Issue Date: July 5, 2018
Deadline for Questions/Clarifications: July 12, 2018, 16:30 hours East African Time (EAT)
Deadline for Key Personnel Annex: 7 calendar days prior to the due date of the Power Point presentation submission (for Applicants that advance to Merit Review Phase II)
Closing Date: July 19, 2018
Closing Time: 16:30 hours EAT

Subject: Notice of Funding Opportunity (NOFO) - Request for Application Number: SOL-72062118RFA00002

Activity Title: **Tanzania Improved Nutrition for Better Life**

Ladies/Gentlemen:

The United States Agency for International Development in Tanzania (USAID/Tanzania) is seeking applications for a cooperative agreement from qualified U.S. and Non-U.S. organizations to fund an activity entitled Tanzania Improved Nutrition for Better Life. (USAID/Tanzania anticipates the eventual Recipient will assign a Swahili name to this activity.) Eligibility for this award is not restricted; see Section C of this NOFO for eligibility requirements.

Please note that this NOFO contains two merit review phases (Merit Review Phase I – Concept Paper and II – Oral Presentation). Applicants who are successful on Phase I will be invited to participate in Phase II. An Apparently Successful Applicant (ASA) will be selected after Phase II and USAID may invite the ASA to attend a meeting either via teleconference or in-person to discuss any substantive feedback. The ASA will submit a full written application to USAID/Tanzania, which will refine and build off on both the concept paper and oral presentation.

Subject to the availability of funds, USAID/Tanzania will make one (1) four (4) year award to the ASA whose application best meets the objectives of this funding opportunity and the selection criteria contained herein. While USAID/Tanzania anticipates making one award as a result of this NOFO, USAID reserves the right to fund any or none of the applications submitted.

For the purposes of this NOFO the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer". Eligible organizations interested in submitting an application are encouraged to read this NOFO thoroughly to understand the type of program sought, application submission requirements, and evaluation process.

To be eligible for award, the applicant must provide all information as required in this NOFO and meet eligibility standards in Section C of this NOFO. This funding opportunity is posted on www.grants.gov, and may be amended. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity. Applicants will need to have available or download Adobe program to their computers in order to view and save the Adobe forms properly. It is the responsibility of the applicant to ensure that the entire NOFO has been received in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on www.grants.gov or accessing the NOFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

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

Please send any questions to the point(s) of contact identified in Section D. The deadline for questions is shown above. Responses to questions received prior to the deadline will be posted to www.grants.gov.

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

Thank you for your interest in USAID programs.

Best Regards,

Jami J. Rodgers

Jami J. Rodgers
Agreement Officer

Appendices:

A. Past Performance Information (PPI)
B. Tax and Duty Tips for Implementing Partners
C. Work Permit and Residence Permit Tips for Implementing Partners
D. Traveling for work permits/residency permits

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ABREVIATIONS AND ACCROYNMS USED IN THIS NOFO

CBO	Community-Based Organization
CDCS	Country Development Cooperation Strategy
CSO	Civil Society Organization
DMNC	District Level Multi-sectoral Nutrition Committees
DO	Development Objective
FNP	Food and Nutrition Policy
GFSS	US Government Global Food Security Strategy
GOT	Government of Tanzania
HLSCN	High-Level Steering Committee on Nutrition
IR	Intermediate Results
IYCF	Infant and Young Child Feeding
KPA	Knowledge, Practices, and Attitudes
LGA	Local Government Authority
MCHN	Maternal and Childhood Nutrition
MELP	Monitoring, Evaluation, and Learning Plan
MSNS	Multi-Sectoral Nutrition Strategy
NGO	Non-Governmental Organization
NMNAP	National Multi-sectoral Nutrition Action Plan
OR	Operational Research
PAD	Project Appraisal Document
PO-RALG	President’s Office for Regional Administration and Local Government
SAGCOT	Southern Agricultural Growth Corridor of Tanzania
SBCC	Social and Behavior Change Communication
TDHS	Tanzania Demographic Health Survey
TFNC	Tanzania Food and Nutrition Centre
USAID	United States Agency for International Development
USG	United States Government
WASH	Water, Sanitation, and Hygiene

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SECTION A: PROGRAM DESCRIPTION

SECTION A

1. Introduction and Purpose

The purpose of the four-year Tanzania Improved Nutrition for Better Life is to intensify and integrate nutrition support to targeted regions to improve the nutritional status of women of reproductive age, especially pregnant and lactating women, adolescents, and children under five years of age. This Activity will provide technical capacity building support to the Government of Tanzania (GOT) agencies and other partners to implement multi-sectoral nutrition interventions, in line with the GOT's National Multi-sectoral Nutrition Action Plan.

There is a clear expectation that this new Activity will build off the solid foundation and results stemming from USAID/Tanzania flagship nutrition program investments to date. Over the past six years, targeted nutrition efforts were able to reduce the prevalence in stunting within the original three regions of implementation in Manyara, Dodoma, and Morogoro by an average of 27 percent[1]. This centered on the ability to provide over 90 percent coverage of community nutrition service delivery to all villages within the regions. As a core component, the engagement of government and civil society has been pivotal in the development of a vibrant national platform and enabling environment for nutrition, placing emphasis on the first 1,000 days of a child's life—centered on the promotion of infant and young child feeding and micronutrient supplementation.

In concert with the GOT and other donors, the development of the USAID/Tanzania nutrition program Social and Behavior Change Communication (SBCC) strategy has been fundamental for facilitating the implementation of high-impact nutrition interventions; key to the promotion and adoption of positive intergenerational behaviors at the household and community level, fostering strategic partnerships in order to leverage resources, carrying out training and institutional strengthening to improve the quality of facility-based nutrition services, as well as improving nutrition programming at the national and district levels. The strategy is catalyzed through the employment of a successful nutrition social and behavior change communication parent's kit in these targeted regions. Recently, the GOT has endorsed the SBCC nutrition strategy ("Mkoba wa Siku 1000"), modeled specifically on the USAID parent's kit, as a national tool on nutrition for the first 1,000 days with the desired intent of harmonizing nutritional messaging and behavioral change communication to optimize resources, transparency, and outreach.

[1] Tanzania Demographic and Health and Malaria Indicator Survey (TDHS) 2015-16.
https://dhsprogram.com/pubs/pdf/FR321/FR321.pdf

Theory of Change
USAID/Tanzania's development hypothesis for this Activity holds that:

if multi-sectoral coordination for improved nutrition at the local government level is strengthened, *and*
if optimal health, nutrition, caregiving, and water, sanitation and hygiene (WASH) behaviors are adopted, *and*
if access to and availability of diverse, safe, and nutritious foods is increased,
then the nutritional status of women of reproductive age and children under five years of age will be improved.

This development hypothesis is based on evidence from the 2013 Lancet Series on Maternal and Child Nutrition, which examined the effect of a range of nutrition-specific and nutrition-sensitive interventions on maternal and child nutritional status and reductions in mortality.[2] This builds on recent evidence on governance for nutrition which highlighted the importance of human resource capacity for coordination and management as key to achieving the goals of national multi-sectoral nutrition plans[3]. Multi-sectoral approaches at the national and sub-national level are considered to be sustainable and effective responses to addressing all forms of malnutrition, and are promoted especially in countries that have joined the Scaling Up Nutrition Movement, as has Tanzania.

2. Background

A. Tanzania Nutrition Context

Undernutrition constrains social and economic development in Tanzania and contributes to child and maternal mortality, poor educational performance, intergenerational transfer of poverty and inequality, and low economic productivity of adults. The primary direct and indirect causes of maternal and child malnutrition in Tanzania are persistent food insecurity, poor maternal and child feeding practices, and suboptimal hygiene and sanitation.

The 2015 Tanzania Demographic Household Survey (TDHS) data provide insight on national and region-specific trends for several key infant and child care behaviors that are associated with protecting and promoting an infant's and child's growth and development. Although stunting in Tanzanian children decreased between 2010 and 2015 from 42 to 34.4 percent[4], the prevalence of stunting remains persistently high. More than 2.7 million children under five years of age are

[2] Bhutta Z.A., Das J.K., Rizvi A., Gaffey M.F.,Walker N., Horton S., Maternal and Child Nutrition Study Group (2013). Evidence-based interventions for improvement of maternal and child nutrition: what can be done and at what cost? Lancet, 382 (9890), 452-477; http://www.thelancet.com/pdfs/journals/lancet/PIIS0140-6736(13)60996-4.pdf

[3] Lamstein, S, Pomeroy-Stevens, A, Webb, P, Kennedy, E. Optimizing the Multi-sectoral Nutrition Policy Cycle: A Systems Perspective. Food Nutr Bull. 2016;37(4S): S107–S114 http://journals.sagepub.com/doi/pdf/10.1177/0379572116675994

[4] Tanzania Demographic and Health and Malaria Indicator Survey (TDHS) 2015-16.

stunted and 50 percent of them live in 10 regions, other anthropometric parameters for children under five years such as wasting remained at 5 percent and underweight at 14 percent[5]. In addition, the coverage of iron and folic acid supplementation during pregnancy is low and one in ten women of reproductive age are underweight[6]. Infant and young child feeding practices have not shown improvement, with the prevalence of only 9 percent of children 6-23 months of age receiving a minimally acceptable diet.[7] In addition, over the last five years, maternal anemia rates have remained unchanged, with small increases or decreases in different regions. National anemia rates for women and children remain high, at 58 and 45 percent, respectively, with pregnant women, women of low education levels, and households without proper sanitation facilities as some key determinants; yet, the main drivers of increasing levels of anemia in Tanzania remain elusive.

Exclusive breastfeeding of children under age 6 months has increased to the current prevalence of 59 percent in Tanzania; however, key concerns remain: only 51 percent of women initiate breastfeeding within the first hour after birth. Exclusive breastfeeding declines rapidly with age with only 27 percent of children ages 4-5 months are exclusively breastfed compared with 84 percent of children aged 0-1 month and 59 percent of children ages 2-3 months.[8] Over the past decade, male children under five years of age have tended to become stunted or severely stunted in Tanzania, consistent with other country findings in sub-Saharan Africa[9]. Community behavioral practices contribute to this, including male children being offered supplemental food at earlier ages and in larger quantities, which leads to higher rates of diarrhea, with 20 percent of children under five years of age with diarrhea given more liquids than recommended, and 28 percent given fewer or no liquids[10].

Women's age at conception and pregnancy affects maternal nutrition status. In Tanzania, adolescent girls aged 15-19 are more likely to be thin (18 percent) than those in other age groups[11]. Adolescent pregnancy is associated with a higher risk of maternal mortality and morbidity, stillbirth, neonatal death, preterm birth, and low birth weight babies. In Tanzania, 27 percent of adolescent women aged 15-19 years are mothers or pregnant with their first child. Teenage childbearing varies by economic status, ranging from 13 percent in the wealthiest household to 42 percent in the poorest households[12].

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[5] https://www.unicef.org/esaro/Tanzania_National_Nutrition_Survey_2014_Final_Report_18012015.pdf
[6] Tanzania Demographic and Health and Malaria Indicator Survey (TDHS) 2015-16.
[7] Ibid.
[8] Ibid.
[9] https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1865375/
[10] Chirande, L., *et al*. (2015). Determinants of stunting and severe stunting among under-fives in Tanzania: Evidence from the 2010 cross-sectional household survey.
[11] Tanzania Demographic and Health and Malaria Indicator Survey (TDHS) 2015-16.
[12] Ibid.

Frequently, improved maternal and childhood nutrition (MCHN) requires participation of multiple groups including community leaders, the community, family members, and healthcare workers. Inadequate support from male partners is the most common barrier to positive MCHN outcomes especially in cases where men are not informed of the importance of MCHN services[13]. Some men and other members of society view certain practices, such as breastfeeding and child care as the sole responsibility of the woman and hence provide partial support. Given that women constitute nearly 75 percent of the rural agricultural workforce, they are often burdened by continued heavy workloads (both during and after pregnancy), resulting in insufficient time needed for childcare. This remains a key underlying factor affecting nutrition improvement, even though this burden may be offset by increased participation of other family members, particularly men and grandparents.

In drought-prone regions, households lack access to diverse and nutrient-dense foods due to the prohibitive cost of transported food, poor knowledge, perceptions, and the prevalence of chronic poverty, among other constraints. These households have a higher daily intake of less nutritious staple crops; moreover, children ages 6-23 months are often fed inappropriately with starchy foods or imported, commercially processed snacks of low nutritional value. The lack of dietary diversity and inadequate quality of complementary foods for children being weaned increases their risk of diarrhea and undernutrition[14]. Tanzania is one of fifteen countries which account for 74 percent of the global burden of diarrhea and pneumonia mortality in children under five years of age, and diarrhea incidence in Tanzanian children under five years of age peaks at ages 6-11 months, the age associated with the weaning period[15].

In rural areas of Tanzania, only 44 percent of the population has access to improved water sources and only 8 percent of the population has access to functioning sanitation facilities[16]. The use of safe water, sanitation facilities, and good hygiene can positively affect nutritional outcomes by addressing the immediate and underlying causes of malnutrition. Poor WASH practices affect nutritional status directly through diarrhea, intestinal parasitic infections, environmental enteric dysfunction, and indirectly through diverting caregiver time away from productive economic tasks.

B. Relationship to GOT Priorities

Recently, the GOT reformed nutrition policy towards multi-sectoral collaboration and coordination. The national strategic direction to address stunting and maternal anemia is stipulated in the National Road Map to Improve Reproductive, Maternal, Newborn, Child and

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[13] ICF and FXBT (December 2017). An Assessment of the Mwanzo Bora Nutrition Program's Social and Behavior Change Communication interventions.

[14] World Food Program (2017): Fill the nutrient gaps Tanzania. Findings https://docs.wfp.org/api/documents/WFP-0000023276/download

[15] The Global Burden of Childhood Pneumonia and Diarrheoa The Lancet, Volume 381, Issue 9875, Pgs.1405-16, 20 April 2013

[16] WHO/UNICEF (2015). 25 Years progress on sanitation and drinking water: 2015 update / TDHS (2015).

Adolescent Health in Tanzania (2016–2020) One Plan II, which aims to reduce stunting to 22 percent by 2020 and reduce anemia in pregnancy to 37 percent by 2020. The plan is robust and targets the scale up of maternal, infant, young child, and adolescent nutrition interventions to the regions where the burden of stunting is highest[17].

Furthermore, the GOT formed the Multi-sectoral High-Level Steering Committee on Nutrition (HLSCN), which operates within and leverages existing government systems and dialogue mechanisms for developing cooperation, such as the Joint Assistance Strategy for Tanzania and the Food Security Thematic Group in the agriculture sector. The Multi-sectoral Nutrition Technical Working Group supports the HLSCN and is chaired by the Director of the Tanzania Food and Nutrition Centre (TFNC) that guides, coordinates, and catalyzes nutrition work in the country. Representatives from different sectors, including NGOs, the private sector, academics, donors, and United Nations agencies, are part of this cooperative effort. The HLSCN has three key outputs: (i) including nutrition in the Second Five Year Development Plan[18]; (ii) developing the 2016 Food and Nutrition Policy (FNP) and accompanying Strategy, which are both in the final stages of revision; and, (iii) the development of the National Multi-sectoral Nutrition Action Plan (NMNAP)[19]. This is the specific strategic implementation document or action plan to meet nutritional goals and objectives laid out within the FNP. To ensure that nutrition is on the agenda with those working closest to affected communities, and that efficient and effective decentralized programming and implementation is carried out, the GOT has created a Nutrition Section within the President's Office for Regional Administration and Local Government (PO-RALG) to work in concert with local governments. It is expected that the number of nutrition officers working at the local level will increase nearly five-fold and the GOT will increase its nutritional spending to $6 million USD.

C. Relationship to USG Priorities

The Tanzania Improved Nutrition for Better Life Activity is authorized under USAID/Tanzania's Comprehensive Health Service Delivery (2013-2021) Project Appraisal Document (PAD) and contributes to the achievement of USAID/Tanzania's Country Development Cooperation Strategy (CDCS) for 2014-2019. The three Development Objectives (DOs) of the CDCS address the needs of women and youth, strengthen local governments, build health and education systems, and promote economic growth. The CDCS Results Framework is available at: https://www.usaid.gov/documents/1860/usaid-tanzania-cdcs-final

The CDCS posits that if Tanzania empowers its women and youth, sustains inclusive broad-based growth, and makes governance more effective, its socioeconomic transformation toward

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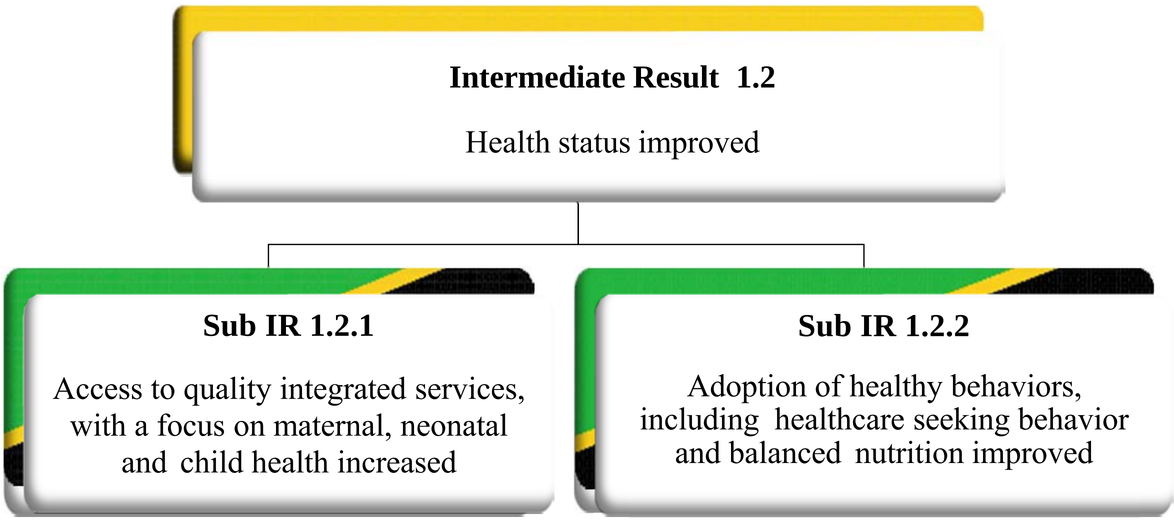
17 http://globalfinancingfacility.org/sites/gff_new/files/documents/Tanzania_One_Plan_II.pdf
18 http://www.mof.go.tz/mofdocs/msemaji/Five%202016_17_2020_21.pdf
19 http://www.tzdpg.or.tz/fileadmin/documents/dpg_internal/dpg_working_groups_clusters/cluster_2/health/Nutrition/NMNAP_2016-21_Final_version.pdf

middle-income status by 2025 will be significantly advanced. DO 1- Tanzanian women and youth empowered, DO 2-Inclusive broad-based economic growth sustained, and DO 3- Effective democratic governance improved are the development objectives that support this hypothesis. The intermediate result (IR), Data-driven decision-making, planning and implementation improved, cuts across all three DOs and across USAID/Tanzania's portfolio.

Figure 1



Following the CDCS development hypothesis that Tanzanian women and youth will be empowered if their health is improved (Figure 1, above), the Improved Nutrition for Better Life activity will support DO 1, *Tanzanian women, and youth empowered,* IR 1.2 *Health Status Improved,* Sub-IR 1.2.2 *Adoption of healthy behaviors, including healthcare seeking behavior and balanced nutrition improved* by strengthening multi-sectoral coordination for improved nutrition at the local government level, improving health, nutrition, caregiving, and WASH behaviors, and increasing access and availability of diverse, safe, and nutritious foods.

The Activity contributes to DO 2, *Inclusive broad-based economic growth sustained,* IR 2.2 *Agricultural productivity and profitability increased in target value chains,* Sub-Project Purpose 5: *Adoption of Health Behaviors, Including Healthcare Seeking Behavior and Balanced Nutrition Improved*. This sub-project purpose works in collaboration with CDCS DO 1 *Tanzania women, and youth empowered*, IR 1.2 Health status improved, Sub-IR 1.2.2 Adoption of healthy behaviors, including healthcare seeking behavior and balanced nutrition improved.

The Activity is based on and aligns (*see subsequent links*) with the USAID Multi-Sectoral Nutrition Strategy (2014-2025), the US Government Global Food Security Strategy (FY 2017-2021), and the Global Food Security Strategy Technical Guidance on Objective 3: A Well-Nourished Population, Especially Women and Children, indicated as follows:

USAID Multi-Sectoral Nutrition Strategy (MSNS): The MSNS addresses both the direct and indirect underlying causes of undernutrition across sectors, including health, nutrition, agriculture, and water and sanitation. Focusing on the first 1,000 days between pregnancy and a child's second birthday, emphasis is placed on covering good maternal nutrition, optimal breastfeeding, dietary diversity, and appropriate hygiene. USAID seeks to strengthen the evidence base for and scale up of proven nutrition-sensitive interventions and nutrition assessment, counseling, and support as a component of routine clinical health care.

US Government Global Food Security Strategy (GFSS): The GFSS adopts the integrated approaches to nutrition in the MSNS. It promotes nutrition-specific interventions to address the immediate determinants of malnutrition and nutrition-sensitive interventions to address systemic causes of malnutrition. It focuses on maximizing impact and learning through nutrition-sensitive agriculture.

Global Food Security Strategy Technical Guidance on Objective 3: A Well-Nourished Population, Especially Women and Children: This guide describes best practices in nutrition programming in the context of the comprehensive approach called for in the GFSS, clarifies concepts, recommends programming principles, and provides links to technical resources for nutrition.

3. Program description

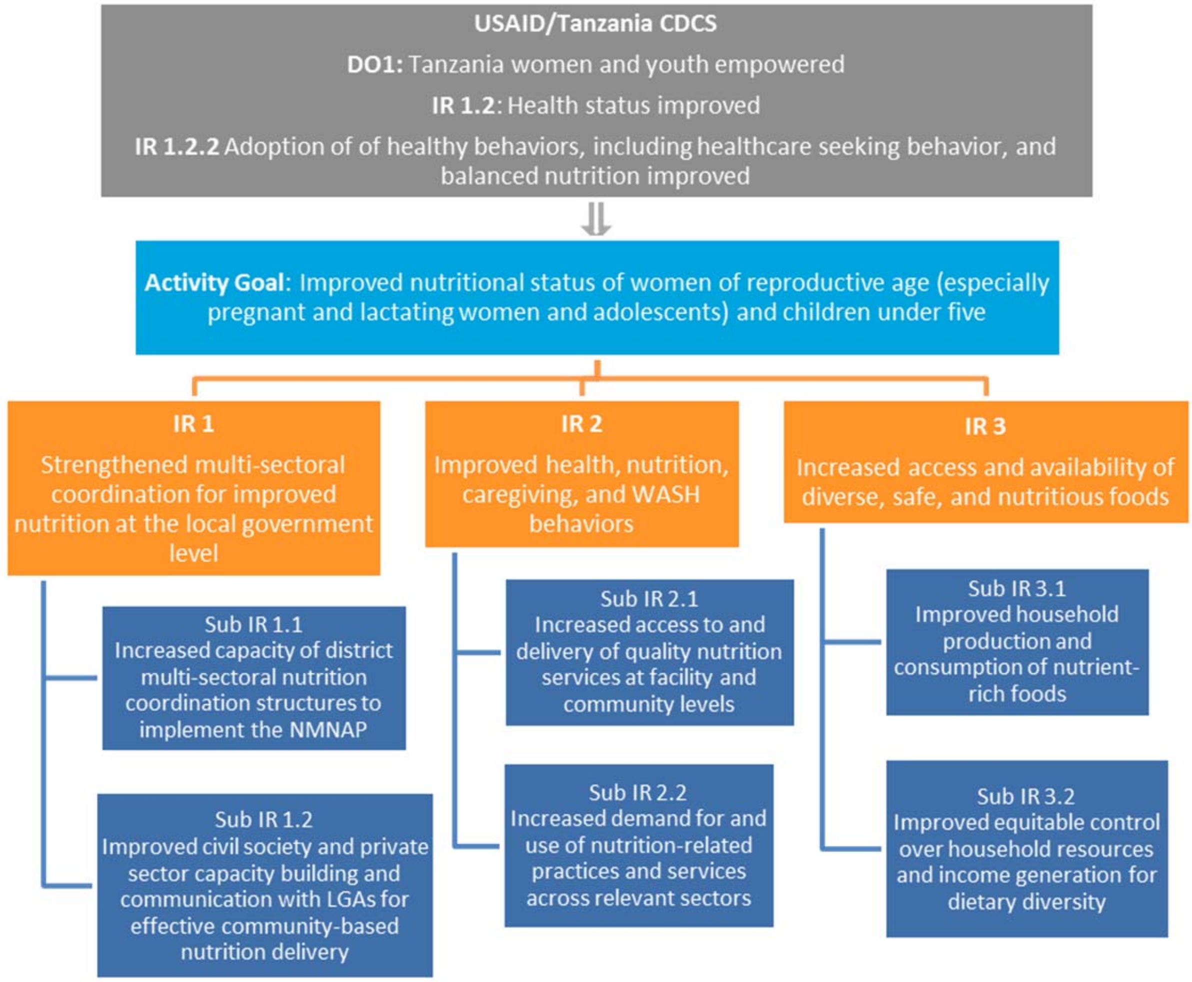
A. Activity Results Framework

With the four-year Activity goal of improving the nutritional status of women of reproductive age and children under five years of age, the Recipient's program for the Improved Nutrition for Better Life Activity must achieve the following high-level outcomes:

1. Reduce the prevalence of low height for age (stunting) among children under-five years of age by 15 percent over four years in targeted regions.
2. Increase percentage of children aged 6 – 23 months and women aged 15 - 49 who receive minimum acceptable diet by 15 percent over four years in targeted regions.

Achievement of these two high-level outcomes is expected to be achieved through the implementation of three Intermediate Results (IR) and their corresponding sub-results identified below in Figure 2, *Tanzania Nutrition Activity Results Framework.*

Figure 2



B. Intermediate Results

With the overall stated goal of improving the nutrition status of women of reproductive age and children under five years of age, the program has three main objectives, stated in the Intermediate Results (IRs).

INTERMEDIATE RESULT 1

Strengthened Multi-Sectoral Coordination for Improved Nutrition at the Local Government Level

While there is commitment from the GOT to increase funding and human resources for multi-sectoral nutrition implementation at district and lower levels, the results and performance has varied widely. Local government authorities (LGAs) and district level multi-sectoral nutrition committees (DMNC) are few and wholly functional due to challenges around DMNC functionality, such as unclear roles and responsibilities, structural and function guidance, inadequate funding, and committee composition. In addition, the mobilizing of civil society organizations across sectors, as well as the private sector, to effectively coordinate and support efforts with LGAs for nutrition integration interventions is a requisite to ensure active planning and policy processes at all levels in order to accelerate reduction of child stunting and maternal anemia. Yet to date, continued weakness in organizational capacity and the lack of effective communication and collaboration between these entities often thwart information sharing on strategic nutrition issues, ability to leverage assets, and in nutrition implementation prioritization.

In working jointly with local governments, civil society, and the private sector, it will be important to build upon existing and/or new structures and partnerships that improve the efficient coordination and collaboration across sectors, including in health, nutrition, agriculture, and water and sanitation, as well as leveraging the investments of USAID/Tanzania in nutrition, health, and food security.

IR 1 Expected Results:

- Increased capacity of Ward Development Committees and Village Health Committees to coordinate and monitor the implementation of multi-sectoral nutrition interventions, and integrate into their respective planning structures
- Increased capacity of district nutrition officers to support the integration of nutrition in cross-sectoral policies, strategic planning, and programs
- Increased integration of Civil Society Organizations and the private sector within local and regional government multi-sectoral nutrition planning and implementation

Indicators IR 1:

- HL.9-4 Number of individuals receiving nutrition-related professional training through United States Government (USG)-supported programs *(mandatory)*
- Number of districts that have NMNAP integrated monitoring and supportive supervision reports on nutrition activities undertaken by sectors and implementing partners within their districts *(illustrative)*
- Number of local government staff and organizations (public and private) trained in nutrition operational research *(illustrative)*

INTERMEDIATE RESULT 2

Improved Health, Nutrition, Caregiving, and WASH Behaviors

Key results from an external assessment on USAID/Tanzania's flagship nutrition program revealed that SBCC nutritional messages and activities have been far reaching among the target population in the program catchment areas who displayed a specific and high level of knowledge, practices and positive attitudes (KPA) regarding the importance and benefits of the key desired nutrition behaviors. Women demonstrated a more comprehensive understanding of nutrition benefits of practicing prioritized behaviors and related services including breast feeding, complementary feeding, hygiene and sanitation, and home care of illnesses and utilization of health services. Conversely, in a counterfactual comparison area that did not receive program support, the knowledge of key behaviors among women was much more generic, with lack of knowledge for some of the behaviors necessary for bringing about nutrition change[20]. This divergence in the levels of KPA between the two areas illustrates the importance of comprehensive SBCC approaches that are dynamic, integrative, and relevant at the local and community levels.

Creating an enabling environment has shown to be fundamental to sustain the adoption of key nutrition practices and provision of services—one where multiple avenues are sought across relevant sectors to strengthen coordination and reach of services and interventions that contribute to the ability of individuals, households, and communities to adopt and sustain key nutrition and health practices. Focusing on primary target groups which include adolescent, pregnant, lactating women and children under two years of age, the recipient should address essential WASH issues to prevent environmental enteropathy effects at household and community levels. Poor family planning has negative effects on the health and nutrition status of babies, mothers' especially adolescent mothers. The Recipient should identify measures that incorporate components of family planning to ensure beneficiaries are well informed about appropriate timing and spacing of pregnancies. The Recipient should instill measures that engage males in the activity and empower them to actively support self-care of women, and improve home care for women and children.

IR 2 Expected Results:

- Improved quality of adolescent and women's nutrition services and counseling during reproductive, antenatal, and postpartum care
- Improved quality of infant and young child feeding (IYCF) services, support, and counseling
- Increased IYCF KPA for exclusive breastfeeding and appropriate and diverse complementary feeding for children aged 6-23 months
- Increased engagement of male partners in home care for women and children
- WASH actions increased—the treatment and storage of water for home consumption, sanitary disposal of human and animal feces

Indicators IR 2:

- HL.9-1 Number of children under five (0-59 months) reached with nutrition-specific interventions through USG-supported programs *(mandatory)*

[20] ICF and FXBT (December 2017): An Assessment of the Mwanzo Bora Nutrition Program's Social and Behavior Change Communication interventions.

- HL.9.1-b Prevalence of exclusive breastfeeding of children under six months of age *(mandatory)*
- HL.9-2 Number of children under two (0-23 months) reached with community-level nutrition interventions through USG-supported programs *(mandatory)*
- HL.9-3 Number of pregnant women reached with nutrition-specific interventions through USG-supported programs *(mandatory)*

INTERMEDIATE RESULT 3

Increased Access and Availability of Diverse, Safe, and Nutritious Foods

Evidence supports the idea that increasing access and availability of diverse, safe, and nutritious foods year-round and understanding the different interventions along agriculture-to-nutrition pathways can be pivotal for nutritional improvement[21]. Household food production has illustrated the important role the household farming system plays in decisions related to diets and nutrition with the aim of increasing production for household consumption of fruits, vegetables, legumes, and animal-sourced foods[22]. Thus, the food production pathway plays an integral role in providing nutritious foods for improved diets and nutrition. In general, however, the primary objective of an agricultural livelihood often is not to produce all of the foods that a family needs; in fact, many poor rural households are net purchasers of food. A key challenge to date has been to ensure that optimal nutrient-dense foods are available, affordable, accessible, and utilized throughout the year for households. Furthermore, given that family and community knowledge, norms, and values have a major bearing on household nutrition decisions, SBCC activities become critical to promote nutrition and health knowledge that affect food production and processing, food purchase, hygiene, and joint consumption decisions (including frequency of meals) that at once enhance positive nutritional outcomes while avoiding negative impacts.

While the effect of income on nutrition is not direct or easily predictable, by accentuating targeted small-scale agricultural production (type, quantity, and seasonality) and household livelihoods for increased income generation, the income pathway can help ensure that nutrient-dense, diverse foods are available and affordable for households. Moreover, positive trends have shown that women's empowerment can catalyze key facets, such as decision-making power related to income, time, labor, assets, and knowledge and preferences of female community members—and that by increasing agricultural income that women control has the ability to strengthen the income pathway to nutrition[23].

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[21] Herforth and Harris. 2014. *Understanding and Applying Primary Pathways and Principles: Brief 1, Improving Nutrition through Agriculture Technical Brief Series.* Arlington, VA: USAID/Strengthening Partnerships, Results, and Innovations in Nutrition Globally [SPRING].

[22] https://www.spring-nutrition.org/publications/briefs/understanding-food-production-pathway

[23] https://www.spring-nutrition.org/publications/briefs/increasing-nutrition-sensitivity-value-chains-review-two-feed-future-projects

Within IR 3—increasing household dietary diversity, particularly in the target populations of women of reproductive age including pregnant and lactating women and adolescents, and children under five years of age—the Recipient is expected to develop and implement across relevant sectors and stakeholders an adaptive nutrition-sensitive strategy to increase access and availability of diverse, safe, and nutritious foods year-round that can lead to increased consumption of nutritious foods.

IR 3 Expected Results:

- Increased availability and household consumption of nutrient-dense foods, especially animal-source protein
- Improved allocation of incomes for improving household nutritional food purchases

Indicators IR 3:
- EG 3.3-10 Percentage of female direct beneficiaries of USG nutrition sensitive agriculture activities consuming a diet of minimum diversity *(mandatory)*
- EG 3.3-11 Total quantity of targeted nutrient-rich value chain commodities produced by direct beneficiaries with United States Government assistance that is set aside for home consumption *(mandatory)*

C. Geographical Focus

The integrated Improved Nutrition for Better Life activity will build on core investments under USAID's nutrition programming investments, which will geographically focus on three of USAID/Tanzania's principal regions of implementation (Morogoro, Dodoma, and Iringa), as well as nutrition investments within the region of Rukwa. The geographical level of support is as follows:

- Iringa, Dodoma, and Morogoro. The Improved Nutrition for Better Life activity will continue to provide local government, facility, and community-level support for all four years to these three regions:
  - Three districts in Iringa (Iringa MC, Kilolo, and Mafinga)
  - Five districts in Dodoma (Mpwapwa, Kongwa, Kondoa, Chemba, Dodoma MC). Bahi and Chamwino districts will not be covered under this activity.
  - All districts in Morogoro

  Interventions will cover all villages within these targeted districts, and help sustain USAID's layered, cross-sectoral investments (e.g., agricultural value chains of horticulture, rice and maize, health, and education) in the Southern Agricultural Growth Corridor (SAGCOT) region.

- Rukwa – Based on Rukwa's stunting rate of 56.3 percent[24]– an increase from 2010, the Improved Nutrition for Better Life activity will also be implemented in this region. Rukwa is a new region for USAID, and will require programming for the full four years, targeting all districts within the region. Interventions will be focused on both nutrition-specific service delivery and nutrition-sensitive approaches that will increase availability of, and access to, diverse, nutritious foods, particularly small-scale animal protein—and that embed both LGA, CSO, and community-level strengthening.

D. Core Implementation Principles

The Recipient will incorporate practices that USAID/Tanzania identifies as core implementation principles. USAID/Tanzania has identified principles believed to be necessary for success and for a more inclusive and sustainable approach. The Recipient will be expected to implement an integrated approach that aligns with the following principles:

1. ***Continuous collaboration, systematic learning, and adaptation of implementation approach.*** The Recipient should employ an activity management strategy that allows adaptation of approaches based on learning[25]and experience to ensure that continuous collaboration, adaptation, and learning occurs within the scope of the Activity—and across the integrated, cross-cutting, and systemic broader approach and investment of which this Activity is a critical part[26]. USAID/Tanzania recognizes that development efforts yield positive change more quickly if they are coordinated and collaborative, test promising novel approaches in a continuous search for improvement, and incorporate new learning, innovations, and performance information into the Activity strategy to inform management, design, and operational approaches.

2. ***Use of local systems and building of local capacity.*** This Activity is grounded in the reality that achieving and sustaining any long-term development outcome depends on the contributions of multiple and interconnected actors, which includes the use of local systems. As such, the Recipient should identify opportunities for local ownership and strengthening GOT local government institutions and systems, and build local civil society capacity.

3. ***Promotion and integration of gender equity.*** The Recipient should incorporate approaches throughout the activity for increased gender equity that encourages dialogue and mutual understanding for nutritional improvement.

4. ***Scale-up and sustainability of successful approaches***. The Recipient is expected to identify, build on, scale, and sustain approaches that have demonstrated success in addressing multi-sectoral nutrition.

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[24] Ibid.

[25] *Learning by Thinking: Overcoming the Bias for Action through Reflection*. Di Stefano, *et al.* Harvard Business School, Working paper 14-093; March 29, 2015.

[26] https://usaidlearninglab.org/cla-toolkit

E. Monitoring, Evaluation and Learning

A strong Monitoring, Evaluation and Learning Plan (MELP) should be a defining characteristic of the Improved Nutrition for Better Life activity. USAID's overall commitment to rigorous evaluation and evidence-based investments requires a sound monitoring and evaluation framework that outlines a systematic process of collecting and analyzing performance data and other information to track progress toward planned results. Innovative methodologies for measurement and metrics lend themselves to supporting, validating and/or highlighting the need to refine the theory of change and related activities as outlined in the design, thus integrating intentional, ongoing learning as part of the Activity work plan. The MELP should be designed to:

- *Realize learning opportunities regarding an integrated, multi-sectoral approach:* Given the opportunities for the Activity to capture evidence, provide experience and feedback within the multi-sectoral nutrition context, the MELP should prioritize methods of gathering and sharing this learning with various stakeholders and partners, including USAID/Tanzania.
- *Leverage opportunities to build local organizational capacity:* The MELP should also support evidence-based learning and capacity building by local government and civil society partners, under IR 1, that contributes to best practices for nutritional governance, communication, and interventions.

4. Cross-cutting elements

A. Women's Empowerment

Women play a central role in nutrition; increasing self-efficacy necessary for adopting nutrition related behaviors including accessing nutrition information and services. Thus, it is vital to ensure women have access to the resources, capacities and leadership, as well as knowledge to benefit from nutritional service delivery and household production resources—and at varying levels of engagement, from local government, community, to the household level. However, it is also imperative that strengthening women's empowerment should be seen in concert with addressing men's supporting roles in how nutrition is articulated and carried out at the household level. Increasing male participation in nutrition implementation is paramount. As such, ongoing implementation and learning will be critical to understanding women's constraints and corrective approaches toward empowerment, and the barriers to male engagement, in order to capture the gains from both positive female and male engagement.[27]

[27] ICF and FXBT (December 2017): An Assessment of the Mwanzo Bora Nutrition Program's Social and Behavior Change Communication interventions.

B. Operational Research

A collaborative learning and adaptation approach is expected to demonstrate how nutrition-specific and sensitive Operational Research (OR) will be embedded within Activity Monitoring, Evaluation and Learning efforts—formulated through the development of key OR probing questions—and which will be carried out throughout the life of the Activity. Using a systems thinking approach[28], OR should gather and build evidence, develop tools and other guidance, and share learning through strategic communication and documentation. Activity OR efforts should inform and contribute to multi-level learning that will effectively help scale up nutrition interventions, and seek opportunities to strengthen local OR capacity around MSN.

C. Coordination and Communication

Active coordination of activities with external stakeholders and other USAID/Tanzania-funded partners is essential whereby opportunities for collaboration are seized whenever mutual goals and pursuits align. Given the task of multi-sectoral nutrition interventions, a credible and effective communication strategy will be needed for reaching different audience segments, including women, men, and both public and private sector stakeholders—one that elicits maximum transparency among all stakeholders.

Current USAID/Tanzania technical implementing partners within the geographical scope of this activity where complementarity of programming and convergence should be fostered are the following:

- *ASPIRES (2017-2020):* The Agricultural Sector Policy and Institutional Reform Strengthening activity provides nutrition policy and national level technical assistance support to improve the capacity of public and civil society institutions working on nutrition to generate high quality data, using it to formulate evidence-based policies and programs that generate sustainable improvements in nutrition outcomes. They coordinate closely with Prime Minister's Office, PO-RALG, and the Tanzania Food and Nutrition Center.
- *Boresha Afya (2016-2021)*: Within the southern zone of implementation, Boresha Afya is supporting the GOT to increase access to high quality, comprehensive and integrated health services, especially for women and youth, with a focus on maternal, neonatal, child and reproductive health and nutrition outcomes.
- *Kizazi Kipya (2016-2021)*: This activity enables more Tanzanian Orphans and Vulnerable Children to utilize age-appropriate HIV/AIDS-related and other services for improved care, health, nutrition, education, protection, livelihoods, and psychosocial well-being. As such, the activity takes a child-focused and family-centered approach to strengthening the continuum of care for HIV+ children, adolescents and their families.
- *Mboga na Matunda (2017-2021)*: This horticultural activity is improving the competitiveness and inclusiveness of the horticulture subsector, while improving

[28] https://www.spring-nutrition.org/technical-areas/systems

nutrition by scaling improved technologies and practices to increase productivity and consumption, and scale market system models, especially targeting women and youth.

- *NAFAKA II (2016-2020)*: This activity is working to improve competitiveness and inclusiveness of the rice and maize value chains, with the development of efficient market systems that serve large numbers of rice and maize producers, and in the scaling of maize fortification.
- *Public Sector System Strengthening (2014-2019):* This program is supporting the GOT to promote the delivery, quality, and use of services, particularly for underserved populations, seeking to strengthen key multi-sectoral components of local government authority systems to promote inclusive and evidenced-based planning, management, and implementation of services.
- *Tusome Pamoja (2016-2021)*: This education activity addresses the reading skills needed at the early grades, placing particular attention on teaching the fundamental skills early on to enable students to develop a deeper knowledge and skill base to benefit from their primary schooling participation and provide society with an educated populace.
- *Water Resources Integration Development Initiative (2016-2021)*: This activity is promoting integrated water resources management and delivery of services across multiple sectors. Through improved governance and private sector inclusion, it pays particular attention to improving WASH services by increasing the utilization of sustainable multiple-use water and sanitation services.
- *Advancing Youth (2017-2021):* The Advancing Youth Activity supports agribusiness-focused youth development opportunities in the regions of Iringa, Mbeya, and Zanzibar to help achieve entrepreneurship and workforce readiness skills among young people, strengthen leadership and positive youth development, and enhance life skills for healthy living and future planning.

[END OF SECTION A]

SECTION B: FEDERAL AWARD INFORMATION

1. Estimate of Funds Available and Number of Awards Contemplated

Subject to funding availability, USAID intends to provide between $15,000,000 - $19,700,000 in total USAID funding over a four year (4) period.

USAID intends to award one (1) Cooperative Agreement pursuant to this notice of funding opportunity.

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

2. Start Date and Period of Performance for Federal Awards

The period of performance anticipated herein is four (4) years. The estimated start date will be upon the signature of the award, on or about September 2018.

3. Substantial Involvement

USAID will be substantially involved in the award as follows:

- Approval of Recipient's Annual Implementation Plan

- Approval of Specified Key Personnel:
  a. Chief of Party (COP), 100% Level of Effort (LOE).
  b. Deputy Chief of party (DCOP), 100% LOE.
  c. Monitoring, Evaluation and Learning (MEL) Manager, 100% LOE.

- Agency and Recipients' Collaboration or Joint Participation to include: USAID/Tanzania is continuously analyzing data to monitor progress toward the achievement of IR1, IR2 and IR3 and to ensure activities align with both USAID and Government of Tanzania priorities. The AO or AOR may direct or redirect the Recipient to adjust the Tanzania Improved Nutrition for Better Life implementation should any data analysis collected about activities related to this activity indicate that adjustments need to be made to achieve the award's objectives and/or align with GOT policies and/or priorities.

- Approval of the Recipient's MEL plan

4. Title to Property

Property title under the resultant agreement shall vest with the recipient in accordance with the Requirements of; for US Entities, 2 CFR 200.213 for Equipment and 2 CFR 200.214 for Supplies. For non-US-Entities, property title is vested in the Recipient in accordance with the requirements of Mandatory Standard Provision for Non-US Organizations, *Title To And Use Of Property (December 2014)*.

5. Authorized Geographic Code

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

6. Purpose of the Award

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the Tanzania Improved Nutrition for Better Life activity which is authorized by Federal statute.

The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.

The Recipient using its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the resulting award.

[END OF SECTION B]

SECTION C: ELIGIBILITY INFORMATION

1. Eligible Applicants

U.S. and non-US organizations may participate under this NOFO.

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

The Recipient 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 apparently successful applicant will be subject to a risk assessment by the Agreement Officer (AO).

The Recipient must be a responsible entity and must have the necessary organizational, 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.

USAID has led a major push in the past few years to foster a larger assistance base and expand the number and sustainability of development partners, including faith-based organizations, small businesses, and Minority Serving Institutions (MSIs). The USAID MSI Program's mission is to facilitate an environment where U.S. MSIs become USAID partners by successfully competing for USAID awards and by engaging in U.S. foreign assistance activities.

The USAID MSI Program provides support to minority-serving U.S. higher education institutions interested in USAID programs and activities and promotes the interests, capabilities, and experience of MSI's within USAID. MSI's include Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), Tribal Colleges and Universities (TCUs), and Asian American and Native American Pacific Islander Serving Institutions (AANAPISIs). For more information on MSI's please follow this link:

https://www.usaid.gov/partnership-opportunities/universities/minority-serving-institutions

2. Cost Sharing or Matching

Cost Sharing or matching is not required under this NOFO.

3. Local Registration

All local institutions or affiliates or international organizations must be registered as a legal entity in Tanzania. Local registration is not a requirement at application time; however, it is required prior to issuance of an award.

4. Unique Entity Identifier and System for Award Management (SAM)

Dun and Bradstreet and SAM.gov Requirements
http://usaidlearninglab.org/library/doing-business-usaid-duns-and-sam-systems-101

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

(i) Be registered in SAM before submitting its application;

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

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

[END OF SECTION C]

SECTION D: APPLICATION AND SUBMISSION INFORMATION

1. Agency Point of Contact

Ayana Angulo
Office of Acquisition and Assistance (OAA)
USAID/Tanzania
686 Old Bagamoyo Road, Msasani
P. O. Box 9130
Dar es Salaam, Tanzania

Email: aangulo@usaid.gov

and

Agnes Ng'anga
Office of Acquisition and Assistance (OAA)
USAID/Tanzania
686 Old Bagamoyo Road, Msasani
P. O. Box 9130
Dar es Salaam, Tanzania

Email: anganga@usaid.gov

Questions regarding this NOFO should be submitted in writing to usaidtzco@usaid.gov no later than the date indicated on the cover letter. No answers or clarifications will be considered after this date. Under no circumstances will verbal queries be accepted and no verbal responses will be provided. USAID/Tanzania's responses to questions concerning this NOFO will be furnished without attribution, to all prospective Applicants simultaneously.

2. Content and Form of Application Submission

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

Preparation of Applications:

Each Applicant shall furnish the information required by this NOFO. There will be two phases to the application process. Phase I is a written concept paper application. From the first phase, Applicants with concept papers rated "pass" will be invited to participate in Phase II, Oral Presentation. Upon selection from oral presentations, the Apparently Successful Applicant (ASA) will receive written feedback from USAID and may be invited to attend a meeting either via teleconference or in-person to discuss any substantive feedback. The ASA will submit an application in two separate parts: (a) Technical Application, and (b) Cost/Business Application.

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 shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

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

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

Applicants should retain for their records a copy of the application and all annexes attached to it.

Application Format

All applications must comply with the following requirements to be considered by USAID:

i. Font – Times New Roman and 12-point
ii. No less than 0.75" margins (left, right, top, and bottom).
iii. Letter Size (8.5" x 11")
iv. Single-spaced
v. Cover Page
vi. Document must be in a recent Windows-compatible version of MS Word (version 2000 or later), Excel and PDF

3. Application Submission Procedures

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

PHASE I: CONCEPT PAPER

Applicants must submit applications online through Workspace on http://www.grants.gov and also submit a copy to usaidtzco@usaid.gov. USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. Applicants are encouraged to contact USAID/Tanzania to confirm that applications submitted via www.grant.gov have been successfully received. Applicants are encouraged to use delivery/read receipt when submitting applications via e-mail.

The time of receipt of applications will be based on the automatic electronic delivery time stamp from the USAID.gov e-mail server. The USAID server may automatically reject e-mails with zip files. Therefore do not submit zip files to usaidtzco@usaid.gov. Acceptable file formats are MS Word, Adobe Acrobat and Excel.

For an application sent by multiple emails, please indicate in the subject line the desired sequence of the multiple emails and of attachments (e.g. "No. 1 of 4", etc.). For example, if your application is being sent in two emails, the first email should have a subject line that says: "[Applicant's name] NOFO No.: Concept Paper, Part 1 of 2."

Electronic submissions must not exceed the 20MB limit per e-mail compatible with MS Word, Excel and PDF. Every e-mail must not include more than three attachments which in total must not add up to more than 20MB limit per e-mail, and must not be zipped files. Each Application, either technical or cost, should consist of only one file in Microsoft Word comprising the complete application, plus one file in PDF comprising the complete application. In the case of the Cost Application, in addition to the MS Word and PDF files, the electronic submission must also include a budget in a non-protected MS Excel file. Identify applications with the NOFO number, the name of the firm submitting the application, and the activity name (TMSNP) in the subject of the e-mails. All applications received by the submission deadline will be reviewed for responsiveness to the NOFO requirements and the application format. No additions or modifications will be accepted after the submission date.

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

PHASE II: ORAL PRESENTATION

The Applicant must submit a Microsoft PowerPoint presentation to usaidtzco@usaid.gov with a copy to anganga@usaid.gov and aangulo@usaid.gov at least 48 hours prior to the individually scheduled presentation. For the presentation, at a minimum two key personnel candidates proposed by the Applicant will constitute the Applicant's presentation team, and any additional members the Applicant deems necessary from the Applicant's home office. The Applicant may include up to a maximum of five total team members to be part of the presentation team. The oral presentations will be conducted at the USAID Office in Dar es Salaam and will be recorded by the USAID/Tanzania team.

4. Technical Application Format

4.1 PHASE I: CONCEPT PAPER FORMAT

The concept paper must be concise and not exceed eight (8) pages, excluding a cover page. The concept paper will expound on applicants' proposed technical approach, rationale, and programmatic implementation planning that directly aligns to the PD results framework and results. Applicants should not submit a budget.

4.2. PHASE II: ORAL PRESENTATION FORMAT

Applicants must present their technical approaches, rationale, implementation plan, Monitoring, Evaluation and Learning strategy, and management and staffing approaches to the selection committee. Applications will consist of a Microsoft PowerPoint slide deck (30 slides), an oral presentation that lasts no more than 90 minutes in total; and a key personnel annex. Any slides in excess of 30 slides will not be viewed by USAID.

To facilitate the competitive review of the slides, USAID/Tanzania will consider only slides conforming to the prescribed limitations. Any other information submitted will not be provided to the Selection Committee and will not be viewed.

The technical application shall include the following:

(a) <u>Technical Approach</u>

The presentation must describe the following:

- Key strategies, planned activities, and approaches, and the rationale for selecting these strategies and activities to accomplish the objectives and results identified in the program description
- A synopsis of first year implementation activities and proposed targets
- The Monitoring, Evaluation and Learning strategy across Intermediate Results

(b) Management and Staffing Approach:

Applicants must present a management and staffing approach that describes the method for carrying out the proposed technical components of the activity and internal and external communication flows to meet expected results. Applicants' Management and Staffing Plan must:

- clearly describe the overall management plan for both managerial and administrative functions;
- include a description of staffing roles and responsibilities (both in Tanzania and with Home Office support);
- explain how the proposed staffing skills and structure will address key elements of implementation, cross-cutting elements, and core principles across all IRs to meet programmatic goals.

USAID/Tanzania prohibits prime applicants from demanding that local sub-recipient organizations enter into exclusivity agreements. Local sub-recipient organizations may determine a need for and request an exclusivity agreement with prime applicants.

(c) Key Personnel:

7 calendar days prior to the due date of the PowerPoint presentation submission, applicants must submit a key personnel annex proposing key personnel candidates to be included in the award and describe how the proposed personnel will contribute holistically to both technical and administrative needs of this activity. Applicants must include a position description with minimum requirements for each key personnel, three pages for each CV, a list of three (3) references (at least one superior, subordinate, and peer) not associated with the applicant organization, and signed commitment letters from the proposed candidates. Please note that USAID/Tanzania may seek reference information from individuals outside of those submitted with the application.

Prime applicants must not sign exclusivity agreements with any proposed key personnel.

(d) General Instructions for the Oral Presentations

1) Time Limit: The Applicant's oral presentation must not exceed seventy (70) minutes. The Agreement Officer reserves the right to terminate the presentation if it exceeds the prescribed time limit. The Applicant should be prepared for a twenty (20) minute question and answer period where USAID will ask clarifying questions on any part of the presentation.
2) Recording the Presentation: The Oral Presentation will be videotaped by the Government, be available to the Selection Committee for their review during the merit review process, and be maintained as part of the assistance selection record and award file.
3) Applicant Attendees: A maximum of five (5) presenters will be allowed into the presentation room. The presentation must be led/delivered by at least two of the proposed Key Personnel.

4) Presentation Media: An overhead projector, computer, and screen will be available at the oral presentation site. The Applicant will have fifteen (15) minutes prior to the presentation to view and check all equipment. The use of visual aids or models is at the Applicant's discretion.
5) Scheduling: The Oral Presentation will be scheduled as soon as practicable after The Agreement Officer invites an applicant to participate in Phase II: Oral Presentations. The Government reserves the right to reschedule presentations at the sole discretion of the Agreement Officer.
6) Location: The Oral Presentation site will be arranged in a conference room with chairs and conference tables. The location for presentations in Tanzania will be held at the USAID Mission on the U.S. Embassy compound, 686 Old Bagamoyo Road, Dar Es Salaam. The Government reserves the right to change the Oral Presentation site at the sole discretion of the Agreement Officer. Applicants that cannot travel to Tanzania and are invited to make an oral presentation must communicate with the Agreement Officer within two business days of receiving an invitation to prepare and make an oral presentation. USAID/Tanzania will make arrangements for video teleconference.
7) Presentation Order: It is within the Applicant's discretion to determine the amount of time and extent of explanation to allot for each factor.

4.3: SUBMISSION OF FULL APPLICATION BY APPARENTLY SUCCESSFUL APPLICANT (ASA)

Upon selection from oral presentations, the ASA will receive written feedback from USAID on the presentation that should be taken into consideration as the full activity description is written. USAID may invite the ASA to attend a meeting either via teleconference or in-person to discuss any substantive feedback together with the ASA. The ASA must submit a full written application to USAID/Tanzania, which will refine and build off of both the concept paper and oral presentation to describe in detail:

a) The technical approach(es) and strategies
b) Detailed and Summary Life of Project (LOP) budget with budget narratives
c) Rationale and resulting results framework
d) Clearly defined targets and accompanying indicators to achieve IR and sub-IR objectives
e) Detailed Management and Staffing plan with proposed Life Of Project staffing
f) Branding Strategy and Marking Plan
g) Past Performance Information Sheet
h) Commitment letters from sub-applicants confirming the organization's intention to work with the prime applicant

The ***Cover page*** must state:

- The program name.
- The names of the organizations/institutions involved in the application, with the prime applicant clearly identified and sub-applicants listed separately.
- A contact person for the prime applicant, including this individual's name (both typed and his/her signature), title, address, telephone number, and email address. State

whether the contact person is the person with the authority to bind the organization, and if not, identify the authorized person's information and signature with contact information.

- The Tax Identification Number (TIN) and Data Universal Numbering System (DUNS) numbers of the Prime Applicant and any proposed sub-applicants listed separately.

5. Cost Application Format

(a) Cost Application Instructions

The Cost/Business Application must be submitted separately from the Technical Application. Certain documents are required to be submitted by an applicant in order for the Agreement Officer to make a determination of responsibility.

The Cost/Business application must contain the following sections:

i. Cover page
ii. Signed SF 424 Forms
iii. Budget
iv. Budget Narrative
v. A copy of personnel and travel policies
vi. A copy of the latest Negotiated Indirect Cost Rate Agreement if your organization or any sub partner that has such an agreement with the U.S. Government
vii. Commitment letters from all proposed sub-awardees.

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

a. **Cover Page:** The Cost/Business Application cover page must contain the same information as the Technical application Cover Page.

b. **SF 424 Forms:** The Applicant shall submit the application using the SF-424 series:

- SF-424 Application for Federal Assistance
  http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf
  Instructions: http://www.grants.gov/web/grants/form-instructions/sf-424-instructions.html

- SF-424A Budget Information – Non-construction Programs
  http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf
  Instructions: http://www.grants.gov/web/grants/form-instructions/sf-424a-instructions.html

c. **Budget:** A detailed/itemized budget in an unprotected MS Excel file (MS Office 2000 or later version) with all formulas included. Applicants must clearly identify all proposed cost share contributions for specific line items in the itemized budget. Applicants must include each line item listed below and include additional line items as applicable to your technical application:

- Personnel
- Fringe Benefits
- Travel, Transportation, and Per Diem
- Equipment
- Supplies
- Contractual
- Participant Training
- Other Direct Costs

The budget must include a breakdown of all costs associated with the program according to the costs of, if applicable, headquarters, regional and/or country offices.

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

Note: Individual sub-awards with a value equal to more than $1,000,000 proposed as part of application must include the same cost element break-downs in their budget as applicable. For proposed sub-awards valued at $1,000,000 or less, the applicant must submit a separate summary addressing the following:

1. Description and justification for the technical work to be implemented by the sub-awardee outlining activities at a high level and describing how the proposed grant fits within the applicant's technical approach. Please address the Geographical focus as applicable
2. Identification of and justification for the type of sub-award to be used.
3. Principal reasons for selecting the proposed sub-grantee
4. Identification of the proposed sub-grantee and determination of responsibility.
    a. Results of Excluded Parties List System (sam.gov), UN Sanctions Committee for Al Qaida, and OFAC Specially Designated Nationals
    b. Discuss the elements of responsibility mentioned below:
        i. The recipient must determine that the sub-grantee possesses the ability to perform successfully under the terms and conditions of a proposed award, taking into consideration the sub-recipient's integrity, record of past performance, financial and technical resources, and accessibility to other necessary resources.
5. Proposed sub-award summary budget and period of performance
6. Principal cost elements of the proposed sub-award (e.g. the main cost elements that influenced the final proposed budget)
7. A list of standard provisions to be included in the award.

Illustrative description of the cost elements are provided below:

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

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

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

Travel, Transportation, and Per Diem: Cost principles in 2 CFR 200, Subpart E provide for costs for transportation, lodging, meals and incidental expenses. Costs should be broken down by the number of trips, domestic and international, cost per trip, per diem and other related travel costs. Applicants should plan for sending any expatriates without resident/work permits outside of Tanzania once or twice while awaiting for the process as a realistic contingency cost per 2 CFR 200.433 and attachment D to this NOFO.

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

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

Pursuant to 2 CFR 200 Contract means a legal instrument by which the Applicant purchases property or services needed to carry out the project or program under a resulting award. The term does not include a legal instrument when the substance of the transaction meets the definition of a Federal award or sub-award (see § 200.92 Sub-award), even if the Applicant considers it a contract. The Applicant must work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. All vehicles need to be purchased by the prime recipient.

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

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

Applicants must submit a budget that responds to the proposed technical approach and is flexible enough to accommodate opportunities that are likely to emerge, but cannot be described with specificity once a year during the annual implementation planning process The proposed budget must account for these types of activities in accordance with 2 CFR 200.433.

The applicant must also include an estimate of all costs associated with branding and marking USAID/ Tanzania activities, such as plaques, labels, banners, press events, promotional materials, and so forth in the budget portion of its application. These costs are subject to negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the cooperative agreement.

Allowances: Allowances should be broken down by specific type and by person, and should be in accordance with applicant's policies and generally aligned with the Department of State Standard Regulations (DSSR).

Indirect Costs: The Applicant must submit a Negotiated Indirect Cost Rate Agreement NICRA if the organization has such an agreement with an agency or department of the U.S. Government. If no NICRA exists, the Applicant should submit one of the following:

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

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

If the applicant has never received a negotiated indirect cost rate, the applicant may choose to charge a de minimus rate of 10% of modified total direct costs (see 2 CFR 200.414(f)). If the prospective applicant chooses the de minimus rate, the AO must incorporate the 10% indirect cost rate in the award budget and the recipient must follow the requirements in 2 CFR 200.414(f).

ADDITIONAL INFORMATION

- Required certifications, assurances, and other statements. Recipient must submit all the required certifications described in ADS 303.3.8 **https://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf**

- **SF-424B Assurances – Non-construction Programs**
  http://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf
  Instructions: http://www.grants.gov/web/grants/form-instructions/sf-424b-instructions.html

- **Past Performance References (PPRs)**: Past performance is defined as relevant information regarding applicants' actions under a previous award. The Apparently Successful Applicant must provide a list of all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs during the past three years.

- **Branding Strategy and Marking Plan**. A Branding Strategy and Marking Plan shall be in accordance with the USAID Branding and Marking plan as required per ADS 320. Refer to ADS 320, (http://www.usaid.gov/policy/ads/300/320) specifically 320.3.3 for more information.

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

  1. Has financial stability;

  2. Has quality of management systems and ability to meet the management standards prescribed in 2 CFR 200.205;

  3. Has history of performance. The applicant's history of performance will serve as an indicator of the quality of its future performance.

  4. Has reports and findings from audits performed under 2 CFR 200 Subpart F – Audit Requirements of this part or the reports and findings of any other available audits; and

  5. Has the ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

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

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

6. Potential Request for Additional Documentation

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

The information submitted should substantiate:

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

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

7. Funding Restrictions

Recipients will not purchase any nutrition kits or hardware for WASH activities

Construction will not be funded under this cooperative agreement.

U.S. government cost principles prohibit profit to recipients and subrecipients of assistance awards. While profit is not allowed for subawards, the prohibition does not apply when a recipient obtains goods and services for the recipient's own use and the award creates a procurement relationship with the contractor. However, all reasonable, allocable and allowable expenses (i.e. for goods and services) , both direct and indirect, which are related to the agreement activity and are in accordance with applicable cost principles under 2 CFR 200 Subpart E of the Uniform Administrative Requirements may be paid under the anticipated award.

[END OF SECTION D]

SECTION E: APPLICATION REVIEW INFORMATION

1. General Criteria

USAID/Tanzania will screen all applications received for completeness and compliance with instructions for submission. The Agreement Officer will then forward those applications that are complete and comply with instructions to a Selection Committee (SC). The SC will then conduct a merit review of each application. USAID/Tanzania will NOT provide feedback on Concept papers to unsuccessful Phase I applicants. The SC will review applications based upon the merit review criteria set forth below which are tailored to this NOFO.

2. Merit Review criterion

PHASE I: CONCEPT PAPER MERIT REVIEW CRITERION

The selection committee will use a pass/fail methodology to review concept papers. Each concept paper will receive an overall rating of "Pass" or "Fail" based on the criteria below. If an Applicant receives a "Fail" rating on any criteria listed below (Merit Review Criterion), they will not advance beyond this point. Applicants with a "Fail" rating will receive their results via email; **no feedback will be provided with regard to their applications.**

USAID/Tanzania will review the technical approach within the concept papers for overall quality, strength, and degree of which the Applicant demonstrates to which extent the application:

- Describes clear, feasible, and logical technical approaches that will lead to the achievement of all three Intermediate Results (IRs) in equal measure, as outlined in the Program Description.
- Proposes multi-sectoral nutrition approaches that will support the activity's purpose and theory of change, and be representative of and appropriate to the targeted geographic regional and local contexts.
- Provides a clear description and rationale for how the applicant will leverage local government nutrition staffing and coordination structures to implement proposed multi-sectoral nutrition activities across the Intermediate Results.
- Uses sound strategies that integrate both core implementation principles and cross-cutting elements into proposed activity design and throughout implementation across IRs.
- Proposed approach clearly articulates how feasible, meaningful, and logical capacity-building efforts will be developed and enhanced—in concert with local government, civil society, and community level actors within the activity's geographical regions

PHASE II: ORAL PRESENTATION MERIT REVIEW CRITERION

The following three evaluation criteria are listed in order of importance starting with the most important criterion listed first. Therefore, criterion 1 (Technical approach) is more important than criterion 2 (Management and Staffing approach); criterion 2 is more important than criterion 3 (Key personnel).

a. Criterion 1: Technical Approach:

The Technical Approach will be evaluated on the extent to which it:

- Is inclusive, layered, logically sequenced, and promotes multi-sectoral nutrition coordination and governance in concert with local government, civil society, and community-level actors to influence nutritional change across multiple sectors.
- Demonstrates sound, sustainable strategies and implementation principles that build the capacity of local government, civil society, communities, and households.
- Leverages local and community-led solutions, aligns and collaborates with USAID-funded activities, as well as other US Government, donor and GOT programs, strategies, and policies.
- Integrates both core implementation principles and cross-cutting elements.
- Demonstrates the use of best practices and proven models for social and behavior change and dietary diversity
- Comprehensively demonstrates the activity will measure success at scale and incorporate new learning and adaptation into ongoing nutrition implementation.

b. Criterion 2: Management and Staffing Approach:

USAID will evaluate the strength of the management and staffing approach based on the following criteria:

- Extent to which the overall management plan for the activity provides for appropriate resources and expertise to realistically and efficiently meeting the Activity's technical, coordination, and communications needs.

- Extent to which the overall management and staffing plan is appropriate to carry out a program that supports multi-sectoral nutrition, pivotal facets of both core implementation principles and cross-cutting elements, and promotes structures for nutrition specific and sensitive approaches.

c. Criterion 3: Key Personnel:

The Key Personnel will be evaluated on the extent to which:

The quality and experience of proposed combination of key personnel (1) possesses the minimum knowledge, skills, and experience outlined below, and (2) the past performance references collected by USAID strongly support the candidate's ability to successfully accomplish the requirements of the position.

Minimum Requirements

Chief of Party (COP)
- Master's Degree in nutrition, public health, agriculture, social sciences, international development, organizational management, or a related field.
- Five years senior level management experience in the design, implementation, and management of programs of similar size, complexity, and setting.
- Demonstrated leadership skills and experience in organizational management, budgeting, and in staff development.
- Proven record of building teams and fostering collaboration through productive working relationships to achieve program goals, meet program milestones, and produce quality program results.
- Knowledge of U.S. Government development initiatives, regulations and processes, and related reporting requirements and funding parameters.
- Exceptional English written and oral communication skills; Swahili preferred.
- Relevant experience in East Africa is preferred.

Deputy Chief of party (DCOP)
- Master's degree in nutrition or a very closely related field.
- Minimum five years of technical experience in implementing and managing one or more facets of multi-sectoral nutrition issues
- Proven experience in leading community-based nutrition approaches around nutrition sensitive and specific interventions.
- Proven experience in collaboration and coordination to engage various nutrition stakeholders within multi-sectoral nutrition efforts.
- Demonstrated experience in managing and supervising a team.
- Solid written English and oral communication skills; fluency in Swahili highly desirable.
- Relevant experience in East Africa; experience in Tanzania is preferred.

Monitoring, Evaluation and Learning (MEL) Manager
- Master's degree in nutrition, public health, sociology, adult education, international development, or related field.
- Minimum five years of management and coordination experience in leading and managing monitoring, evaluation, and learning strategies for programs of a similar size and complexity.
- Proven experience leading collaborative learning and adaptation structures, such as the use of knowledge management systems to facilitate learning and adaptation for activity results.
- Demonstrated experience in supporting and working with technical staff and stakeholders in the development of operational research partnerships around nutrition interventions.
- Ability to communicate effectively in English, both verbally and in writing; fluency in Swahili is highly desirable.

B. Cost Evaluation

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

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

1. Anticipated Announcement and Federal Award Dates

Award will be made to the responsible Applicant whose technical application is most advantageous to the U.S. government, with cost and other factors also considered. The AO makes the final award decision, taking into consideration the recommendations of the SC. Anticipated award date is on/about September 2018.

[END OF SECTION E]

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

Award of the agreement contemplated by this NOFO cannot be made until funds have been appropriated, allocated and committed through internal USAID/Tanzania procedures. While USAID/Tanzania 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.

2. Administrative & National Policy Requirements

For U.S. organizations, 2 CFR 700, 2 CFR 200, and ADS 303maa, Standard Provisions for U.S. Non-governmental Organizations are applicable.

2.1 Applicable Standard Provisions for U.S. Non-Governmental Organizations

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

PROVISION NO.	PROVISION TITLE
RAA1	NEGOTIATED INDIRECT COST RATES - PREDETERMINED (DECEMBER 2014)
RAA2	NEGOTIATED INDIRECT COST RATES - PROVISIONAL (Nonprofit) (DECEMBER 2014)
RAA3	NEGOTIATED INDIRECT COST RATE - PROVISIONAL (PROFIT) (DECEMBER 2014)
RAA4	EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
RAA12	REPORTING HOST GOVERNMENT TAXES (DECEMBER 2014)
RAA13	FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
RAA17	USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)
RAA18	STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN

	USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
RAA22	UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (JULY 2015)
RAA23	REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2014)
RAA26	CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
RAA27	AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (APRIL 2016)
RAA28	PROTECTING LIFE IN GLOBAL HEALTH ASSISTANCE (MAY 2017)

For non-U.S. organizations, ADS 303mab, Standard Provisions for Non-U.S. Non-governmental Organizations will apply.

2.2 Applicable Standard Provisions for Non-U.S. Non-Governmental Organizations

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

PROVISION NO.	**PROVISION TITLE**
RAA1	ADVANCE PAYMENT AND REFUNDS (DECEMBER 2014)
RAA3	INDIRECT COSTS – NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA) (DECEMBER 2014)
RAA4	INDIRECT COSTS – CHARGED AS A FIXED AMOUNT (NONPROFIT) (JUNE 2012)
RAA5	UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (July 2015)
RAA6	REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2014)
RAA7	SUBAWARDS (DECEMBER 2014)
RAA8	TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)

RAA10	REPORTING HOST GOVERNMENT TAXES (JUNE 2012)
RAA12	EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
RAA16	FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
RAA17	STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
RAA27	CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
RAA28	AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (April 2016)
RAA29	PROTECTING LIFE IN GLOBAL HEALTH ASSISTANCE (MAY 2017)

3. Reporting Requirements.

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

PLANS

(A) First Annual Implementation Plan:
Activity Implementation Plans shall be prepared on the basis of USG Fiscal Years (October through September). Within 60 calendar days from the effective date of the award, the Recipient must submit a detailed annual implementation plan for AOR approval. The Recipient will be required to submit a draft implementation plan as part of the Application. Following award, the recipient should consult with USAID, its implementing partners, and other relevant stakeholders that implement elements of multi-sectoral nutrition objectives. This initial implementation plan must include:

- A detailed year one implementation plan. The Year One Implementation Plan must provide detailed activities for year one of implementation, including coordination with other implementing partners, GOT, and other stakeholders. The implementation plan must include the principal activities that will be undertaken, the rationale behind these activities, proposed approaches, how they contribute to expected outcomes, and a timeframe for when activities will commence and end. Planned activities should be organized by activity IR and sub-IR components and specify activities by geographic location.

The Plan shall outline:

- Key activities, proposed accomplishments and expected progress towards achieving planned results and performance targets tied to the MEL Plan;
- Timeline for implementation of the year's proposed activities, including target completion dates;
- Information on how activities will be implemented and supervised;
- Personnel requirements to achieve expected outcomes;
- Major commodities and equipment to be procured when applicable;
- Details of collaboration with other major partners and other USAID/USG projects
- Planned international travel including position/function of traveler and technical description of work to be performed
- Detailed budget broken down by quarter to allow appropriate evaluation of the implementation plan. The budget should delineate an overall budget by line item with an associated narrative.
- Project Fact sheet as an annex
- Environmental and Monitoring Mitigation Plan (EMMP) as an annex

- A preliminary sustainability plan. The Plan should provide discussion on how post-activity sustainability will be achieved, including the approaches, steps and activities that will be taken to ensure results are sustained after the end of the cooperative agreement. The Plan should describe the Recipient's approach to building the capacity of host government entities to continue interventions beyond the end of this activity. The plan must outline any resource leveraging from non-U.S. government sources and describe linkages to the achievement of Activity objectives.

USAID/Tanzania will review the detailed draft Implementation Plan and AOR may provide comments for the recipient to consider when finalizing the Implementation Plan. Upon recipient's submission of draft Implementation Plan, USAID will provide comments within 14 calendar days and the recipient should respond to comments and submit final plan to USAID within 14 calendar days of receiving USAID/Tanzania's comments.

(B) Subsequent Annual Implementation Plans:

The recipient shall submit subsequent annual activity implementation plans no later than September 1 of each year. These implementation plans must provide implementation planning information as in the Year One Implementation Plan, specifying all planned activities for the upcoming year of implementation and any significant changes to out-year planned activities that might affect end of activity targets and results.

(C) Monitoring, Evaluation, and Learning Plan (MELP):
The recipient must submit a detailed draft MELP within 90 calendar days from the date of the award. The MELP should outline the multi-sectoral nutrition Activity's development hypothesis and results framework, which establishes and tracks a set of required, standard and custom indicators and targets. The Plan must include a set of realistic benchmarks and indicators that qualify the increasing sustainability of these approaches and measure the attainment of activity results. In addition to these required and standard indicators, the recipient may propose additional indicators that measure program outcomes that relate to the Activity Description. Custom indicators that could help the recipient to better monitor and evaluate their interventions are encouraged. Working with the USAID/Tanzania Monitoring and Evaluation (M&E) systems and staff, the recipient should obtain baselines for the indicators on which they propose to report. In addition, the recipient should make activity staff available during USAID Data Quality Assessments in Year 2 and Year 4 to verify validity and accuracy of data.

For each indicator proposed in the MELP, a brief narrative should include the following: a) definition of the indicator; b) data collection and monitoring method proposed; c) data reliability and timeliness (i.e., intrinsic data quality); d) indicator validity (i.e., the relationship between the indicator and the desired output or result); and e) baselines and targets to measure performance annually and at the end of the program, with yearly targets for each indicator. The recipient should stipulate how and when baselines are to be established.

In order to capture the "why" behind obtained outcomes and results, the recipient should also include within their MELP their learning framework/architecture—and use of knowledge management systems—that outlines their vision for learning and adaptation for activity results. Subsequently, this learning should then be incorporated into quarterly reports when appropriate; and using a lens of implementation, experience and monitoring, the recipient should identify necessary changes in implementation to achieve objectives. The continual learning and incorporation of lessons learned to make adjustments in implementation will be critical to achieving desired results.

USAID will review the detailed draft MELP and provide written comments for the recipient's consideration within 14 days of submission. The Applicant should provide a final plan within 14 calendar days of receiving USAID's comments.

(D) Progress Reports:
The recipient shall submit Quarterly Progress Reports to the USAID/Tanzania AOR, keyed to the USG Fiscal Year (October to September). These shall be due no later than 30 calendar days after the end of each quarter. The reports should summarize: (1) progress to date, per the agreed-upon deliverables and towards achievement of expected results; (2) identification of specific problems and delays and recommendations for adjustments and corrective action; (3) significant learning and how this will be used for any adjustments to activities or approaches (4) highlights of any high-level meetings held and field visits; (5) planned activities for the next reporting period; (6) progress and/or issues on gender, women's empowerment, and operational research, (7) coordination efforts that improve Activity performance; and (8) Environmental Compliance - Provide brief description of review of all ongoing and planned activities under the Cooperative

Agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation.

The recipient is encouraged, when possible, to develop and provide to USAID/Tanzania two or more "Success Stories" highlighting Activity successes per quarter. These success stories will be used for USAID's communication needs, including speechwriting, newsletters, media interviews and public outreach. USAID/Tanzania can provide templates for success stories.

The progress report for the fourth quarter shall be an annual report due on October 30 every year. It should be no more than 30 pages and should cover issues as in other quarterly reports, but in greater depth of analysis. The annual reports should provide descriptive analyses of activities conducted during that USG fiscal year with a quantitative and qualitative description of actual achievements versus planned activities for the year, in both narrative and in data performance table formats. The data performance table should include accomplishments for the fiscal year against that year's targets and justifications for result deviations 10 percent above or below targets.

(E) Financial Reporting:
In accordance with 2 CFR 200.327, the SF 425 must be submitted on a quarterly basis. The recipient must submit these forms in the following manner:

(i) If the Recipient has a Letter of Credit with the U.S. Government then, on a quarterly basis, report expenditures/liquidations to DHHS electronically on the Federal Financial Report (FFR/SF-425), lines 10a – 10c and the FFR Attachment (SF-425A) using the DHHS Payment Management System.

(ii) The SF 425 (and SF 425a if necessary) must be submitted via electronic format to the Agreement Officer's Representative (AOR) and the Agreement Officer (AO). The Federal Financial Report (FFR/SF-425) is available in PDF at the GSA website:https://www.gsa.gov/portal/forms/download/149786. Guidance and instructions for completing the SF-425 can be found at: https://www.usaid.gov/sites/default/files/documents/1868/636mab.pdf

(iii) If the Recipient has a Letter of Credit with the US government then, a copy of the "Final" Federal Financial Report (FFR/SF-425) report for this award is to be submitted to the USAID LOC Team at locfinalreport@usaid.gov. Reports are due as noted below:

Reporting Quarter	**SF-425 Due Date**
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30
October 1 – December 31	January 30

(F) Close-out Plan/Demobilization Plan:
Six months prior to the completion date of the Cooperative Agreement, a close-out or demobilization plan, including the proposed disposition of equipment, such as vehicles, will be submitted to the USAID Agreement Officer for approval, with a copy to the AOR. Moreover, the close-out plan must outline a clear phase-out exist strategy and timeline of execution, including a description of the methodology it will use in determining areas and levels of sustainability. The plan will also include a list of actions that are typically required for close-out activities to ensure that all project activities are completed; conduct an analysis of progress to date and, if necessary, expedite timelines to ensure completion; conduct a thorough pipeline analysis to ensure that there are sufficient funds available to finalize activities and complete all requirements; ensure that all reports are submitted in accordance with the terms and conditions of the agreement. All subcontracts and/or sub-awards should be completed and payments settled, if applicable.

Submit a final inventory of all residual non-expendable property that was acquired or furnished by the U.S. Government under the Cooperative Agreement and request disposition instructions for any property acquired or furnished by the Government under the program. For U.S. organizations, demobilization plans need to include: closing of offices disposition of all equipment (including vehicles), disposition of residual supplies, repatriation of expatriate staff, household and POV shipments, etc.

(G) Life Of Project final report:
The recipient must submit a draft of their final life of project (LOP) report that includes an assessment of the Activity's success in implementing activities. The report must provide details on the following:

- A Summary of the accomplishments of the Activity;
- Measurement and evaluation of Activity indicators, as laid out in the Monitoring, Evaluation and Learning Plan, and lessons/adaptations generated;
- Details on any impediments faced in implementing the strategies developed;
- An assessment of the sustainability of any activities supported through this Activity;
- An assessment of current conditions in each of the three IR component areas of the Activity; and

The recipient must obtain AOR approval in writing on the Final Report. The recipient will prepare and submit to the AOR one electronic version (as a single Word file) and two hard copies of a final completion report. The LOP completion report will also contain an index of all reports and information products produced under the contract. The report will be submitted within 90 days after the estimated completion date of this award.

[END OF SECTION F]

SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

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

[END OF SECTION G]

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SECTION H: OTHER INFORMATION

1. Standard Provisions

The following Standard Provisions are applicable to this NOFO and subsequent award:

LIMITING CONSTRUCTION ACTIVITIES (AUGUST 2013)

a) Construction is not eligible for reimbursement under this award unless specifically identified in paragraph d) below**.**

b) Construction means —construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures.

c) Agreement Officers will not approve any subawards or procurements by recipients for construction activities that are not listed in paragraph d) below. USAID will reimburse allowable costs for only the construction activities listed in this provision not to exceed the amount specified in the construction line item of the award budget. The recipient must receive prior written approval from the AO to transfer funds allotted for construction activities to other cost categories, or vice versa.

d) Description [No construction activities are authorized under this activity]

e) The recipient must include this provision in all subawards and procurements and make vendors providing services under this award and subrecipients aware of the restrictions of this provision.

[END OF PROVISION]

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

(a) Definitions

"USAID Implementing Partner Notices (IPN) Portal for Assistance ("IPN Portal)" means the single point where USAID posts proposed universal bilateral amendments for USAID awards, which can be accessed electronically by registered USAID recipients. The IPN Portal is located at https://sites.google.com/site/usaidipnforassistance/. Universal amendments are those which affect all assistance awards or a designated class of awards as specified in each amendment by the IPN Portal Administrator.

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

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

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

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

(c) Procedure to register for notifications.

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

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

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

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

(2) Notify the AO in writing if the amendment requires negotiation of additional changes to terms and conditions of the award; or

(3) Notify the AO that the Recipient declines to sign the amendment.
Within 30 calendar days of receipt of a signed amendment from the Recipient, the AO must provide the fully executed amendment to the Recipient or initiate discussions with the Recipient.

[END OF PROVISION]

USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)

a. The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. Government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities.

b. USAID therefore requires that the recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it makes every effort to comply with the objectives of the USAID Disability Policy in performing the program under this grant or cooperative agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women, and children with disabilities.

[END OF PROVISION]

STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)

a. One of the objectives of the USAID Disability Policy is to engage other U.S. Government agencies, host country counterparts, governments, implementing organizations, and other donors in fostering a climate of nondiscrimination against people with disabilities. As part of this policy USAID has established standards for any new or renovation construction project funded by USAID to allow access by people with disabilities (PWDs). The full text of the policy paper can be found at the following Web site: pdf.usaid.gov/pdf_docs/PDABQ631.pdf.

b. USAID requires the recipient to comply with standards of accessibility for people with disabilities in all structures, buildings or facilities resulting from new or renovation construction or alterations of an existing structure.

c. The recipient will comply with the host country or regional standards for accessibility in construction when such standards result in at least substantially equivalent accessibility and usability as the standard provided in the Americans with Disabilities Act (ADA) of 1990 and the Architectural Barriers Act (ABA) Accessibility Guidelines of July 2004. Where there are no host country or regional standards for universal access or where the host country or regional standards fail to meet the ADA/ABA threshold, the standard prescribed in the ADA and the ABA will be used.

d. New Construction. All new construction will comply with the above standards for accessibility.

e. Alterations. Changes to an existing structure that affect, the usability of the structure will comply with the above standards for accessibility unless the recipient obtains the Agreement Officer's advance approval that compliance is technically infeasible or constitutes an undue burden or both. Compliance is technically infeasible where structural conditions would require removing or altering a load-bearing member that is an essential part of the structural frame or because other existing physical or site constraints prohibit modification or addition of elements, spaces, or features that are in full and strict compliance with the minimum requirements of the standard. Compliance is an undue burden where it entails either a significant difficulty or expense or both.

f. Exceptions. The following construction related activities are excepted from the requirements of paragraphs a. through d. above: (1) Normal maintenance, reroofing, painting or wall papering, or changes to mechanical or electrical systems are not alterations and the above standards do not apply unless they affect the accessibility of the building or facility; and (2) Emergency construction (which may entail the provision of plastic sheeting or tents, minor repair and upgrading of existing structures, rebuilding of part of existing structures, or provision of temporary structures) intended to be temporary in nature. A portion of emergency construction assistance may be provided to people with disabilities as part of the process of identifying disaster- and crisis-affected people as "most vulnerable."

[END OF PROVISION]

UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (July 2015)

a. Requirement for System of Award Management (SAM). Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently, if required by changes in your information or another award term.

b. Requirement for Data Universal Numbering System (DUNS) numbers. If you are authorized to make subawards under this award, you:

1) Must notify potential subrecipients that no entity (see definition in paragraph c. of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2) May not make a subaward to an entity unless the entity has provided its DUNS number to you.

c. Definitions. For purposes of this award term:

(1) System of Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at www.sam.gov).

(2) Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at fedgov.dnb.com/webform).

(3) Entity, as it is used in this award term, means all of the following, as defined at 2 CFR 25, subpart C:

(i) A governmental organization, which is a State, local government, or Indian tribe;
(ii) A foreign public entity;
(iii) A domestic or foreign nonprofit organization;
(iv) A domestic or foreign for-profit organization; and
(v) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

(4) Subaward:

(i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

(ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200 Subpart F Audit Requirements).

(iii) A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

(5) Subrecipient means an entity that:

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

ADDENDUM (JUNE 2012):

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

(1) Awards to individuals

(2) Awards less than $25,000 to foreign recipients to be performed outside the United States (based on a USAID determination)

(3) Awards where the Agreement Officer determines, in writing, that these requirements would cause personal safety concerns.

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

[END OF PROVISION]

REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2014)

a. Reporting of first-tier subawards.

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

(2) Where and when to report.

(i) You must report each obligating action described in paragraph a.(1) of this award term to www.fsrs.gov.
(ii) For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

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

b. Reporting Total Compensation of Recipient Executives.

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

(i) The total Federal funding authorized to date under this award is $25,000 or more;
(ii) In the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
(B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

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

(2) Where and when to report. You must report executive total compensation described in paragraph b.(1) of this award term:
(i) As part of your registration profile at www.sam.gov.

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

c. Reporting of Total Compensation of Subrecipient Executives.

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

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

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

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

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

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

(i) To the recipient.

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

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

(1) Subawards, and

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

e. Definitions.
For purposes of this award term:

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

(i) A governmental organization, which is a State, local government, or Indian tribe;
(ii) A foreign public entity;
(iii) A domestic or foreign nonprofit organization;
(iv) A domestic or foreign for-profit organization; and
(v) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

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

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

(4) Subrecipient means an entity that:

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

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

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

[END OF PROVISION]

BRANDING STRATEGY - ASSISTANCE (JUNE 2012)

a. Applicants recommended for an assistance award must submit and negotiate a "Branding Strategy," describing how the program, activity, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens.

b. The request for a Branding Strategy, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.

c. Failure to submit and negotiate a Branding Strategy within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.

d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

e. The Branding Strategy must include, at a minimum, all of the following:

(1) All estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth.

(2) The intended name of the program, activity, or activity.

(i) USAID requires the applicant to use the "USAID Identity," comprised of the USAID logo and brandmark, with the tagline "from the American people" as found on the USAID Web site at https://www.usaid.gov/branding, unless Section VI of the RFA or APS states that the USAID Administrator has approved the use of an additional or substitute logo, seal, or tagline.

(ii) USAID prefers local language translations of the phrase "made possible by (or with) the generous support of the American People" next to the USAID Identity when acknowledging contributions.

(iii) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.

(iv) If branding in the above manner is inappropriate or not possible, the applicant must explain how USAID's involvement will be showcased during publicity for the program or activity.

(v) USAID prefers to fund activities that do not have a separate logo or identity that competes with the USAID Identity. If there is a plan to develop a separate logo to consistently identify this program, the applicant must attach a copy of the proposed logos. Section VI of the RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.

(3) The intended primary and secondary audiences for this activity 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 activity 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 activity 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

[END OF PROVISION]

PROHIBITION ON PROVIDING FEDERAL ASSISTANCE TO ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS – REPRESENTATION (MAY 2017)

a) Definitions. "Contract" has the meaning given in 2 CFR Part 200. "Contractor" means an entity that receives a contract as defined in 2 CFR Part 200. "Internal confidentiality agreement or statement" means a confidentiality agreement or any other written statement that the Recipient requires any of its employees or subRecipients to sign regarding nondisclosure of Recipient information, except that it does not include confidentiality agreements arising out of civil litigation or confidentiality agreements that Recipient employees or subRecipients sign at the behest of a Federal agency. "Subaward" has the meaning given in 2 CFR Part 200. "SubRecipient" has the meaning given in 2 CFR Part 200.

b) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions), Government agencies are not permitted to use funds appropriated (or otherwise made available) for federal assistance to a nonfederal entity that requires its employees, subRecipients, or contractors seeking to report waste, fraud, or abuse to sign internal confidentiality agreements or statements that prohibit or otherwise restrict its employees, subRecipients, or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

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

d) Representation. By submission of its application, the prospective Recipient represents that it will not require its employees, subRecipients, or contractors to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting its employees, subRecipients, or contractors from lawfully reporting waste, fraud, or abuse related to the performance of a Federal award to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information (for example, the Agency Office of the Inspector General).

[END OF PROVISION]

1. Applicable Regulations and References

Mandatory Standard Provisions for U.S. Nongovernmental Recipients:
http://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf

Mandatory Standard Provisions for Non-U.S. Nongovernmental Recipients:
http://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf

Standard Provisions for Public International Organizations:
http://www.usaid.gov/sites/default/files/documents/1868/308.pdf

Certifications, Assurances, Other Statements of the Recipient and Solicitation Standard Provisions
http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf

2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

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

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

ADS 303 – Grants and Cooperative Agreements to Non-Governmental Organizations
http://www.usaid.gov/sites/default/files/documents/1868/303.pdf

48 CFR 31.2 - Contracts with Commercial Organizations
https://www.gpo.gov/fdsys/granule/CFR-2011-title48-vol1/CFR-2011-title48-vol1-part31-subpart31-2/content-detail.html

22 CFR 228: Rules for Procurement of Commodities and Services Financed by USAID
https://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf

SF-424 Downloads
http://www.grants.gov/web/grants/forms/sf-424-family.html;jsessionid=QvQhT5HbBKbbkQQJL0YYL6yh0gRmPLbkHplzp3G10JKlYB7ynhmP#sortby=1

2. Additional Resources

• Initial Environmental Examination (Attached)
• Government of Tanzania (GOT) Priorities and Strategies
http://www.tzdpg.or.tz/dpg-website/development-framework/national-development-strategies/mukukutamkuza.html

3. Special Provisions for USAID/Tanzania

PRESS RELEASES, MEDIA ENGAGEMENTS, AND PUBLIC EVENTS

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

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

- Requested attendance of the Ambassador, DCM, and/or Mission Director will be communicated at least four weeks prior to the event; and

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

ENVIRONMENTAL COMPLIANCE:

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

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

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

The IEE [https://ecd.usaid.gov/repository/pdf/47131.pdf] was approved by the Africa Bureau Environmental Officer on April 22, 2016 for the USAID Feed the Future Program funding this Cooperative Agreement. The IEE covers activities expected to be implemented under this Cooperative Agreement.

As part of its initial Work Plan, and all Annual Work Plans thereafter, the Applicant, in collaboration with the USAID Agreement Officer's Representative (AOR) and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this Cooperative Agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation.
If the Applicant 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.

The Activity may also undertake activities that fall under the negative determination with conditions clause. If so, the Applicant will need to prepare an Environmental Monitoring and Mitigation Plan (EMMP). It will describe how the Applicant will, in specific terms, implement all IEE and/or EA conditions that apply to proposed activity activities within the scope of the award. The EMMP shall include monitoring the implementation of the conditions and their effectiveness. The Applicant shall integrate a completed EMMP into the initial work plan and all subsequent annual work plans, making necessary adjustments to activity implementation in order to minimize adverse impacts to the environment.

If a provision for sub-grants is included under the award, the Applicant should use an Environmental Review Form (ERF) or Environmental Review (ER) checklist using impact assessment tools to screen grant applications to ensure the funded applications will result in no adverse environmental impact, to develop mitigation measures, as necessary, and to specify monitoring and reporting. Use of the ERF or ER checklist is called for when the nature of the grant applications to be funded is not well enough known to make an informed decision about their potential environmental impacts, yet due to the type and extent of activities to be funded, any adverse impacts are expected to be easily mitigated. Implementation of sub-grant activities cannot go forward until the ERF or ER checklist is completed and approved by USAID. The Applicant is responsible for ensuring that mitigation measures specified by the ERF or ER checklist process are implemented.

[END OF SECTION H]

APPENDICES

APPENDIX A

Past Performance Information (PPI)

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

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

APPENDIX B

Tax and Duty Tips for Implementing Partners

I. GENERAL

1. **IP Responsibility**. This Tip Sheet provides a broad outline of the current tax and duty relief landscape in Tanzania for USAID/Tanzania's Implementing Partners (IPs). IPs are responsible for determining how to obtain, and obtaining, tax and duty relief for their activities. IPs are strongly urged to work closely with the tax counsel or tax advisor of their choice. Neither this Tip Sheet nor the USAID Mission can provide definitive advice.

2. **In Flux**. GOT practices and procedures for implementing tax and duty relief have been evolving, particularly since the effective date of the VAT Act, 2014. Practice sometimes varies from formal requirements, and may be inconsistent. It is recognized that development is more than provision of technical inputs; it also includes support for the Government of Tanzania's (GOT) development of a viable system for collecting taxes that should be paid. Local tax counsel/advisors are the sources most likely to be aware of current procedures for obtaining agreed-upon tax relief.

3. **Discrepancies**. IPs are strongly urged to carefully follow GOT requirements and to avoid discrepancies and errors in their documentation. IPs whose documentation is sound and carefully-prepared generally receive tax and duty relief more readily.

4. **Bases for tax/duty relief**. USAID's Framework Bilateral Agreement with the GOT, as well as the Strategic Objective Grant Agreements (SOAGs) and the Strategic Assistance Agreement (STAAg) between the two governments for specific activities, contain broad tax and duty relief for USAID assistance funds, except for taxes on the income of citizens and permanent residents of Tanzania. Their principles are reflected in the standard provisions of USAID's contract and assistance agreements.

5. **Is it a tax?** The substance of a charge, rather than the label applied to it (e.g. "levy"), determines whether a charge is a tax. A fee for a service rendered which is commensurate with the cost of providing the service provided is not a tax. Your agreement officer can provide advice in case of uncertainty as to whether a specific charge is a tax.

6. ***De Minimus* exception**. Taxes on **transactions** below $500 are allowable costs, since the cost of obtaining an exemption/refund would exceed the benefit to the USG.

7. **Scope of privileges; disposition**. USAID expects that USAID-related tax privileges will be used for USAID-funded activities or as directed by USAID. Upon completion of an activity, disposition provisions in the USAID award and undertakings made to the GOT upon importation may need to be carefully meshed. IPs are expected to ensure that their

employees dispose of their personal property imported with USAID-related tax privileges as specified in the USAID agreement or award.

8. **USAID/Tanzania Executive Office's "VAT Exemption Guide for USAID-Funded Partners), updated April 2014,** was issued prior to the new VAT Act, 2014 and so does not fully reflect current laws or regulations. It nevertheless contains a significant amount of procedural detail that is often followed, and thus should be helpful to IPs even if not fully current.

II. VAT AND CUSTOMS DUTY

9. **Value Added Tax (VAT) and customs duty** are the main taxes that affect IPs. Currently, the GOT applies VAT to the procurement of local supplies (goods and services) and to the import of goods. Procedures for VAT relief for imports generally also include customs duty relief.

10. The **VAT Act, 2014** and **Operational Circular #4 (October 2015)** currently constitute the regulatory basis for donor-based VAT relief. The Circular expressly interprets the Act to establish exemption as the means of tax relief for donor-funded projects for supplies (goods and services) for both imports and local procurements. However, sometimes in practice only refunds are used. Some regions use exemption more than others.

11. **Letters of Introduction**. As the first step, upon signature of a project USAID provides IPs with letters of introduction, for the IPs to submit to applicable GOT entities. The required GOT recipients, and accompanying documents, may vary, especially among regions. Usually IPs are required to submit requests for VAT relief to the region where the applicable portion of the project is being implemented. Thus, IPs need to keep USAID informed of each region of project implementation, including changes, so that appropriate regional letter of introductions can be prepared where needed.

12. **VAT relief process**. Broadly, for each procurement an IP prepares the tax relief application with supporting documentation, obtains approval for it from USAID and the technical ministry (where applicable), and submits it to the relevant tax authorities. A variety of forms have been used, and where a new form is unsuccessful, sometimes resubmission with an old form has worked.

13. **Non-donor processes**. In addition to the process identified in Operational Circular #4 for donor-funded projects, GOT laws provide tax relief more generally for certain items, such as those contained in Schedules to the VAT Law, 2014. In some cases IPs have found the more general procedures easier to use. USAID does not object to their, although any gaps in their scope do not create allowable costs.

14. **Timing**. The GOT specifies 30-days' advance notice to process exemption requests. The time to receive refunds with properly prepared and submitted requests has varied significantly. Where refunds are requested, IPs may need to ensure that they maintain sufficient cash flow to cover the period. IPs should submit refund claims in sufficient time before the end of an activity if they plan to use the refund for the activity; otherwise, it reverts to the underlying SOAG.

III. OTHER TAXES

15. **IP personnel**. Duty-free importation of personal effects is limited to the first six months after the later of arrival in country or obtaining a residence permit or Exemption Certificate (similar to embassy A&T personnel.) Going forward, USAID intends to include IP employees who are not Chiefs of Party or Deputy Chiefs of Party in its approval of Form 220B's, for importation of their personal effects, including POVs. However, USAID cannot provide assurance that the form will be accepted. USAID also cannot provide compensation for past charges that may have been incurred by the absence of a USAID-signed Form 220B, or for any future costs incurred because the form is not honored. IP employees are not entitled to VAT relief on their local purchases.

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

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

APPENDIX C

Work Permit and Residence Permit Tips for Implementing Partners

I. General

1. This Tip Sheet provides a broad outline of the current landscape for work permits and residence permits for expatriate personnel of USAID-funded Implementing Partners (IPs) in Tanzania. **IPs are responsible for determining how to obtain, and obtaining, these documents for their personnel. IPs are strongly urged to work closely with the outside advisor of their choice** in this regard. Neither this Tip Sheet nor the USAID Mission can provide definitive advice.

2. Government of Tanzania (GOT) practices and procedures for providing these permits, and visas, are evolving and becoming more rigorously applied. **Practice can vary from formal requirements**, and **requirements may be applied inconsistently**. Local outside advisors are the most likely to be aware of current procedures for successfully obtaining these documents.

3. IPs are strongly urged to carefully follow GOT requirements and to **avoid discrepancies and errors in their practices and documentation. Copying documentation that was successful two years ago is often not successful today.**

II. Setting up Projects

4. An **IP is required to be registered with the GOT**, as a form of NGO, company, or other organization, before it can request work and residence permits for its employees. Currently, this process takes several months. Thus, the registration process should commence as soon as an IP receives an award.

5. USAID provides a **letter of introduction** for the IP to present to the Ministry, and usually also to local GOT entities in regions where the IP is working. Thus, it is important for the IP to keep USAID up-to-date as to the locations of its activities.

III. Permits

6. IP personnel who are not citizens or permanent residents of Tanzania need a work permit (issued by the Ministry of Labor) and a residence permit or Exemption Certificate (issued by Immigration) to work and reside in Tanzania.

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

8. The IP is responsible for obtaining the Ministry's and President's Office support for a proposed expatriate. Recently, obtaining this support has been harder, due to concerns about finding and/or training Tanzanians for proposed expatriates' positions. Third-country nationals and expatriates who have been in Tanzania for a long time have been of particular concern.

9.Recently, some IPs have used a **process for expatriates generally**. Under this process, an IP first requests a work permit **directly from the Ministry of Labor** and then a residence permit from Immigration. This process **costs $1000-3000,** depending upon the category of permits issued by the GOT. USAID understand that, under this process, the GOT, in practice, **may not implement the full range of exemptions** from VAT and duties implemented through the President's Office. Currently, under this route all statutory requirements have not always been applied, although there is no assurance that this will continue.

10. Currently, IPs are not required to use one or another of these routes. However, USAID has not determined that the costs under the direct Ministry of Labor route are allowable, and will not treat any consequential taxes and duties resulting from that route (e.g. no duty-free entry for POVs) as allowable costs. IPs should consult with their outside advisors as to the terms and implications of both routes.

IV. <u>Local Solutions</u>

11. Seeking and training Tanzanians. The **President's Office Circular #1 of 2000 (Regarding Human Resources)** requires an IP to advertise a vacant position, use open, transparent and competitive procedures, and give Tanzanian candidates an equal opportunity to compete for the position, before the GOT will support an expatriate. The **Non-Citizens (Employment Regulation) Act, 2015**, stipulates that "all possible efforts have been explored to obtain a local expert" before a work permit is granted to an expatriate. It also requires an applicant for permission to employ a non-citizen to prepare a succession plan – a plan for transfer of the expatriate's knowledge and expertise to Tanzanians during the period of employment, and establishment of an effective training program to enable Tanzanian employees to undertake the duties of the expatriate. Other requirements have sometimes been added.

12. USAID Objectives. USAID does not enforce GOT regulations. However, USAID's Local Solutions objectives recognize the importance of enhancing the capacity of Tanzanians, including by learning through doing, in addition to delivery of technical inputs. The time needed to develop capacity varies from position to position, and may not always be the same as envisioned by local labor laws and regulations. Recent USAID/Tanzania contracts and awards contain a Sustainability Plan – a plan to ensure the local capacity to continue the activity after the end of the USAID agreement. The Mission takes the Sustainability Plans seriously.

APPENDIX D

Traveling for work permits/residency permits

USAID | TANZANIA
FROM THE AMERICAN PEOPLE

Office of Acquisition and Assistance (OAA)
OAA- IP Notice – 2018-01
March 29, 2018

To: All USAID/Tanzania Implementing Partners (IPs)

From: Ayana Angulo, Director, OAA/Tanzania Ayana Angulo 3/29/18

Subject: **Appropriate Locations and Prices USAID/Tanzania will Consider for International Travel related to Visa Renewal**

USAID/Tanzania understands that oftentimes personnel in support of USAID's activities have to travel to renew their visas every three months while awaiting their work permits.

As such, the Mission often receives international travel requests regarding the aforementioned issue.

The USAID/Tanzania Office of Acquisition and Assistance has identified the following destinations as cost effective locations to be used by implementing partners when required to leave the country for visa renewals. Contractors are encouraged to consider and submit their request for the locations identified below, or provide sufficient justification as to why an alternative location is requested. For Recipients, the Mission recognizes that we don't receive travel requests, but please follow the guidance below.

The locations the Mission will consider are identified in Table 1 below. The Mission will reimburse Per Diem for up to, but not exceeding, (3) three days, including travel days.

Table 1

Destination	Lowest/Highest Approximate Airfare	Per Diem Lodging	Per Diem Meals and Incidentals
Nairobi	$255.00 - $1,514.00	$290.00	$120.00
Johannesburg	$300.00 - $1,911.00	$314.00	$104.00
Pretoria	$304.00 - $1,911.00	$212.00	$111.00

The goal of USAID/Tanzania is to identify nearby locations that are fair and reasonable in terms of cost and that represent savings to the United States Government. In the event that the cost for airfare exceeds the customary standard commercial airfare (coach equivalent), or the lowest commercial discount airfare, the Contractor must document one of the allowable exceptions for the applicable cost principles.

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Please note that the Per Diem rates are in accordance with the Department of State Standardized Regulations (DSSR) and can be updated at anytime. Additional information is available at www.aoprals.state.gov

Thank you in advance for your cooperation in this matter.

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[END OF APPENDICES]

END OF NOTICE OF FUNDING OPPORTUNITY