



Issue Date: May 18, 2022
Deadline for Questions: May 31, 2022 at 8:00 AM a Guinea Time
Issue Q&A Amendment: June 3, 2022
Closing date and Time: June 27, 2022 at 08:00 AM Guinea time

Subject: Notice of Funding Opportunity Number 72063622RFA00001

Opportunity Title: Civic Engagement in Local Governance for Accountability (CELGA) in Sierra Leone

Federal Assistance Listing Number: 98.001

Dear interested Applicants:

The United States Agency for International Development (USAID) is seeking applications for a cooperative agreement from qualified entities to implement the program entitled the “**Civic Engagement in Local Governance for Accountability (CELGA) in Sierra Leone**”. Eligibility for this award is not restricted. The authority for this funding opportunity is found in the Foreign Assistance Act of 1961, as amended.

USAID intends to make an award to the applicant 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.

Subject to funding availability, USAID/Guinea intends to provide **\$3.5M** in total USAID funding over a three-year (3) period. The applicant must provide all information as required in this NOFO and meet eligibility standards in Section C of this NOFO. This funding opportunity is posted on www.grants.gov, and may be amended. It is the responsibility of the applicant to regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity and to ensure that the NOFO has been received from the internet in its entirety. USAID bears no responsibility for data errors resulting from transmission or conversion process. The applicants will be evaluated on their demonstrated ability (as described herein) to successfully meet the required standings in Section C, as well as other criteria specified herein.

USAID may not award to an applicant unless the applicant has complied with all applicable Unique Entity Identifier Number and System for Award Management (SAM) requirements detailed in **Section**

D. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process.

All submissions (including questions) must be emailed to the undersigned at aasante@usaid.gov with a copy to conakryoa@usaid.gov by the date and time indicated on this cover letter. 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 NOFO does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of comments/suggestions or an application. In addition, final award, if any, cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. Applications are submitted at the risk of the applicant; should circumstances prevent an award, all preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID programs.

Sincerely,

Albert Asante

Digitally signed by Albert
Asante
Date: 2022.05.18 16:32:38 Z

Albert P. Asante
Regional Agreement Officer
USAID/Office of Acquisitions and Assistance

TABLE OF CONTENTS

SECTION A: PROGRAM DESCRIPTION	5	
A.1. Overall Purpose		5
A.2. Country Context		5
A.3. Theory of Change, Objectives and Illustrative Results		9
A.4. Focus of CELGA Activity		11
A.5. Activity Flexibility		11
SECTION B: FEDERAL AWARD INFORMATION	12	
B.1. Estimate of Funds Available and Number of Awards Contemplated		12
B.2. Expected Performance Indicators, Targets, Baseline Data, and Data Collection		12
B.3. Start Date and Period of Performance for Federal Awards		12
B.4. Substantial Involvement		12
B.5. Authorized Geographic Code		13
B.6. Nature of the Relationship Between USAID and the Recipient		13
B.7. Selection of Instrument		13
SECTION C: ELIGIBILITY INFORMATION	14	
C.1. Eligible Applicants		14
C.2. Cost Sharing or Matching		14
SECTION D: APPLICATION AND SUBMISSION INFORMATION	16	
D.1. Agency Points of Contact		16
D.2. Questions and Answers		16
D3. General Content and Form of Application		16
D4. Application Submission Procedures		18
D5. Technical Application Format		18
D6. Business (Cost) Application Format		21
SECTION E: APPLICATION REVIEW INFORMATION	35	
E.1: Criteria		35
E.2. Review and Selection Process		35
E.2.A. Merit Review		35
E.2.B. Business Review		36
SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION	37	
F.1. Federal Award Notices		37
F.2. Administrative and National Policy Requirements		37
F.3. Financial Reporting Requirements		38

F.4. Performance Reporting Requirements	38
F.5. Development Experience Clearinghouse Requirements	39
F. 6. Program Income	41
F.7. Other Reports	41
F.8. Branding and Marking	41
F.9. Environmental Compliance	41
F.10. Closeout Plan	42
SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)	43
G.1. NOFO Points of Contact	43
G.2. Acquisition and Assistance Ombudsman	43
SECTION H: OTHER INFORMATION	44
Attachment A - Indicators	45

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.

A.1. Overall Purpose

The overarching activity purpose is to foster the social contract between local governments and citizens in Sierra Leone through scaling up successful initiatives that support local governments and relevant national government institutions, civil society, and citizenry to 1) increase citizens’ participation in local government and political processes, and 2) bolster the provision of critical services by local governance institutions through processes that are transparent and accountable to citizens.

A.2. Country Context¹

Sierra Leone’s Medium-term National Development Plan (MT-NDP) 2019-2023² includes objectives to improve effective, transparent, accountable, inclusive, and participatory decentralization and local governance. Sierra Leone is a constitutional parliamentary republic with three spheres of government: national government, local councils, and chiefdom councils. There is no constitutional provision for local government and therefore the Local Government Act 2004 provides the main legal framework for local councils. The Ministry of Local Government and Rural Development has responsibility for implementing decentralization and local governance reforms. There are 19 local councils, made up of six city councils and one municipal council in the urban areas, and 15 district councils in the predominantly rural areas. Following the 2018 elections, 17.7% of elected representatives were women, down from 19.1% following the 2012 local elections. The next local elections are scheduled for June 2023. In 2015/2016 local government expenditure was 1.9% of total government expenditure. The Local Government Act of 2004 and its attendant Statutory Instrument provided for a phased transfer of service delivery functions from 17 Ministries, Departments and Agencies (MDAs) to 19 newly established local councils. The Local Government Act 2004 gives both local councils and chiefdom councils powers to raise revenue including via local taxes, property rates, licenses, fees and charges, and to receive mining revenues, interest and dividends. Transfers from the national government include recurrent and development components, and are of three broad types: administrative grants, grants for devolved functions and local government development grants. Under the Local Government Act 2004, 80 functions should be devolved to local councils in principle; to date, 56 of the 80 have been devolved in practice.

The Local Councils Association of Sierra Leone (LoCASL) was formed in July 2004. The Local Government Act 2004 is currently under revision to reflect the 2010 national decentralization

¹ Commonwealth Local Governance Forum 2020: <https://www.clgf.org.uk/regions/clgf-west-africa/sierra-leone/>

² Government of Sierra Leone MTNDP (2019-2023).

policy. In February 2016, the Constitutional Review Commission published an abridged version of its First Draft Report containing proposals for an amendment of the Constitution of Sierra Leone Act No 6 of 1991. A new chapter on Local Government and Decentralization has been recommending highlighting the following amendments:

- Local council elections to be conducted every 5 years instead of 4
- Local council election to be non-political
- Presidential, parliamentary, and local council elections to be held on a fixed calendar date

Since 2002, Sierra Leone has held four consecutive national elections that were largely seen as credible and twice resulted in the transfer of power between the two major parties. There is a high level of religious and ethnic tolerance in the country, though ethno-regional divisions related to political party affiliation are deep and growing. In pursuit of electoral gains, parties and their supporters have escalated rhetoric that has elevated levels of tension, spiking first around the 2018 election and persisting since then. This results in frequent incidents of violence around party processes and by-elections.

In terms of government responsiveness and effectiveness, while there have been improvements over the last twenty years, public service delivery does not meet the basic needs of Sierra Leone's people. This is reflected in the country's low Human Development Index ranking, 182 out of 189 countries in 2019, the latest year for which a report was issued. A 2021 study conducted by Oxfam Sierra Leone and the Institute for Governance Reform noted improvements in education and health delivery since 2015, but deep disparities persist among localities.³ Gaps in government effectiveness have been exacerbated and highlighted by the ongoing global COVID-19 pandemic. By April 28, 2022, Sierra Leone had undergone four waves of COVID infection, and just over 17% of the population was fully vaccinated. Restrictions, illness, and deaths have had a negative impact on the national economy and food security. Given the low rate of vaccination and the continued spread of variants of the virus, it is likely that COVID will continue to impact Sierra Leone for several years, and that the most marginalized and poorest in the country will continue to suffer the effects both in terms of health and second-order impacts.

There are other inequities in Sierra Leonean society. Women and girls are disadvantaged in the social, economic, and political realms. UN Women reports that the literacy rate for men is low, 51.6, but for women it is much lower, 34.9.⁴ Gender-based violence and child marriage are common. While more women than men voted in the last national election in 2018, only about 12% of parliamentary seats are held by women, reflecting cultural norms about gender roles and unequal access to resources and time, and concerns about violence that could be directed at women aspirants and candidates. Youth as a group are also disadvantaged across all sectors, despite representing a large majority of the population. Both young women and young men face

³ Broadening Access and Quality: Citizens' Feedback on the State of Health and Education Services in Sierra Leone, March 2021. Available at: <http://igrsl.org/broadening-access-and-quality-citizens-feedback-on-the-state-of-health-and-education-services-in-sierra-leone/>

⁴ Sierra Leone Country Fact Sheet. Women Count Data Hub, UN Women. Accessed at: <https://data.unwomen.org/country/sierra-leone>

extraordinarily high levels of unemployment and poverty and are underrepresented in political life.

Although the legal code prohibits discrimination against persons with physical, intellectual, or mental disabilities, the law is not fully enforced, and persons with disabilities face many challenges in Sierra Leone, including inequitable access to education, medical care, and employment opportunities. LGBTQI+ persons encounter stigma and discrimination, as well as legal obstacles. Same-sex sexual activity between men is criminalized, discouraging advocacy. Many LGBTQI+ individuals do not have access to adequate medical care or safe housing. In 2002, the post-war government committed itself to decentralization reforms, an acknowledgement that poor governance and exclusion of certain groups - most prominently among them youth and women - contributed to the conflict. However, progress in implementing decentralization has been slow, with long periods of inaction. A 2019 report noted that 80 functions were mandated for devolution to local councils from the central government under the 2004 Local Government Act, but that only 56 had been devolved fifteen years later.⁵ Local councils regularly experience problems with limited and delayed funding. Additionally, there are unclear roles and responsibilities between the local councils, chieftaincies, and traditional authorities also protected by law.

In USAID's 2021 Country Roadmap, when compared against other emerging democracies, Sierra Leone ranked high on civil society and media effectiveness, about average on open and accountable governance, and low in citizen and government capacity. A recent article credited civil society with providing the glue that held Sierra Leone's post-war society together."⁶ The 2019 Civil Society Sustainability Index (CSOSI) report on Sierra Leone⁷ found that CSOs are strong advocates, and it cites their ability to build constituencies and networks as their greatest strength. However, CSOs also face many challenges, including a paucity of domestic funding, inconsistent donor funding, and a difficult legal environment. The Sierra Leone CSO legal environment weakened moderately with the government's introduction of the Development Cooperation Framework (DCF), which replaces the NGO Policy and imposes even stiffer restrictions on CSOs. CSOs' financial viability regressed slightly as donor funding was re-channeled from CSOs to government activities requiring CSO work to align with government priorities. All assistance to CSOs, including from foreign donors, must also be aligned with national priorities, which impedes funding for advocacy, human rights, and good governance. CSOs must sign mandatory service-level agreements with their line ministries and share information about their activities and budgets with the government, including details of sources and amounts of funding, bank accounts, and installment arrangements. These were called violations of key human rights standards by two United Nations Special Rapporteurs.

The legal environment is more mixed for media organizations. The Public Order Act of 1965, which criminalized defamation and seditious libel, was repealed in 2020. A Right to Access

⁵ The Local Government System in Sierra Leone: Country Profile 2019. Commonwealth Local Government Forum, page 1. Accessed at: https://www.clgf.org.uk/default/assets/File/Country_profiles/Sierra_Leone.pdf

⁶ Adebajo, Adekeye, "The Dog that Did Not Bark: Why Has Sierra Leone Not Returned to War After Peacekeepers Left?" *The State of Peacebuilding in Africa*, T. McNamee and M. Muyangwa (eds.), 2021, p. 349.

Information law was instituted in 2013, but understanding, utilization, and compliance with the law remain uneven. A cybersecurity bill currently in Parliament has been of concern to media organizations and the public because of its potential to infringe on privacy and freedom of speech. Media organizations and journalists encounter other challenges, like low pay and a lack of training, which in turn make Sierra Leone vulnerable to the spread of disinformation and misinformation. While social media use is limited, disinformation and misinformation online often are picked up by traditional media and quickly spread via radio, television, and in community circles. In recent years there has been concern about the risk of politically oriented hate speech spreading on social media channels, and more broadly in communities. Relatedly, online harassment of women and girls has been observed to be a growing problem that discourages women and girls from engaging with media. It may also discourage women from running for office or taking high-profile roles.

CELGA and Sierra Leone's 2023 general elections

During the implementation period of the CELGA Activity, Sierra Leone will conduct its next round of presidential and parliamentary elections, currently anticipated in June 2023. The Electoral Commission of Sierra Leone (ECSL) has declared local council elections will be folded into the national election cycle as well. Elections require that citizens be empowered with accurate information on electoral processes so that they can participate in an informed and peaceful manner as voters and candidates; as such, there is an ongoing need for public debates and discussions around policy issues. Regular and largely peaceful elections over the last 20 years have shown democratic progress, but deepening ethno-political cleavages are most evident around political processes, including party nomination processes, by-elections, and campaign events. Women's participation in political processes, while robust at the voter level, has not made significant strides in terms of representation at any level of government in recent years, and the increasing tension around elections and political processes is likely to discourage some women from voting. Other marginalized groups, including youth and persons with disabilities, are also heavily disadvantaged in the political realm and underrepresented in elected government. The COVID-19 pandemic may create additional obstacles to political participation during this electoral cycle.

In recent years, the idea of accountability ecosystems has grown out of an understanding that supporting government transparency alone (the supply side), or citizen engagement alone (the demand side), will not affect sustainable change in terms of building a social contract between citizens and government institutions. The concept of accountability ecosystems, as described by Brendan Halloran in the 2015 discussion paper, *Strengthening Accountability Ecosystems*, recognizes the need for more holistic and systematic approaches that take power relations as the central focus of their strategy.⁸ Evidence shows the importance of ongoing analyses of power relationships, building coalitions, working with varied stakeholders and at multiple levels of governance, and working with informal and formal institutions and groups. This approach is in line with USAID's Local Systems Framework,⁹ which encourages building a holistic

⁸ Accessed at: <https://www.transparency-initiative.org/blog/862/strengthening-accountability-ecosystems/>

⁹ The Local Systems Framework can be found at: <https://www.usaid.gov/policy/local-systems-framework>

understanding of the institutions and individuals that make up a local system, their roles and relationships, and the institutional rules that govern them.

A.3. Theory of Change, Objectives and Illustrative Results

CELGA is based on the theory of change that *IF citizens' participation in local government and political processes increases, AND local governments provide critical services in accountable and transparent ways, THEN the accountability of local governments to citizens in Sierra Leone will be measurably increased.*

This activity seeks to foster the social contract between local governments and citizens in Sierra Leone through scaling up successful initiatives that support to local governments and relevant national government institutions, civil society, and citizenry to 1) increase citizens' participation in local government and political processes, and 2) bolster the provision of critical services by local governance institutions through processes that are transparent and accountable to citizens. USAID seeks to enable organizations implementing existing projects or programs or initiatives that are successful in achieving the following intermediate results (IR) in Sierra Leone to scale them up.

Intermediate Result 1: Citizens' participation in local government and political processes increased.

Increased citizens' participation in local government and political processes will result from:

1.1. Civil society organizational capacity increased.

USAID will support the scaling up of activities that:

- Increase CSOs organizational capacity,
- Support CSOs and community media outlets to effectively promote citizens, participation in local government decision-making, and service delivery processes,
- Increase CSOs and media advocacy capacity to monitor the delivery of public services, and
- Improve CSOs capacity to oversee and report on local governance bodies and transparency in the governance processes.

1.2. Citizens' increasingly exercise their rights and responsibilities in local governance processes.

USAID will support the scaling up of activities that:

- Provide targeted leadership training and coaching to women and youth to increase their engagement in leadership roles,
- Support women's and youths' networks to provide timely information and support their constituents' engagement in governance processes,
- Provide accurate information to citizens, such as forums, on citizen rights and responsibilities in local governance processes,

- Improve interactions between citizens and local governments on issues of community interests,
- Improve citizens' oversight of local government bodies and processes for greater transparency, and
- Support Local Accountability committees to effectively monitor and report on transparency and inclusion in service delivery.

1.3. Citizens engage in elections and political party processes.

USAID will support scaling up activities that:

- Increase the technical capacities of CSOs and opinion leaders to promote peaceful electoral processes and mitigate election-related conflict,
- Support civic and voter education to citizens,
- Improve the campaigning skills of women and youth aspirants and candidates, and
- Increase the skills of women and youth to serve in election and political party leadership and management roles.

1.4. Access to high-quality public-interest reporting is increased.

USAID will support scaling up activities that:

- Support media to provide in-depth reporting on governance and service delivery processes, as well as on political parties and election processes.
- Provide technical support to youth organizations to effectively use social media platforms to amplify accurate information; counter misinformation and disinformation before, during and after elections; address disinformation hindering good governance; counter fake news; and promote peaceful participation in governance and political processes.
- Support community radio outlets and journalists to improve the quality of information available to citizens and increase the supply of high-quality information, especially to women and youth on policy, reforms, anti-corruption, accountability, decentralization, elections and political processes.
- Support community media outlets to effectively promote participation in political party processes and provide voter education.
- Encourage citizens to effectively use the media to track plans for, and implementation of, governance processes and public services in their locality.
- Encourage citizens to effectively use the media to advocate for responsive service delivery from their local governments.

Intermediate Result 2: Local district and chiefdom authorities' responsiveness to citizens' priorities and needs increased.

Local authorities' responsiveness to citizens' priorities will result from:

2.1. Transparency on local revenue collection strengthened.

USAID will support the scaling up of activities that:

- Increase the technical capacities of local government authorities in participatory budget formulation, financial monitoring, accountability, and public finance management.
- Support the efforts of local governments to make local tax nomenclature, revenues, and expenditure information public.
- Support periodic forums and other gatherings organized by the local governments and CSOs where local governments report on the local tax collection, local mining royalties, and social contribution of mining companies.
- Increase the capacities of women and youth to lead local initiatives that improve participation and transparency in service delivery.

2.2. Local service delivery improved according to the government's decentralization framework.

USAID will support the scaling up of activities that:

- Increase the technical capacities of both local governments and citizens to draft and implement local development plans that capture local priorities.
- Train the members of local accountability committees to effectively monitor and report on transparency and inclusion in service delivery.
- Encourage local governments to solicit citizen and civil society input in decision-making on service delivery through defined structures and processes.
- Support mechanisms used by local governments to interact regularly with citizens on service delivery, and gauge citizens satisfaction with service delivery.
- Encourage women and youth to serve as leaders in local government structures.

A.4. Focus of CELGA Activity

Geographic Coverage: USAID will fund the scaling up of successful initiatives in Sierra Leone that are achieving the above objectives. The applicant will outline a proposed plan to scale up the activity for greater impact. This includes proposed geographical coverage.

Target Beneficiaries: Target beneficiaries will include local government entities and the citizenry, especially women and youth engagement, local CSOs, and government entities working on decentralization, local governance, and elections.

A.5. Activity Flexibility

USAID/Guinea understand that this activity will take place in an environment that is in transition. Evolving circumstances may affect activity implementation in unpredictable ways. For this activity to be effective, applications should demonstrate capacity to adapt in response to change and new information. USAID expects the application to include sufficient flexibility to respond to unforeseen needs and changes in the environment that may arise and enable implementation of CELGA to take advantage of emerging opportunities.

[END OF SECTION A

SECTION B: FEDERAL AWARD INFORMATION

B.1. Estimate of Funds Available and Number of Awards Contemplated

USAID/Guinea & Sierra Leone intends to award one Cooperative Agreement (CA) pursuant to this Notice of Funding Opportunity (NOFO). Subject to funding availability and at the discretion of the Agency, USAID intends to provide up to **\$3.5M** in total USAID funding over a three-year (3) period.

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 U.S. government to the expenditure of public funds.

B.2. Expected Performance Indicators, Targets, Baseline Data, and Data Collection

The expected performance indicators are available under Section A of the NOFO.

B.3. Start Date and Period of Performance for Federal Awards

The anticipated period of performance is three (3) years. The estimated start date will be upon the signature of the award, on or about TBD.

B.4. Substantial Involvement

USAID anticipates awarding a cooperative agreement. A cooperative agreement implies a level of “substantial involvement” by USAID in certain programmatic aspects of the award. This substantial involvement will be through the Agreement Officer (AO), except for authorities delegated to an Agreement Officer’s Representative (AOR) in writing.

The anticipated substantial involvement elements for this award are as follows:

1. Approval of the Recipient's annual Implementation Plans. The annual Implementation Plan (workplan) and subsequent revisions are subject to approval by the USAID Agreement Officer Representative (AOR) prior to implementing substantive work for each year of the Agreement. The AOR will ensure that the Implementation Plans align with the stated goals, milestones, and outcomes as well as fit within the scope, terms and conditions of the agreement.
2. Approval of the recipient’s overall Activity Monitoring, Evaluation and Learning (AMEL) Plan, including plans for monitoring and identification of performance indicators.
3. Approval of the recipient’s Environmental Mitigation and Monitoring Plan (EMMP).
4. Approval of Specified Key Personnel and any replacement of key personnel or changes in the key personnel positions.

5. Approval of Sub-Awards. Per 2 CFR 200.308, all sub-awards (whether sub-contracts or sub-grants not included and approved in the original cooperative agreement will require prior written Agreement Officer's approval.

Changes to the Program Description, the approved budget, the period of performance may only be approved by the Agreement Officer.

B.5. Authorized Geographic Code

For the award resulting from this solicitation, the authorized geographic code for the procurement of commodities and services under this program is 935. This means any area or country including the recipient country but excluding any country that is a prohibited source. The list of countries designated as Prohibited Sources is found at <http://www.usaid.gov/ads/policy/300/310mac>.

B.6. 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 "Civic Engagement in Local Governance for Accountability in Sierra Leone" which is authorized by Federal statute. The 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.

B.7. Selection of Instrument

Market research was conducted through a Request for Information asking for substantive input on the concept. The resulting key inputs were incorporated into the program description.

For the CELGA activity to be successful, it will need strong local ownership, bringing to scale successful programs and initiatives that foster citizens' engagement in local governance, electoral process, and other issues of community interest. Buy-in by local government institutions, civil society organizations, and citizens will be essential to the legitimacy of local government processes. USAID's programmatic needs would therefore be best met by providing funds to assist an organization in carrying out a public purpose by providing its services to third parties (e.g., local governments and local civil society organizations), as opposed to contracting for supplies or services for the direct benefit or use of the U.S. government. This points to the selection of a cooperative agreement.

[END OF SECTION B]

SECTION C: ELIGIBILITY INFORMATION

C.1. Eligible Applicants

Eligibility for this NOFO is not restricted. All qualified U.S. or non-U.S. organizations are eligible to apply. USAID welcomes applications from organizations that have not previously received financial assistance. Further, organizations must be legally recognized in Sierra Leone and registered within the geographic code 935.

The Recipient must be a responsible entity. Applicants must have established financial management, monitoring and evaluation processes, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations. The successful Applicant will be subject to a responsibility determination and pre-award risk assessment by the Agreement Officer (AO). (see ADS 303.3.9 for more information).

First time recipients of USG or USAID funding may undergo a Pre-award Survey. The AO may determine a pre-award survey is required to conduct an examination that will determine whether the prospective recipient has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award.

Individuals are not eligible to apply under this NOFO.

Pursuant to Code of Federal Regulations (CFR) 200.400(g), it is USAID policy not to award profit under assistance instruments such as Cooperative Agreements, and as such, for-profit organizations must waive profits and/or fees to be eligible to submit an application. Forgone profit does not qualify as cost-share or leverage.

While for-profit firms may participate, pursuant to 2 CFR 200.400(g) it is USAID's policy not to award profit to prime recipients and subrecipients under assistance instruments. However, while profit is not allowed for sub-awards, the prohibition does not apply when the recipient acquires goods and services in accordance with 2 CFR 200.317 -326, "Procurement Standards." This is discussed more specifically in ADS 303sai "Profit Under USAID Assistance Instruments".³²

The applicant 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 legal responsibility of the Recipient to ensure compliance with these Executive Orders and laws.

Extensive sub-grants or consortia with local organizations are encouraged in the Applicant's program.

C.2. Cost Sharing or Matching

Cost-sharing or matching is a requirement under this NOFO at a 3% of the total estimated amount of \$3.5 M. Cost-sharing or matching means that the U.S. Government does not bear a portion of project or program costs. Cost-sharing includes cash and in-kind contributions and is subject to 2 CFR 200.306 and the USAID standard provision for Non-U.S. NGOs entitled “Cost-Share-June 2012,” which, among other things, requires that cost-sharing be verifiable from the Recipient’s records. Cost-sharing or matching is usually associated with contributions from the same prime and sub-recipient sources that receive USAID funds under an award but can include contributions from third parties. Failure to meet a cost-sharing requirement can result in the Recipient having to make refunds to USAID or reduce future funding. For guidance on cost-sharing in grants and cooperative agreements, see 2 CFR 200.306.

[END OF SECTION C]

SECTION D: APPLICATION AND SUBMISSION INFORMATION

D.1. Agency Points of Contact

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

Albert P. Asante
Regional Agreement Officer
USAID/Guinea
aasante@usaid.gov

The point of contact for information about this NOFO is:

Bernadette Daluz
Agreement Specialist
USAID/Guinea
conakryoaa@usaid.gov

The above contact information is only for informational purposes. The NOFO itself and any subsequent amendments can be found at www.grants.gov. All applications must be submitted according to instructions contained in this NOFO.

To maintain a fair and transparent funding opportunity, USAID maintains strict guidelines on whom within USAID may be contacted regarding applications or questions about the opportunity. Applicants may only contact USAID via the email address provided in this NOFO. Failure to comply with the USAID points of contact guidance mandated in the NOFO may disqualify the Applicant(s).

D.2. Questions and Answers

Questions and requests for clarification regarding this NOFO must be submitted via email no later than the date and time indicated on the cover letter. Inquiries received after the due date for questions will not receive a response.

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 on www.grants.gov if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

D3. General Content and Form of Application

Each applicant must furnish the information required by this NOFO. Applications must be submitted in two separate parts: the Technical Application and the Business (Cost) Application. This subsection addresses general content requirements applying to the full application. Please see subsections D.5 and D.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 containing the following information:

- NOFO Number and Title
- Name of the organization(s) submitting the application;
- 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);
- Proposed short and unique title of the activity.
- type of Organization. (e.g., US, non-US, multilateral, private, for-profit, non-profit)
- Name of any proposed sub-recipients and or collaborating organizations
- Proposed period of performance. (Number of years/months)
- Unique Entity Identifier Number.

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

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 must comply with the following:

- Be written in English. If the Technical and/or Business (Cost) Application is in any other language, it will be treated as non-responsive and eliminated from further consideration.
- Be single spaced, standard margins, fonts and with each page consecutively numbered;
- Be submitted in searchable Adobe PDF format or editable Microsoft Word format for the technical application, and the cost application narrative, and Past Performance Report Short Forms. Use Microsoft Excel 2010 or later with all cells unlocked, with no hidden formulas and sheets for the cost application budget.
- USAID will not review any pages in excess of the page limits noted in the subsequent sections. Please ensure that applications comply with the page limitations.
- Budget amounts must be detailed in U.S. Dollars (USD).

Applicants must review, understand, and comply with all aspects of this NOFO. Failure to do so may be considered as being non-responsive and may be evaluated accordingly. Applicants should retain a copy of the application and all enclosures for their records.

D4. Application Submission Procedures

Applications in response to this NOFO must be submitted by email in two separate parts (the Technical Application and the Business (Cost) Application, to the points of contact identified in Section D.1 no later than the closing date and time indicated on the cover letter, as amended. A late application may be considered at the discretion of the Agreement Officer. The Applicant must retain proof of timely delivery in the form of system generated documentation of delivery receipt date and time. 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's preference is that the technical application be submitted as a consolidated email attachment, 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.

After submitting an application electronically, applicants should immediately check their own email to confirm that the attachments were indeed sent. If an applicant discovers an error in transmission, please send the material again and note in the subject line of the email or indicate in the file name that it is a "corrected" submission. Do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.

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 cannot guarantee their acceptance by the internet server. File size must not exceed 25 MB.

D5. 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 take into account the requirements of the program and merit review criteria found in this NOFO.

The technical application must be no more **than 15 pages**, not including the cover page, table of contents, an acronym list, and annexes. Any figures and tables within the technical application itself (not the annexes) must fit within the 15-page limit. No additional annexes other than those

stated below in paragraph (i) - Technical Application Annexes will be accepted. Page limits for annexes must also be adhered to. The application should incorporate the following sections:

- (a) **Cover Page** (See cover page requirement above – Not in the page limit)
- (b) **Table of Contents:** Include major sections and page numbering to easily cross-reference (Not included in the page limitation)
- (c) **Acronym List** (Not in the page limit)
- (d) **Executive Summary** (No more than 1 page)
- (e) **Technical Approach** (No more than 5 pages)

Applicants must propose an innovative and realistic technical approach. Applicants must clearly describe how the proposed technical approach and proposed interventions will contribute to achieving expected outcomes of scaling up successful initiatives for the desired results described in the NOFO.

- (f) **Key Personnel, Staffing Plan, and Management Approach** (Not to exceed 3 pages)

Key Personnel

Applicants must designate **three positions** as Key Personnel, one of which must be a Project Director and one a local staff. Applicants should include a brief description of the technical background and qualifications of each proposed Key Personnel in this section.

Minimum Qualifications for Project Director:

- At least 10 years of progressive experience working in areas related to the desired results outlined in this NOFO.
- At least 8 years of progressive experience managing complex donor-funded assistance projects, with strong preference for experience managing USAID-funded projects.
- Strong understanding of, and ability to analyze and impact, political, economic, governance, and decentralization environments.
- Master's degree in a relevant field required; or a bachelor's degree with 15 or more years of experience managing similar projects.
- Ability to establish strong working relationships with senior government officials; media, civil society, and private sector leaders; international donors; and other stakeholders.
- Fluent in English.

Staffing Plan

The applicant must propose a staffing plan that demonstrates an appropriate balance of skills, expertise, and efficiency and explain how the staffing plan will result in successful implementation of the proposed technical approach and accomplish the

outcomes, results, and objectives of the activity. The applicant is encouraged to maximize use of local experts in both key and non-key positions and seek meaningful gender balance and diversity in its overall staffing.

Management Approach

The Management Approach must describe and demonstrate an understanding of the Applicant's management responsibilities and must include a detailed description of the proposed management structure that outlines roles and responsibilities to ensure accountability for results and management of U.S. government resources.

(g) **Activity Monitoring, Evaluation and Learning/Collaboration Learning and Adaptation (AMEL/CLA) Plan** (Not to exceed 3 pages) (See Attachment A – USAID Standard Indicators)

The AMEL/CLA plan must outline an approach to implementing activities for results, illustrative indicators and processes to monitor, learn, and evaluate progress. Applicants are encouraged to propose performance indicators that go beyond measuring outputs of activities (e.g., number of people trained) and should include indicators that measure change at the outcome and impact level. Applicants are encouraged to include relevant Standard Foreign Assistance Indicators. The AMELP/CLA will also include an explanation of how data and information will be collected, analyzed, used, and reported. All costs associated with the implementation of monitoring, evaluation and learning should be considered in the cost application.

Applicants will provide a proposed first year work plan and a proposed activity Monitoring, Evaluation, and Learning Plan.

The AMELP should be updated regularly and disaggregate data according to gender, age and other key factors, and include a data analysis plan. The plan should explain how certain indicators will be analyzed, including any specific software that may be necessary. The Applicant should also describe how the proposed activity will ensure data quality and timeliness in reporting results to USAID. The AMELP should build on and strengthen existing systems, and Applicants should describe their approach for building the capacity of locally established partners and host country governments at both the local and national level, as appropriate, to use data for decision making. Applicants should also describe their strategy(ies) for facilitating the use of data by key decision makers, promoting accountability and meeting their information needs.

Applicants must define knowledge management processes for sharing, disseminating, and using knowledge with clear roles for stakeholder engagement. Knowledge management processes are not only internal to the project but should also include external audiences including key in-country stakeholders (e.g., government, donors, other projects and partners supporting a national strategy or plan) as well as country-country, especially focused on the countries the applicant is proposing to work in, and global audiences.

(h) **Organizational Experience and Capability** (Not to exceed 3 pages)

The applicants must describe its team's recent experience (performed within the past 5 years) and capability, including that of any proposed subrecipients, in implementing activities similar in scope, size, and complexity to those included in the program description.

(i) **Technical Application Annexes**

In the annexes to the technical application, the applicant must submit the following documents:

- ✓ Current CV/resume for proposed three Key Personnel including three (3) professional references with contact information (email and telephone number). It should be noted that USAID reserves the right to solicit references beyond those submitted. The resumes must, at a minimum, identify the start year and month and end year and month for each former/current employment listed. There is a maximum 3 pages limit per CV.
- ✓ Signed statement of commitment, confirming immediate availability from Key Personnel candidates and his/her intention to serve for the term of the proposed Activity. There is a maximum 1-page limit for each Key Personnel candidate's confirmation
- ✓ Year 1 Workplan (maximum 2 pages)
- ✓ Organizational Chart (maximum 2 pages)
- ✓ Sub-awardees Information: a list of all proposed subwardees to the program (i.e. organization name, title of authorized representative, email and phone numbers) in no more than 1 page maximum.

DO NOT SUBMIT: Promotional literature and materials regarding the Applicant as part of the annexes. Do not submit unsolicited material. **Additional annexes will not be reviewed.**

D6. Business (Cost) Application Format

The Cost or Business 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 below.

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

a) Cover Page (See above for cover page 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. The cost/business Application must contain the budget categories (as shown on the SF-424A). Applicants must also include in their submission a budget breakdown by results.

- Application for Federal Assistance (SF424) <https://www.grants.gov/web/grants/forms/sf-424-family.html>
- Instructions for SF-424 <http://www.grants.gov/web/grants/form-instructions/sf-424-instructions.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>

c) 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. Below is an illustrative Summary Budget Template:

Cost Elements	Summary Budget				
	Year 1	Year 2	Year 3	Total USAID	Total
1. Salaries & Allowances					
2. Fringe Benefits					
3. Travel and Transportation					
4. Supplies and Equipment					

5. Sub-agreements					
6. Constructions (if applicable)					
7. Other Direct Costs					
8.Total Direct Costs (sum line 1 to Line 7)					
9. Indirect Costs					
10. Cost Share (if any)				\$100,500	
11. Total Estimated Award Amount (sum line 8 to line 11)					

The Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs. The applicant must ensure the budgeted costs address any additional requirements such as the Branding and Marking Plan in addition to those requirements identified in Section F. 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, if applicable), 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 Summary Budget Template above.
- 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 and Budget Narrative must contain the following budget categories and information, at a minimum:

- 1) **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.

- 2) **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.
- 3) **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.
- 4) **Procurement or Rental of Goods (Equipment & Supplies)** – 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.
- 5) **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.
- 6) **Construction (if applicable).**
- 7) **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.

- 8) **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:

- a. Method 1 - Direct Charge Only Eligibility: Any applicant Initial Application Requirements: See above on direct costs
- b. 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.
- c. 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.
- d. Method4 – 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:

- 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.

- 9) **Cost Sharing:** The applicant should provide the estimated amount stated in the NOFO of cost-sharing resources under 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 award.

d) Required Certifications and Assurances

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

- “Certifications, Assurances, Representations, and Other Statements of the Recipient” document found at <https://www.usaid.gov/ads/policy/300/303mav>

e) Prior Approvals in accordance with 2 CFR 400.407

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

- Unique Entity Identifier 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) Unique Entity Identifier Number and SAM Requirements

USAID may not award to an applicant unless the applicant has complied with all applicable Unique Entity Identifier Number and System for Award Management (SAM) requirements. Each applicant (unless the applicant is an individual or Federal awarding agency that is excepted from those 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 Unique Entity Identifier Number for the Applicant and all proposed sub-recipients (See www.sam.gov).
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.

Additional information on registration and annual confirmation requirements can be found at <https://www.sam.gov>.

h) History of Performance

The Apparently Successful Applicant (ASP) will be asked to provide history of its performance. When requested the ASP must provide information regarding its recent history of performance for all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs, not to exceed {insert number of years or number of awards}, as follows:

- Name of the Awarding Organization;
- Award Number;
- Activity Title;
- A brief description of the activity;
- Period of Performance;
- Award Amount;
- Reports and findings from any audits performed in the last {insert desired number of years}; and
- Name of at least two (2) updated professional contacts who most directly observed the work at the organization for which the service was performed with complete current contact information including telephone number, and e-mail address for each proposed individual.

If the applicant encountered problems on any of the referenced Awards, it may provide a short explanation and the corrective action taken. The applicant should not provide general information on its performance. USAID reserves the right to obtain relevant information concerning an applicant's history of performance from any sources and may consider such information in its review of the applicant's risk. The Agency may request additional information and conduct a pre-award survey if it determines that it is necessary to inform the risk assessment.

i) Branding Strategy & Marking Plan (BSMP)

The apparently successful applicant will be asked to provide a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Office and incorporated into any resulting award. It is a Federal statutory and regulatory requirement that all overseas programs, project, activities, public communications, and commodities that USAID partially or fully funds under an assistance award or sub-award must be appropriately marked with the USAID identity.

Under 2 CFR 700.16, USAID requires the submission of a Branding Strategy and Marking Plan from only the Apparently Successful Applicant (ASA); therefore, applicants do not need to submit a draft Branding Strategy and Marking Plan in the initial applications. The ASA must submit the Branding Strategy and Marking Plan within 30 Calendar Days after the effective date of award.

The BSMP must also be in compliance with 2 CFR 700.16 (b) that requires construction projects to be marked with the USAID Identity temporarily during construction and permanently after completion. At this time, there are not any written determinations from the USAID Administrator for use of an additional or substitute logo or seal and tagline representing a presidential initiative or other high level interagency federal initiative for this project. However, branding exceptions and waivers can be requested post-award.

USAID Branding and Marking Policy can be found here:
<https://www.usaid.gov/sites/default/files/documents/320.pdf>

USAID's Graphic Standard Manual and co-branding guide can be found here:
https://www.usaid.gov/sites/default/files/documents/1869/USAID_GSM-02_04_2020.pdf

1. Branding Strategy – Assistance (June 2012)

- a. Applicants recommended for an assistance award must submit and negotiate "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 clarifications 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 brand mark, with the tagline "from the American people" as found on the USAID Web site at <https://www.usaid.gov/branding>, unless Section F of the RFA or APS state 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 F 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 co-brand the title with the USAID Identity and the applicant's identity .
 - v. Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.
 - 2) A table on the program deliverables with the following details:
 - i. The program deliverables that the applicant plans to mark with the USAID Identity;
 - ii. The type of marking and what materials the applicant will use to mark the program deliverables;
 - iii. When in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking;

- iv. What program deliverables the applicant does not plan to mark with the USAID Identity , and
 - v. The rationale for not marking program deliverables.
- 3) Any requests for an exemption from USAID marking requirements, and an explanation of why the exemption would apply. The applicant may request an exemption if USAID marking requirements would:
- i. Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials. The applicant must identify the USAID Development Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why an aspect of the award is presumptively neutral. Identify by category or deliverable item, examples of material for which an exemption is sought.
 - ii. Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent. The applicant must explain why each particular deliverable must be seen as credible.
 - iii. Undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications. The applicant must explain why each particular item or product is better positioned as host-country government item or product.
 - iv. Impair the functionality of an item. The applicant must explain how marking the item or commodity would impair its functionality.
 - v. Incur substantial costs or be impractical. The applicant must explain why marking would not be cost beneficial or practical.
 - vi. Offend local cultural or social norms, or be considered inappropriate. The applicant must identify the relevant norm, and explain why marking would violate that norm or otherwise be inappropriate.
 - vii. Conflict with international law. The applicant must identify the applicable international law violated by the marking
- f. The Agreement Officer will consider the Marking Plan's adequacy and reasonableness and will approve or disapprove any exemption requests. The Marking Plan will be reviewed to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan. g. If the applicant receives an assistance award, the Marking Plan, including any approved exemptions, will be included in and made part of the resulting grant or cooperative agreement, and will apply for the term of the award unless provided otherwise.

j) Pre-Award Risk Assessment

In order for an award to be made, the Agreement Officer (AO) must make a positive “risk assessment” as required in ADS 303.3.9. This means the applicant must possess or have the ability to obtain the necessary management and technical competence to plan and carry out the proposed program. The applicant also agrees to practice mutually agreed-upon methods of accountability for funds and other assets provided or funded by USAID. In the absence of a positive risk assessment, an award cannot ordinarily be made. However, an award can be made with “Specific Conditions” (i.e., additional non-standard award requirements designed to minimize USAID/Guinea & Sierra Leone’s risk in making an award to an organization for which a positive risk assessment cannot be made), but only when it appears likely that the applicant can correct the deficiency within a reasonable period.

k) Funding Restrictions

Pursuant to 2 CFR 200.400, it is USAID’s policy not to award profit under assistance instruments. However, in accordance with 2 CFR 200 and 2 CFR 700, all reasonable, allocable, and allowable expenses, both direct and indirect, related to the resulting award and are in accordance with applicable cost standards, may be paid under the anticipated award.

Construction Activities if allowed must be approved by the Agreement Officer. The detailed type of constructions and locations must be indicated under this program.

Pre-award costs. No costs chargeable to any award resulting from this NOFO may be incurred before receipt of either a fully executed award or a specific written authorization from 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.

l) 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 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 SECTION D]

SECTION E: APPLICATION REVIEW INFORMATION

E.1: Criteria

A Selection Committee (SC) comprising a majority of USAID employees shall conduct a merit review of applications received that comply with the instructions in this NOFO. The merit review criteria prescribed here are tailored to the requirements of this NOFO. The applicant should note that these criteria serve to: (a) identify the significant matters which the applicant should address in the application, and (b) set the standard against which application will be evaluated. To facilitate the review of applications, the applicant must organize the narrative sections of their applications in the same order as the selection criteria using the outline provided below and in Section D. The evaluation will be conducted using the adjectival rating system. After evaluations have been completed, the Agreement Officer (AO), considering the SC recommendation, will then make the final selection.

Technical and other factors will be evaluated relative to each other, as described here and prescribed by the Technical Application Format. The Technical Application will be scored by a Selection Committee (SC) using the criteria described in this section.

E.2. Review and Selection Process

E.2.A. Merit Review

USAID will conduct a merit review of all applications received that comply with the instructions in this NOFO. Applications will be reviewed and evaluated in accordance with the following criteria shown in descending order of importance.

Evaluation Criteria # 1 - Technical Approach:

- The extent to which the proposed approach and result framework demonstrate reasonable, realistic, and sustainable interventions to scale up initiatives that have proven effective in achieving the expected results under the two objectives of the CELGA activity.
- The extent to which the implementation and the monitoring and evaluation plans present a realistic and feasible proposal to implement and track results and also incorporate flexibilities to take advantage of new opportunities or redirect efforts in response to changing needs and the operating context.

Evaluation Criteria # 2 – Management Approach, Staffing Plan, and Key Personnel:

- The extent to which the management approach, staffing plan, and key personnel support effective and efficient implementation of the proposed program while maximizing cost-efficiency.

Evaluation Criteria # 3 - Collaboration, Learning and Adapting (CLA):

- The extent to which the proposed AMELP and CLA plans effectively employ standard, custom and impact indicators to routinely assess the quality of data; status of activities; and progress towards intended results and outcomes.

Evaluation Criteria # 4 - Organizational Experience and Capability

- The extent to which the Applicant demonstrates organizational, technical and financial capacity, and experience in implementing similar programs of comparable scale and complexity

E.2.B. Business Review

The Agency will evaluate the cost application of the applicant(s) under consideration for an award as a result of the merit criteria review to determine 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 200.208).

[END OF SECTION E]

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

F.1. Federal Award Notices

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

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

Following selection for award and successful negotiations with the apparently successful applicant, an electronic copy of the notice of the award signed by the Agreement Officer will be sent to the successful applicant, which serves as the authorizing document. The Agreement Officer will only do so after making a positive responsibility determination that the applicant possesses, or has the ability to obtain, the necessary management competence in planning and carrying out assistance programs and that it will practice mutually agreed upon methods of accountability for funds and other assets provided by USAID.

The award will be issued to the contact as specified in the application as the Authorized Individual in accordance with the requirements in the Representations and Certifications.

USAID reserves the right to perform a pre-award survey which may include, but is not limited to:

- (1) a review of the prime recipient's financial condition, business and personnel procedures, etc.; and
- (2) site visits to the prime recipient's institution.

F.2. Administrative and National Policy Requirements

The resulting award from this NOFO will be administered using the policies and federal regulations that are available at the following websites:

ADS 303

<https://www.usaid.gov/ads/policy/300/303>

For U.S. Non-Governmental Organizations:

2 CFR 200

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

2 CFR 700

<http://www.ecfr.gov/cgi-bin/text-idx?SID=531ffcc47b660d86ca8bbc5a64eed128&mc=true&node=pt2.1.700&rgn=div5>

Standard provisions for U.S non-governmental organizations:

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

For foreign organizations (non-U.S. non-governmental organizations, the following standard provisions apply:

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

F.3. Financial Reporting Requirements

- The recipient must submit the Financial Report along with the Federal Financial Form (SF-425) on a quarterly basis via electronic format to the Agreement Officer and the Agreement Officer's Representative (AOR) and the U.S. Department of Health and Human Services (<http://www.dpm.psc.>).
- Quarterly Financial Reports: Financial reporting requirements will be in accordance with USAID's policies and regulations. Two weeks before the end of each quarter (e.g. mid-December, mid-March, mid-June and mid-September) the Recipient shall submit accruals information to the AOR. Financial reports must contain sufficient information on a sub-line item basis to review vouchers for approval.
- Final Financial Report along with SF 425 must be submitted 90 days post activity to the Agreement Officer and the Agreement Officer's Representative (AOR) and the U.S. Department of Health and Human Services (<http://www.dpm.psc.>).

F.4. Performance Reporting Requirements

Table 1: Summary of Required Reports¹⁰

Reports and Deliverables	Period Covered	Due Date
Annual Work Plan	Life of Activity	September 1 (30 days before new fiscal year) – For year one the annual workplan will be submitted within 45 days of award
Monitoring, Evaluation and Learning/Collaborative Learning & Adaptation (MEL/CLA) ¹¹	Life of Activity	45 days of award (Annual updates: November 15)

¹⁰ Note: USAID's fiscal year starts on October 1st and ends on September 30st. Four fiscal quarterly periods begin on October 1, January 1, April 1, and July 1.

¹¹ During the alliance development discussions that have taken place prior to issuing this NOFO, USAID has identified several technical considerations (questions, concerns and priorities) that need to be satisfactorily

Environmental Monitoring and Mitigation Plan (EMMP) and climate risk management plan	Life of Activity	Draft 60 days after signature of the award.
First Quarter Report	October 1 to December 31	January 30
Second Quarter Report	January 1 to March 30	April 30
Third Quarter Report	April 1 to June 30	July 30
Annual/Fourth Quarter Report	October 1 to September 30 (including July-September quarter)	October 30
Final Performance Report	Life of Activity	90 days post activity
Close-Out and Disposition Plan	Life of Activity	180 days before completion date of the award

F.5. Development Experience Clearinghouse Requirements

The Recipient shall be required to submit any technical reports produced under this program, in English, to USAID’s Development Experience Clearinghouse (DEC) according to the instructions found at <https://dec.usaid.gov/dec/content/submit.aspx>

The following grant reports are development experience materials:

- Performance reports (quarterly, semi-annual, or annual).
- Annual, semi-annual, or quarterly reports describing the progress and accomplishments of the USAID-funded activity or project.
- Final performance reports submitted 90 days after the expiration or termination of the grant.

The following grant reports are not development experience materials:

- Annual reports issued after the fiscal year end that report on the financial status of the organization administering the grant.
- Financial reports. 2 CFR 200.327 through 329 “Performance and Financial Monitoring and Reporting,” explains the procedures for monitoring and reporting a grantee’s program and financial performance.

The following are NOT considered to be development experience material and should not be submitted to the DEC either by contractors or grantees under the terms of their awards, or by CORs/AORs or operating units:

addressed by the applicant’s proposed approach. The substance of the technical application should be used to address those considerations. If additional considerations arise during the continued alliance development discussions, USAID will ask the applicant to address those matters as well – either in the application or, if appropriate, in subsequent revisions to the application.

- Financial reports such as SF-425 and SF-425a Federal Financial Report, and SF-270, Request for Advance or Reimbursement;
- Marketing and promotional materials, such as posters, flyers, and “give-away” products; and
- Non-technical newsletters.

Material must meet the following basic standards for entry into the DEC:

- a. Material must be final and approved by the COR/AOR or another qualified reviewer.
- b. Material must be complete, legible, and free of typographical mistakes, notes, or other extraneous markings, including automated change tracking and embedded comments.
- c. Material should be in electronic format. If an electronic version does not exist, a hard copy is acceptable.
- d. Material must not include financially sensitive information or personally identifiable information (PII) such as social security numbers, home addresses and dates of birth. Such information must be removed prior to submission.
- e. Each electronic document must be saved as a single file that is equivalent to the complete and final hard copy.
- f. Electronic material may be submitted online via the DEC (preferred), CD-ROM, and DVDs. Section 540.3.2.10 provides Internet and mailing addresses for submissions. Digital Geographic records, Data files and databases must be contributed to the Development Data Library (DDL), as outlined in ADS 579.
- g. Materials must conform to current USAID branding requirements. Please refer to the standards in ADS 320, Branding and Marking for marking requirements that grantees must use on USAID-funded reports and advertising for USAID sponsored seminars, workshops, etc. (see Branding Guidelines). Contractors must comply with the marking clause in their contracts and the COR’s specific instructions on the Agency’s branding policy.
- h. Materials must be compliant with Section 508 of the Rehabilitation Act of 1973. ADS 302.3.4.15, Implementation of Section 508 of the Rehabilitation Act of 1973, provides the requisite guidance.
- i. Electronic documents must be in one of the following National Archives and Records Administration (NARA) approved formats as described in NARA guidelines related to the transfer of permanent E-records. Material Type Preferred Formats Acceptable Formats Text records Portable Document Format (PDF) Plain ASCII, Microsoft Word Scanned images of text records Tagged Image File Format (TIFF) Digital photographic records JPEG Tagged Image File Format (TIFF) Web records Hypertext Markup Language (HTML) Other formats, such as TIFF or PDF that either are embedded in the HTML or referenced by it. Audio and Video Files MPEG Contact the Knowledge Services Center by phone (202-712-0579) or email (ksc@usaid.gov) for assistance in submitting a type of material that is not on this list.

Development experience materials may be submitted:

- Online: <http://dec.usaid.gov>
- By mail (for pouch delivery):
USAID Development Experience Clearinghouse
M/CIO/ITSD/KM/DEC RRB M.01-010
Washington, DC 20523-6100

*Note: Mail sent to USAID via the US Postal Service undergoes security and irradiation processing. To send sensitive items, like CDs or DVDs, please contact the DEC team at ksc@usaid.gov to arrange delivery. For questions on DEC submissions, contact: M/CIO/ITSD/KM/DEC Telephone: +1 202-712-0579 Email: ksc@usaid.gov

F. 6. Program Income

Any program income generated under the award will be used for cost-sharing or matching in accordance with 2 CFR 200.307(e) for U.S. NGOs and the Required as Applicable Provision “Program Income” (December 2014) in ADS 303 for non-U.S. NGOs.

F.7. Other Reports

During the life of the award, the Recipient may be required to prepare and submit to USAID other special reports concerning specific activities and/or analyses. These requests will be in writing and will specify the due date.

F.8. Branding and Marking

A communication and outreach strategy must be developed on an annual basis and incorporated as a section of the Annual Implementation Plan. The strategies will include the overall communication message of the program, as set forth in the Branding Strategy and Marking Plan. The annual strategies must also focus on opportunities for USG visibility through the components of the project in terms of branding and marking but also with regard to events and other direct engagements. The project offers opportunities for signing ceremonies, graduation ceremonies, and engagement with partner CLs/CSOs and their target audiences throughout the course of the project. The strategy must ensure the use of traditional and social media. Applicants may also view the provisions in ADS 303 and ADS 320.

F.9. 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 22 CFR 216 and in USAID’s ADS Parts 201 and 204, which, in part, requires 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. All recipient's environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this NOFO.

In addition, CELGA will comply with requirements of local and U.S. environmental law, with the most stringent followed in case of conflict between the two.

No activity funded under this NOFO will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation").

As part of its initial Work Plan, and all Annual Work Plans thereafter, the recipient, in collaboration with the USAID Agreement Officer Representative (AOR) shall review all ongoing and planned activities under this award to determine if they are within the scope of the approved Regulation 216 environmental documentation. 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.

F.10. Closeout Plan

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

[END OF SECTION F]

SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

G.1. NOFO Points of Contact

Questions regarding Civic Engagement in Local Governance for Accountability (CELGA) in Sierra Leone should be submitted to aasante@usaid.gov with a copy to conakryoa@usaid.gov with the subject line “Question – Civic Engagement in Local Governance for Accountability” by no later than date and time noted in the cover letter to the point of contacts stated in Section D.

Please note: Only the Cognizant AO is authorized to make a commitment on behalf of USAID.

G.2. Acquisition and Assistance Ombudsman

The A&A Ombudsman helps ensure equitable treatment of all parties who participate in USAID’s acquisition and assistance process. The A&A Ombudsman serves as a resource for all organizations who are doing or wish to do business with USAID. Please visit this page for additional information: <https://www.usaid.gov/work-usaid/acquisition-assistance-ombudsman>

The A&A Ombudsman may be contacted via: Ombudsman@usaid.gov

[END OF SECTION G]

SECTION H: OTHER INFORMATION

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

H.1. Applications with Proprietary Data

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

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

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

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

H.2 General Links

- 2 CFR 700 <https://www.ecfr.gov/cgi-bin/textidx?SID=2d1b5d9221b2dd0c0fe7ad5a5a9b98fd&mc=true&node=pt2.1.700&rgn=div5>
- 2 CFR 200 http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- ADS Chapter 204 Environmental Procedures: <https://www.usaid.gov/sites/default/files/documents/1865/204.pdf>
- ADS Chapter 205 - Integrating Gender Equality and Female Empowerment in USAID’s Program Cycle: <https://www.usaid.gov/sites/default/files/documents/1870/205.pdf>
- ADS Chapter 579 USAID Development Data: <https://www.usaid.gov/sites/default/files/documents/1868/579.pdf>
- USAID Graphic Standards Manual and Partner Co-branding Guide: https://www.usaid.gov/sites/default/files/documents/1869/USAID_GSM_03_05_2019.pdf

[END OF SECTION H]

Attachment A - Indicators

USAID Standard Indicators

Indicators
Number of government officials receiving USG-supported anti-corruption training
Number of mechanisms for external oversight of public resource use supported by USG assistance
Number of people affiliated with non-governmental organizations receiving USG-supported anti-corruption training
Number of groups trained in conflict mediation/resolution skills or consensus-building techniques with USG assistance
Number of consensus building forums (multi-party, civil/security sector, and/or civil/political) held with USG Assistance
Number of election officials trained with USG assistance
Number of individuals receiving civic and voter education through USG-assisted programs
Number of individuals who receive USG-assisted political party training (<i>see reference sheet for important guidance</i>)
Number of USG-assisted political parties implementing initiatives to increase the number of candidates and/or members who are women, youth and from marginalized groups
Number of USG-supported activities designed to promote or strengthen the civic participation of women
Number of civil society organizations (CSOs) receiving USG assistance engaged in advocacy interventions
Number of journalists trained and supported
Number of non-state news outlets assisted by USG
Number of USG-assisted media-sector civil society organizations (CSO) and/or institutions that serve to strengthen the independent media or journalists

[END OF NOFO]