach, possessing demonstrative capacity to carry out the proposed technical and managerial tasks.

Criteria # 3 Institutional Capacity

Institutional Capacity will be evaluated on the strength and relevancy of the applicant's experience as it relates to the technical areas specified in the Program Description. The extent to which the applicant possesses the organizational capacity to operate internationally and manage the project showing the ability to mobilize the resources necessary to carry out the objectives of the Activity will also be evaluated. Demonstrated experience leading an effective consortium if proposed in the management plan.

(b) Business (Cost) Review

USAID/Egypt will evaluate the cost application of the applicant(s) under consideration for an award (the apparently successful applicant(s)) as a result of the merit criteria review to determine

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whether the costs are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

The Agency will also consider (1) the extent of the applicant's understanding of the financial aspects of the program and the applicant's ability to perform the activities within the amount requested; (2) whether the applicant's plans will achieve the program objectives with reasonable economy and efficiency; and (3) whether any special conditions relating to costs should be included in the award.

Proposed cost share, if provided, will be reviewed for compliance with the standards set forth in 2 CFR 200.306, 2 CFR 700.10, and the Standard Provision "Cost Sharing (Matching)" for U.S. entities, or the Standard Provision "Cost Share" for non-U.S. entities.

The AO will perform a risk assessment (2 CFR 200.205). The AO may determine that a pre-award survey is required to inform the risk assessment in determining whether the prospective recipient has the necessary organizational, experience, accounting and operational controls, financial resources, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award. Depending on the result of the risk assessment, the AO will decide to execute the award, not execute the award, or award with “specific conditions” (2 CFR 200.207).

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/Egypt anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award.

The Cooperative Agreement signed by the Agreement Officer is the authorizing document, which shall be transmitted to the Recipient for countersignature to the authorized agent of the successful organization(s) electronically, to be followed by original copies for execution.

Notification will also be made electronically to unsuccessful applicants pursuant to ADS 303.3.7.1.b. USAID/Egypt will consider requests for additional information pursuant to ADS 303.3.7.2.

2. Administrative & National Policy Requirements

No deviations are currently contemplated to the standard provisions for the cooperative agreement contemplated by this RFA. The standard provisions to be used will be the Mandatory Standard Provisions for U.S. Nongovernmental Recipients or the Mandatory Standard Provisions for Non-U.S. Nongovernmental Recipients (other types of provisions may be used if other types of eligible organizations, *e.g.* Public International Organizations, are selected for award).

The following regulations and policies are expected to govern award administration.

- For U.S. organizations, 2 CFR 700, 2 CFR 200 and the *Standard Provisions for U.S. Nongovernmental Recipients* will be applicable.
- For non-U.S. organizations, the *Standard Provisions for Non-U.S., Nongovernmental Recipients* will apply. While 2CFR 200 does not directly apply to non-U.S. applicants, the Agreement Officer will use the standards of 2CFR 200 in the administration of the award.
- For Public International Organizations (PIOs), the Standard Provisions for Grants to Public International Organizations, along with selected provisions from the Standard Provisions for Non-U.S., Nongovernmental Recipients and other negotiated provisions, will be used.

These documents may be accessed through the internet as follows:

- 2 CFR 200: <http://www.ecfr.gov/cgi-bin/text-idx?SID=058338fa3254c782718e94843a3e4e09&node=pt2.1.200&rgn=div5>

- Standard Provisions for U.S., Nongovernmental Recipients:
<http://www.usaid.gov/policy/ads/300/303maa.pdf>
- Standard Provisions for Non-U.S., Nongovernmental Recipients:
<http://www.usaid.gov/policy/ads/300/303mab.pdf>
- Standard Provisions Public International Organizations:
<http://www.usaid.gov/policy/ads/300/308mab.pdf>
- FAR Part 31: <https://www.acquisition.gov/far/html/FARTOCP31.html>

See Annex 2, for a list of the Standard Provisions that will be applicable to any awards resulting from this NOFO.

3. Reporting Requirements

The Recipient shall be responsible to USAID/Egypt for all matters related to the execution of the agreement. Specifically, the Recipient shall report to the Agreement Officer (AO) and to the Agreement Officer's Representative (AOR), who will be designated by the AO prior to award.

The Recipient will be expected to provide the following reports. All approved quarterly, annual reports, implementation plans, ME&L plans, and technical reports shall be posted to the Development Experience Clearinghouse (DEC) as appropriate.

a. Implementation Plans

Annual Work Plan: The Recipient will have submitted a draft year one implementation plan based on the jointly agreed final design document in the co-design process. The Recipient will work closely with the AOR to finalize the year one implementation plan. The final version of year one implementation plan will be due within the first 45 days of the Cooperative Agreement.

Thirty (30) days before the beginning of each subsequent fiscal year, the Recipient will submit annual implementation plans. The annual implementation plan for each fiscal year will be finalized in consultation with USAID/Egypt with approval by the Agreement Officer's Representative. If during the course of implementation, the Recipient wishes to make changes to the plan, the Recipient must submit the requested changes in writing for technical review. The Implementation Plan will be consistent with the guidance in the Program Description above.

The Implementation plan will also include a sustainability action plan.

Sustainability Plan:

A Sustainability Plan must be submitted to the AOR with the annual implementation plan. The Sustainability Plan should describe how the Recipient is planning to ensure that the

Intercommunity Activity results continue at a high-quality level beyond the period of funding. It should take into consideration all the relevant stakeholders and relevant programs. The Sustainability Plan should include an assessment of the institutional capacity that is/that should be in place or developed through the project (example: the systems, policies, and skills) to sustain the results, and how these capacities will be further developed in order to ensure results of the activity beyond USAID funding.

b. Monitoring, Evaluation and Learning Plan

The Recipient will have submitted a draft life-of-project ME&L Plan with the application. The Recipient will work closely with the AOR to establish indicators, as well as baseline data and performance targets for each indicator and to finalize the plan. The final version of the ME&L Plan is due within the first 120 days of the Cooperative Agreement.

Thirty (30) days before the beginning of each subsequent fiscal year, the Recipient will submit an update to the ME&L Plan. The update for the ME&L Plan for each fiscal year will be finalized with approval by the AOR. If during the course of implementation, the Recipient wishes to make changes to the plan, the Recipient must submit the requested changes in writing for technical review.

The MEL Plan will include a Performance Indicator Tracking Table (PITT), an Excel-based file that tracks all quantitative performance data and lists baseline figures, quarterly and/or annual actuals, quarterly and/or annual targets, and life of project targets, disaggregated as appropriate. The PITT will be submitted to USAID on a quarterly basis, as part of the Quarterly Report. The MEL Plan must also include a logical framework and narrative detailing the following: how data collection and analysis will be managed; how and when internal data quality assessments will be undertaken; how and when routine assessments and internal evaluations will take place; how gender analysis and other disaggregated data will be incorporated into the M&E methodology; how performance data will be shared internally and used to inform management decisions; the planned staffing structure and resource allocation for M&E to complete these tasks; and an annual calendar of planned M&E activities, presented in a table or Gantt chart. Major M&E activities (e.g. annual internal Quality Assessments, routine surveys, quarterly data entry into USAID's management information system, etc.) should also appear in the proposed work-plan.

c. Quarterly Progress, Financial and Ad Hoc Reports

The Recipient will submit separate Quarterly Progress and Financial reports to USAID/Egypt within 15 days after the end of each quarter of the fiscal year during the performance period. The Quarterly Progress reports shall include the following information: i) a summary of activities and key achievements; ii) describe progress made during the reporting period actual achievements of

the quarter; and iii) assess overall progress to date against: performance indicators agreed upon, and the planned outputs for the quarter in the annual implementation plan.

d. Geographic Information Systems (GIS)

The Recipient should apply geospatial methods using GIS technology to support USAID's effort to incorporate geographic data and analysis into USAID's overall development planning, design, and monitoring & evaluation. Geographic data collection, analysis, and submission methods should be included in ME&L and the work plan. When geographic data is acquired through data use or ownership agreements with the host-country government or other entity, the Recipient must ensure that the agreement makes it permissible for the geographic data to be submitted to, and used by, USAID and other U.S. Embassy agencies. USAID/Ethiopia does not expect that overly elaborate or costly methods of collecting GIS data is necessary and will work with the Recipient to ensure that this information is provided in the least burdensome and expensive effective manner.

e. Annual Technical Performance Reports

The Recipient shall submit an original and two copies of a performance report to the AOR. Annual performance reports are due 15 calendar days after the reporting period. The first annual report will cover the remaining months in that same fiscal year following the signature of the cooperative agreement. Subsequent reports will cover 12 month and due at the end of the fiscal year. At a minimum, Annual Performance Reports shall contain the information listed below:

- a) Success stories for each project component;
- b) A summary of the actual activities and results during the reporting period compared with the plan established for the reporting period;
- c) An explanation of why results were surpassed or were not achieved and 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;
- d) Information on accrued expenditures to date; and
- e) A listing of all sub-agreements, including a scope of work with detailed descriptions of the related program, in which the Recipient is engaged during the annual reporting period.

The AOR will acknowledge receipt of all Annual Performance Reports and will provide verbal or written feedback within 30 days after receipt of the report. If the AOR deems it necessary, there will be a meeting with the Recipient to discuss the contents of the Annual Performance Report.

Upon receiving AOR approval, the approved Annual Report shall be submitted to the USAID's DEC.

f. Final Report

The Final Performance Report will cover the entire period of the award. The Recipient shall submit a draft of the final report to the AOR within 60 days following the estimated completion date of the cooperative agreement. The Recipient shall submit to the AO and the AOR and to one of the following:

- Via E-mail: DocSubmit@usaid.gov;
- Via Fax: (202)216 -3515; or
- Online: <http://dec.usaid.gov>.

This Final Report will include the following information:

- a) A description of the cumulative results achieved;
- b) An assessment of the impact of the program, including a summary of lessons learned, and any particularly important success stories; and
- c) A summary of progress made in achieving indicator targets from the M&E plan (based on valid data collection and analysis).

The reports described above are in addition to any financial or performance reporting otherwise required under the standard provisions of the Agreement. Copies of all required financial reports will be submitted to the AOR.

g. Close out and Final Sustainability Plans

The Recipient will be requested to provide a closeout plan for all activities (administration, information, finance, procurement and management) for review and approval, no less than 90 days before the end date of the Cooperative Agreement.

h. Submission to the Development Experience Clearinghouse and Publications

Per ADS 540.3.2.3, documents and development assistance activity descriptions produced or funded with USAID resources and created in support of Intellectual Work must be submitted for inclusion in the DEC. The recipient must provide the AOR one copy of any Intellectual Work that is published, and a list of any Intellectual Work that is not published.

In addition, the recipient must submit Intellectual Work, whether published or not, to the DEC, either on-line (preferred) or by mail. The recipient must review the DEC Web site for submission instructions, including document formatting and the types of documents to submit. Submission

instructions can be found at: <http://dec.usaid.gov>. For purposes of submissions to the DEC, Intellectual Work includes all works that document the implementation, evaluation, and results of international development assistance activities developed or acquired under this award, which may include program and communications materials, evaluations and assessments, information products, research and technical reports, progress and performance reports required under this award (excluding administrative financial information), and other reports, articles and papers prepared by the recipient under the award, whether published or not. The term does not include the recipient's information that is incidental to award administration, such as financial, administrative, cost or pricing, or management information.

Each document submitted should contain essential bibliographic information, such as 1) descriptive title; 2) author(s) name; 3) award number; 4) sponsoring USAID office; 5) development objective; and 6) date of publication.

The recipient must not submit to the DEC any financially sensitive information or personally identifiable information, such as social security numbers, home addresses and dates of birth. Such information must be removed prior to submission. The Recipient must not submit classified documents to the DEC.

In the event award funds are used to underwrite the cost of publishing, in lieu of the publisher assuming this cost as is the normal practice, any profits or royalties up to the amount of such cost must be credited to the award unless the schedule of the award has identified the profits or royalties as program income.

4. Program Income

Any program income earned under the Cooperative Agreement(s) anticipated by this NOFO, will be deducted from total allowable costs to determine the net allowable costs. Program income must be used for current costs unless the Federal awarding agency authorizes otherwise. Program income that the non-Federal entity did not anticipate at the time of the Federal award must be used to reduce the Federal award and non-Federal entity contributions rather than to increase the funds committed to the project.

5. Environmental Compliance

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

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Respondent environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this NOFO.

An Initial Environmental Examination (IEE) has been approved for this activity. The IEE covers activities expected to be implemented under this Cooperative Agreement. USAID has determined that a Negative Determination with conditions applies to one or more of the proposed activities. This indicates that if these activities are implemented subject to the specified conditions, they are expected to have no significant adverse effect on the environment. The Applicant shall be responsible for implementing all IEE conditions pertaining to activities to be funded under this award.

As part of its initial implementation plan, and all annual implementation plans thereafter, the Recipient, in collaboration with the USAID AOR and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this cooperative agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation.

Unless the approved Regulation 216 documentation contains a complete environmental mitigation and monitoring plan (EMMP) or a project mitigation and monitoring (M&M) plan, the Recipient shall prepare an EMMP or M&M Plan describing how the Recipient will, in specific terms, implement all IEE and/or EA conditions that apply to proposed project activities within the scope of the award. The EMMP or M&M Plan shall include monitoring the implementation of the conditions and their effectiveness.

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

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

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

6. Other Requirements

Executive Order on Terrorism Financing (FEB 2002)

The Contractor/Recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the responsibility of the contractor/recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/subawards issued under this contract/agreement.

Training Results and Information Network (TRAINET)

Exchange Visitors and Training

The recipient will conform to USAID Automated Directives System (ADS) Chapter 252 – Visa Compliance for Exchange Visitors and ADS 253 – Training for Development, as well as USAID/Egypt-specific requirements for processing of J-1 Exchange Visitors.

The Recipient will enter applicable information into TrainNet for any participant Training, third-country training and in-country training that is funded through this award.

MARKING AND PUBLIC COMMUNICATIONS UNDER USAID-FUNDED ASSISTANCE (DECEMBER 2014)

a. The USAID Identity is the official marking for USAID, comprised of the USAID logo and brandmark with the tagline “from the American people,” unless amended by USAID to include additional or substitute use of a logo or seal and tagline representing a presidential initiative or other high level interagency initiative. The USAID Identity (including any required presidential initiative or related identity) is on the USAID Web site at www.usaid.gov/branding . Recipients must use the USAID Identity, of a size and prominence equivalent to or greater than any other identity or logo displayed, to mark the following:

- (1) Programs, projects, activities, public communications, and commodities partially or fully funded by USAID;
- (2) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other physical sites;
- (3) Technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;

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(4) Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and

(5) 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.

b. The recipient must implement the requirements of this provision following the approved Marking Plan in the award.

c. The AO may require a reproduction review of program materials and “public communications” (documents and messages intended for external distribution, including but not limited to correspondence; publications; studies; reports; audio visual productions; applications; forms; press; and promotional materials) used in connection with USAID-funded programs, projects or activities, for compliance with an approved Marking Plan.

d. The recipient is encouraged to give public notice of the receipt of this award and announce progress and accomplishments. The recipient must provide copies of notices or announcements to the Agreement Officer’s Representative (AOR) and to USAID's Office of Legislative and Public Affairs in advance of release, as practicable. Press releases or other public notices must include a statement substantially as follows:

The U.S. Agency for International Development administers the U.S. foreign assistance program providing economic and humanitarian assistance in more than 80 countries worldwide.”

e. Any “public communication” in which the content has not been approved by USAID must contain the following disclaimer:

“This study/report/audio/visual/other information/media product (specify) is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of [insert recipient name] and do not necessarily reflect the views of USAID or the United States Government.”

f. The recipient must provide the USAID AOR with two copies of all program and communications materials produced under this award.

g. The recipient may request an exception from USAID marking requirements when USAID marking requirements would:

- (1) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials;
- (2) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent;
- (3) Undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications;
- (4) Impair the functionality of an item;
- (5) Incur substantial costs or be impractical;
- (6) Offend local cultural or social norms, or be considered inappropriate; or
- (7) Conflict with international law.

h. The recipient may submit a waiver request of the marking requirements of this provision or the Marking Plan, through the AOR, when USAID-required marking would pose compelling political, safety, or security concerns, or have an adverse impact in the cooperating country.

(1) Approved waivers “flow down” to subawards and contracts unless specified otherwise. The waiver may also include the removal of USAID markings already affixed, if circumstances warrant.

(2) USAID determinations regarding waiver requests are subject to appeal by the recipient, by submitting a written request to reconsider the determination to the cognizant Assistant Administrator.

i. The recipient must include the following marking provision in any subawards entered into under this award:

“As a condition of receipt of this subaward, marking with the USAID Identity of a size and prominence equivalent to or greater than the recipient’s, subrecipient’s, other donor’s, or third party’s is required. In the event the recipient chooses not to require marking with its own identity or logo by the subrecipient, USAID may, at its discretion, require marking by the subrecipient with the USAID Identity.”

PROHIBITION ON PROVIDING FEDERAL ASSISTANCE TO ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS (APRIL 2015)

(a) The recipient must not require employees, subawardees, or contractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees, subawardees, or contractor from lawfully reporting such waste, fraud, or abuse to a designated Investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The recipient must notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this provision are no longer in effect.

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

(d) (1) In accordance with section 743 of Division E, Title VI I, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235), use of funds appropriated (or otherwise made available) under that or any other Act may be prohibited, if the Government determines that the recipient is not in compliance with the requirements of this provision.

(2) The Government may seek any available remedies in the event the recipient fails to comply with the requirements of this provision.

SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

Any questions regarding this RFA may be addressed to arizk@usaid.gov with a copy to delmotei@usaid.gov.

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.

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.”

ANNEX 1 – BUDGET FORMATS

Summary Budget	Year 1 – Cost	Repeat for all project years	Total Years	Total USAID	Cost Share
Salaries					
Fringe Benefits & Allowances					
Travel & Transportation					
Equipment & Supplies					
Contractual					
...					
...					
Total Direct Costs					
Indirect Costs					
Grand Total					

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BUDGET TEMPLATE

Please include all detailed costs under the following cost categories and subcategories. It is optional to include annual costs as separate columns in one spreadsheet or to include separate spreadsheets for each program year plus a total spreadsheet.

Budget	Year 1	Year 2	Year 3	Total All Years
1. Personnel a. International Staff i. Expatriate Staff ii. HQ Technical Staff b. Local In-Country Staff i. Program Staff ii. Operational Staff				
2. Fringe Benefits and Allowances a. Fringe Benefits b. Allowances				
3. Travel a. International travel b. Local and domestic travel (car rental, taxis etc.)				
4. Equipment and Supplies a. Equipment (equipment with a unit cost greater than \$5,000) b. Supplies (equipment with a unit cost less than \$5,000, including but not limited to work stations & chairs, file cabinets, computers, cellular phones, printers, etc.). This cost category does not include office supplies, which should be included under Miscellaneous Direct Costs.				
5. Contractual a. Direct Program activities (including fixed-price, but not cost type, subcontracts). b. Training; c. MEL costs; d. Consultants (including but not limited to expatriate consultants, local consultants, studies, analyses, etc.) e. Subgrants.				

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6. <i>Other Direct Costs</i>				
a. Equipment operation costs (e.g. including, but not limited to, vehicle rental/lease, vehicle and equipment maintenance/fuel/repair, motorcycle fuel/maintenance, generator fuel/maintenance, software licenses)				
b. Insurance/Travel (e.g. DBA, Medevac, visas, permits, immunizations, exams, vehicle insurance, equipment insurance, other insurance)				
c. Office operation costs (e.g. rent/utilities/repairs/maintenance, security services, office supplies, make ready costs)				
d. Communication costs (e.g. general communications expense, mobile/cellular communication, internet, printing/photocopying, courier)				
e. Other (e.g. professional fees – audit/legal/payroll, branding & marking, banking fees)				
Total Direct Charges				
7. <i>Indirect Charges</i>				
a. Material Handling				
b. Overhead				
c. G&A				
TOTALS (Direct and indirect costs)				

ANNEX 2 - STANDARD PROVISIONS

Note: the full text of these provisions may be found at:

<https://www.usaid.gov/ads/policy/300/303maa> and
<https://www.usaid.gov/ads/policy/300/303mab>).

The actual Standard Provisions included in the award will be dependent on the organization that is selected. The award will include the latest Mandatory Provisions for either U.S. or non-U.S. Nongovernmental organizations. The award will also contain the following “required as applicable” Standard Provisions:

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR U.S. NONGOVERNMENTAL ORGANIZATIONS

Required	Not Required	Standard Provision
TBD		RAA1. NEGOTIATED INDIRECT COST RATES - PREDETERMINED (DECEMBER 2014)
		RAA2. NEGOTIATED INDIRECT COST RATES - PROVISIONAL (Nonprofit) (DECEMBER 2014)
		RAA3. NEGOTIATED INDIRECT COST RATE - PROVISIONAL (Profit) (DECEMBER 2014)
X		RAA4. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
	X	RAA5. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
	X	RAA6. PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (APRIL 1998)
	X	RAA7. CARE OF LABORATORY ANIMALS (MARCH 2004)
	X	RAA8. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (NOVEMBER 1985)

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X		RAA9. COST SHARING (MATCHING) (FEBRUARY 2012)
	X	RAA10. PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (JUNE 1999)
	X	RAA11. INVESTMENT PROMOTION (NOVEMBER 2003)
X		RAA12. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2014)
	X	RAA13. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
	X	RAA14. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
	X	RAA15. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
	X	RAA16. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
X		RAA17. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)
X		RAA18. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
	X	RAA19. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
	X	RAA20. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
	X	RAA21. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
X		RAA22. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (July 2015)
X		RAA23. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2014)
	X	RAA24. PATENT REPORTING PROCEDURES (DECEMBER 2014)
	X	RAA25. ACCESS TO USAID FACILITIES AND USAID'S INFORMATION SYSTEMS (AUGUST 2013)

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X		RAA26. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
X		RAA27. AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (April 2016)
	X	RAA28. PROTECTING LIFE IN GLOBAL HEALTH ASSISTANCE (MAY 2019)

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS

Required	Not Required	Standard Provision
TBD		RAA1. ADVANCE PAYMENT AND REFUNDS (DECEMBER 2014)
		RAA2. REIMBURSEMENT PAYMENT AND REFUNDS (DECEMBER 2014)
TBD		RAA3. INDIRECT COSTS – NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA) (DECEMBER 2014)
		RAA4. INDIRECT COSTS – CHARGED AS A FIXED AMOUNT (NONPROFIT) (JUNE 2012)
X		RAA5. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (July 2015)
X		RAA6. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2014)
X		RAA7. SUBAWARDS (DECEMBER 2014)
X		RAA8. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)
X		RAA9. OCEAN SHIPMENT OF GOODS (JUNE 2012)
X		RAA10. REPORTING HOST GOVERNMENT TAXES (JUNE 2012)
	X	RAA11. PATENT RIGHTS (JUNE 2012)

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X		RAA12. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
	X	RAA13. INVESTMENT PROMOTION (NOVEMBER 2003)
X		RAA 14. COST SHARE (JUNE 2012)
X		RAA15. PROGRAM INCOME (DECEMBER 2014)
	X	RAA16. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
X		RAA17. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
	X	RAA18. PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012)
	X	RAA19. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
	X	RAA20. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
	X	RAA21. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
	X	RAA22. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
	X	RAA23. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
	X	RAA24. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
	X	RAA25. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING(ASSISTANCE) (SEPTEMBER 2014)
	X	RAA26. LIMITATION ON SUBAWARDS TO NON-LOCAL ENTITIES (JULY 2014)
X		RAA27. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
X		RAA28. CONTRACT AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (April 2016)

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	X	RAA29. PROTECTING LIFE IN GLOBAL HEALTH ASSISTANCE (MAY 2019)
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ANNEX 3: PAST PERFORMANCE INFORMATION (PPI)

To be completed by the applicant

1. Award Number:
2. Contractor/Recipient (Name and Address):
3. Type of Award:
4. Complexity of Work/Program: Difficult _____ Routine ____
5. Description, location, and relevancy of work:
6. Dollar Value of Work/Program: _____ 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 Contracting/Agreement Officer and/or the Contract/Agreement Officer's Representative: