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NOFO Amendment Issue Date: January 19, 2018

Subject: Notice of Funding Opportunity (NOFO) - Number: SOL-72062118RFA00001: AMENDMENT No. 01

Activity Title: **Tanzania Malaria Surveillance and Monitoring (TMSM)**

Ladies/Gentlemen:

The purpose of this amendment to the **TMSM NOFO** is to update the language highlighted in the document as a result of the questions/clarifications/comments received from potential Applicants.

Except as provided herein, all terms and conditions of the **NOFO# SOL-72062118RFA00001** remain unchanged and in full force and effect.

Thank you for your interest in the USAID/ Tanzania program.

Best Regards,

Ayana Angulo
Digitally signed by Ayana Angulo
DN: cn=Ayana Angulo, o=USAID/Tanzania, ou=Office of Acquisition & Assistance, email=aangulo@usaid.gov, c=TZ
Date: 2018.01.19 11:42:55 +03'00'

Ayana Angulo
Agreement Officer

Table of Contents

ABBREVIATIONS AND ACRONYMS

ACTs	Artemisinin-based Combination Therapies
AIRS	Africa Indoor Residual Spray activity
ANC	Antenatal Care Clinic
AO	Agreement Officer
AOR	Agreement Officer's Representatives
BCC	Behavior Change Communication
CA	Cooperative Agreement
CDC	Centers for Disease Control and Prevention
CDCS	Country Development Cooperation Strategy
CHMT	Council Health Management Team
CHPS	Community Health Promotion and Services
CHSD	Comprehensive Health Service Delivery
DHIS2	District Health Information System 2
DHMT	District Health Management Team
DO	Development Objective
DOD	Department of Defense
DQA	Data Quality Audit
EMMP	Environmental Mitigation and Monitoring Plan
EPCMD	Ending Preventable Child and Maternal Death
EPI	Expanded Program for Immunization
Global Fund	The Global Fund to Fight AIDS, Tuberculosis, and Malaria
GOT	Government of the United Republic of Tanzania
HMIS	Health Management Information System
HSS	Health system strengthening
HSSP	Health Sector Strategic Plan
IDSR	Infectious Disease Surveillance and Response
IEE	Initial Environmental Examination
IPTp	Intermittent Preventive Treatment of Pregnant women
IR	Intermediate Result
IRS	Indoor residual spraying
IT	Information Technology
ITNs	Insecticide-treated nets
IVM	Integrated Vector Management
LGA	Local Government Authority
MCN	Malaria Case Notification
M&E	Monitoring and Evaluation
MEEDS	Malaria Early Epidemic Detection System
MEL	Monitoring, Evaluation, and Learning
MOH	Ministry of Health
MOHCDGEC	Ministry of Health, Community Development, Gender, Elderly, and Children
MRDT	Malaria Rapid Diagnostic Test
MSD	Medical Stores Department

MSI	Minority Serving Institution
NEMC	National Environment Management Council
NIMR	National Institute of Medical Research
NMCP	National Malaria Control Program
NOFO	Notice of Funding Opportunity
NTE	Not to exceed
OAA	Office of Acquisition and Assistance
OR	Operational Research
PAD	Project Appraisal Document
PMI	US President's Malaria Initiative
PO-RALG	President's Office-Regional Administration and Local Government
RDT	Rapid Diagnostic Test
RHMT	Regional Health Management Team
SBCC	Social and Behavioral Change Communication
SC	Selection Committee
SDSS	Service Delivery Systems Strengthening
SEA	Supplementary Environmental Assessment
SM&E	Surveillance, Monitoring and Evaluation
TES	Therapeutic Efficacy Studies
TDHS-MIS	Tanzania Demographic Health Survey and Malaria Indicator Survey
THMIS	Tanzania HIV/AIDS and Malaria Indicator Survey
TMSMVC	Tanzania Malaria Surveillance, Monitoring, and Vector Control
TVCSP	Tanzania Vector Control Scale-up Project
UCC	Universal Coverage Campaign
USAID	United States Agency for International Development
U.S. government	United States government
WHO	World Health Organization
WHOPES	World Health Organization Pesticide Evaluation Scheme
ZAMEP	Zanzibar Malaria Elimination Program

SECTION I: PROGRAM DESCRIPTION

A. Purpose

The purpose of the Tanzania Malaria Surveillance and Monitoring (TMSM) Cooperative Agreement is to support the Government of Tanzania (GOT) to reduce the burden of malaria and to move towards the long-term goal of malaria elimination. Under this Cooperative Agreement, USAID/Tanzania will fund malaria surveillance, entomological monitoring, and drug efficacy monitoring. Monitoring will include entomological monitoring, including insecticide resistance monitoring, and therapeutic efficacy monitoring. With the improved epidemiological and entomological data gained during the implementation of this Cooperative Agreement, the Recipient and government partners will be able to refine responses to outbreaks and foci of transmission and adjust IRS and other vector control interventions in zones with differing transmission profiles. The target populations of TMSM are pregnant women and children under five.

B. Background

The epidemiology of malaria in Mainland and in Zanzibar differs. The Mainland and Zanzibar have separate ministries of health and malaria control programs: the National Malaria Control Program (NMCP) and the Zanzibar Malaria Elimination Program (ZAMEP).

Ninety-three percent of the population in the Mainland and the entire population of Zanzibar live in areas where malaria is transmitted. Unstable seasonal malaria transmission occurs in approximately 20% of the country, while stable malaria with seasonal variation occurs in another 20% of the country. The remaining malaria endemic areas in Tanzania (60%) are characterized as stable perennial transmission. Plasmodium falciparum accounts for 96% of malaria infection in Tanzania, with the remaining 4% due to P. malariae and P. ovale.

The principal malaria vectors in Tanzania are mosquitoes of the Anopheles gambiae complex (An. gambiae s.s. and An. arabiensis), which in the 2016 entomological survey report accounted for 94%. An. funestus accounted for the remaining 6% of the Anopheles collected at sentinel sites in the Lake Zone. The An. gambiae population in Lake Zone was comprised of 90% An. arabiensis and 10% An. gambiae s.s. Similarly, in Zanzibar, high coverage of insecticide-treated mosquito nets (ITNs) and indoor residual spraying (IRS) has resulted in a shift in the malaria vector population from An. gambiae s.s. to predominantly An. arabiensis and reflects the predominant outdoor biting pattern observed on Pemba and Unguja.

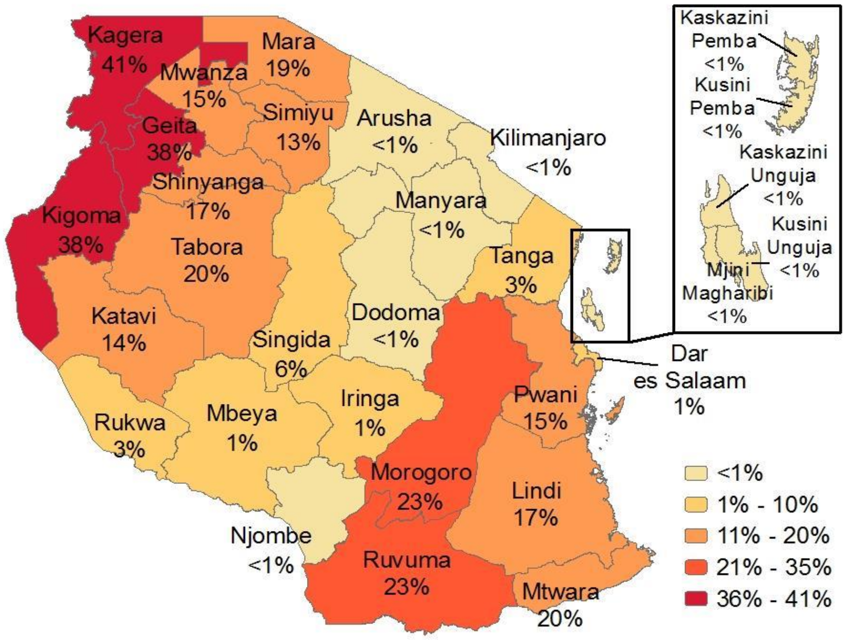

Figure 1 -Malaria Prevalence in Children Age 6-59 Months by Region ***(Source: 2015-2016 Tanzania Demographic Health Survey and Malaria Indicator Survey [TDHS-MIS])***

The 2015-2016 Tanzania DHS-MIS showed that 14% of Mainland children under five years of age tested positive for malaria by Malaria Rapid Diagnostic Test (MRDT). Prevalence varied by region from <1% in the highlands of Arusha to 41% along the Lake Victoria shores (Figure 1). In Zanzibar, malaria prevalence by MRDT was 0%. In the Mainland, more than 26% of all outpatient visits are attributed to malaria, resulting in an estimated 7.7 million confirmed and clinical outpatient malaria cases annually, 3.4 million cases of under-five and 4.3 million cases of five and older.

Childhood mortality rates in Tanzania continue to decline, from an all-cause under-five mortality of 147/1000 in 1999 to 67/1000 in 2015. A trend analysis of 1999-2012 demographic surveys shows the under-five mortality decline was greater in rural areas than urban areas and greater in medium- to high-risk than low-risk malaria areas. These findings indicate malaria control is contributing to reductions in under-five mortality in Tanzania (January 2012 Roll Back Malaria report Progress and Impact series: Focus on Mainland Tanzania available at http://www.rollbackmalaria.org/microsites/wmd2014/report10.html ; and June 2012 Evaluation of the Impact of Malaria Interventions on Mortality in Children in Mainland Tanzania available at http://www.pmi.gov/docs/default-source/default-document-library/tools-curricula/tanzania_ie_report.pdf).

Key programmatic interventions contributing to the dramatic reductions in cases in Tanzania include:

1. *Vector control*

a. *Indoor Residual Spraying*:

In Tanzania, IRS has evolved from blanket to targeted applications. IRS is a tool to mitigate mosquito resistance to pyrethoids and to supplement ITNs in areas of persistent, high transmission in the Lake Zone. Currently, the Lake Zone is the only region in Mainland Tanzania where IRS is used. The principal criteria for spraying, in accordance with WHO guidelines, are: 1) overall malaria positivity rates, 2) incidence, according to health facility reports and census data, 3) insecticide resistance, and 4) results from school surveys.

Because of low malaria prevalence and reliable surveillance and entomological monitoring, Zanzibar has been conducting only focal spraying since 2014. Malaria incidence at village levels is the criteria for using IRS. In 2017, Zanzibar used focal spraying to reach all villages (shehias) with malaria incidence of more than 4.1 cases per 1,000 populations over the previous 12 months. Following a second universal coverage campaign for ITNs in Zanzibar in 2016, IRS is used only for hot spots.

b. *Insecticide-treated nets (ITNs)*[1]

i. Universal coverage campaign (UCC): The universal coverage campaign in 2015-2016 delivered 27.1 million ITNs, one ITN for every two people, across 22 of the 25 regions in the Mainland. In mid-2016, Zanzibar completed a UCC delivering over 700,000 ITN to achieve coverage of one ITN for every two people.

ii. ITN distribution through ANC and vaccination clinics: In June 2016, the NMCP with PMI support began the rollout of distribution of ITNs free of charge to pregnant women at their first ANC visit and to children at their first measles vaccination visit in two regions. In June 2014, Zanzibar began delivery of ITN through these channels and as of June 2016 had delivered over 65,000 ITNs through antenatal clinics (ANCs) and more than 60,000 through vaccination clinics

iii. School-based net distribution program: Beginning in 2013, ITNs were distributed at schools in three regions in the Mainland to supplement distribution at ANC and vaccination clinics. Results of evaluations of that program indicated that the combination of these channels was sufficient to maintain ITN coverage at sufficiently high levels over time, eliminating the need for future UCCs. This approach has now been expanded to 14 regions with the highest malaria prevalence in Tanzania.

[1] ITN distribution is not covered under this activity.

iv. Community-based distribution program: As part of the Zanzibar continuous distribution appoach, ZAMEP with PMI support launched a community based approach to supplement the delivery through ANC and vaccination clinics. Between June 2014 and December 2015, 160,000 ITNs were delivered through this channel. These results indicate that with modification to increase delivery through the community channel, the combination of these channels have the capacity to maintain high ITN coverage and eliminate the need for future UCCs.

2. Surveillance

In the Mainland, the routine malaria surveillance system is the Health Management Information System (HMIS)/District Health Information System II (DHIS2), which is supplemented by the electronic Integrated Disease Surveillance and Response (eIDSR). Historically, the majority of malaria cases reported were the result of clinical diagnoses, usually non-specific fever. This is changing as Tanzania continues to increase use of MRDT at health facilities. HMIS information is reported annually through Council Health Management Teams and the Health Statistics Abstract. Data flows from the health facility level up to the central level, where it is compiled, analyzed and reported.

The eIDSR captures data on notifiable and epidemic-prone diseases, which are reported on a daily, weekly or monthly basis, depending on the disease. Three malaria data variables are captured in the eIDSR– total tested (MRDT/microscopy), total positive, and total treated clinically. In the future, data submission to the eIDSR is expected to be through mobile phones.

Zanzibar's surveillance system is comprised of the Malaria Early Epidemic Detection System (MEEDS) for passive surveillance through health facility reporting and the Malaria Case Notification (MCN) system for active malaria case notification and follow-up. The MEEDS system collects data on three indicators from outpatient clinics: total visits, confirmed malaria-positive cases, and confirmed malaria-negative cases. Weekly aggregated data, stratified by two age categories (< 5 and ≥ 5 years of age), are sent from each health facility using a customized cell phone menu.

The MCN system employs a follow up household investigation of every confirmed case of malaria infection within 24 hours of notification from the health facility where the case was first detected. All occupants of the household are tested using a mRDT and those positive are treated on site. The ZAMEP disseminates surveillance data to the districts via quarterly reports. Using data from the MCN, the ZAMEP has initiated village mapping to highlight foci of transmission (hotspots) in relation to implementation of interventions.

Because of very low rates of asymptomatic parasitemia detected during large-scale reactive case detection in prior years, the ZAMEP has revised epidemic response guidelines. In addition to the reactive case detection at household level for every malaria case reported (household screening and treatment), ZAMEP currently uses a focal screen and treat approach for an entire village where ≥ five cases are detected in a village within a week, and conducts screen and treat at the shehia level where ≥ 10 cases are detected in a shehia within a week.

3. *Monitoring*

   a. Entomological monitoring

   In the Mainland, insecticide resistance monitoring takes place across 23 sentinel sites. Data collected at sentinel sites includes phenotypic assays of insecticide resistance and molecular characterization of mechanisms of resistance. Longitudinal entomological monitoring is done at a subset of sites in IRS regions in the Lake Victoria basin, including Mara, Mwanza, Geita and Kagera. Samples are collected from indoor light traps and outdoor clay-pot traps and analyzed for species identification and detection of malaria parasites. In addition, cone wall bioassays are conducted to monitor residual insecticide activity of the IRS insecticide.

   In Zanzibar, monitoring occurs in areas of persistent malaria transmission, providing data on vector species and density, human blood feeding index, and malaria infection rates. ZAMEP conducts on-site entomological laboratory assays for molecular mosquito species identification, detection of target site mutations of insecticide resistance mechanisms (kdr), and malaria infectivity rates in mosquitoes.

   b. Therapeutic efficacy monitoring

   In recent years, therapeutic efficacy monitoring supported by PMI has been conducted annually in Tanzania to evaluate the clinical and parasitological efficacy, and safety, of the first line anti-malarial drug, artemether/lumefantrine (ALu), for the treatment of uncomplicated malaria in children aged six months to 10 years. Monitoring is designed to analyze primary early treatment failures, late clinical failures, late parasitological failures, adequate clinical and parasitological response, and adverse outcomes. The NIMR, Tanga Station, conducts on-site laboratory assays by polymerase chain reaction to differentiate recrudescent from new malaria infections, and detect markers associated with resistance to ALu, including *Pfmdr1, Pfmdr1* copy number, and Kelche propeller polymorphisms (*k-13*). Monitoring alternates annually between a total of eight sites and have closely adhered to the WHO standard protocol for monitoring therapeutic efficacy and have used WHO tools for analyzing TES results.

C. Relationship To CDCS Framework, The CHSD Project and other Programs

The TMSM activity is authorized under USAID/Tanzania's Comprehensive Health Service Delivery (CHSD) (Boresha Afya) Project Appraisal Document (PAD) and is critical 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 socio-economic transformation toward 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 the Mission's portfolio.

Three IRs must be met to achieve DO 1: IR 1.1 *Gender equality increased*; IR 1.2 *Health status improved*; and IR 1.3 *Lifelong learning skills improved*. The TMSM activity will empower Tanzanian women and youth through improved health status as a result of national level reductions in malaria. The TMSM activity will also build capacity of government staff in vector control and malaria surveillance, thus contributing to DO3, *Effective democratic governance improved* through its impact on IR 3.2, *Government delivery of services improved*.

The USAID CHSD Project Goal is *Tanzanian health status improved* (IR 1.2) and the TMSM Activity Purpose is *Access to quality integrated services, with a focus on maternal, neonatal, and child health (MNCH) increased* (Sub-IR 1.2.1). The TMSM activity will help achieve this Sub-IR 1.2.1 through interventions that will strengthen malaria prevention, monitoring and surveillance, leading to decreases in maternal and child morbidity and mortality.

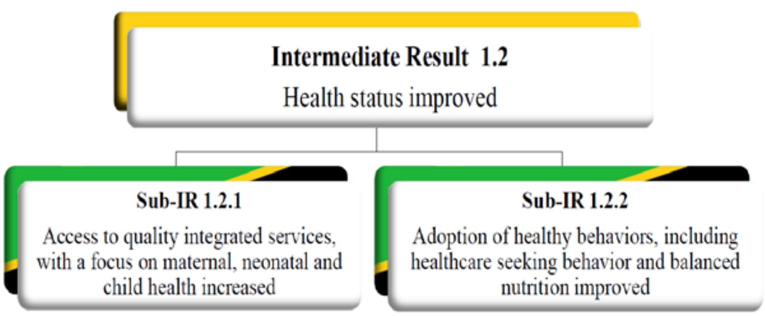

Figure 2 - Intermediate Result 1.2 of USAID/Tanzania CDCS

1. *Relationship to PMI strategy 2015-2020*

Under the PMI Strategy for 2015-2020 (https://www.pmi.gov/docs/default-source/default-document-library/pmi-reports/pmi_strategy_2015-2020.pdf), the U.S. government's goal is to work with PMI-supported countries and partners to reduce malaria deaths and substantially decrease malaria morbidity, towards the long-term goal of elimination. The results of this program description support the five core areas of PMI's strategic focus 2015-2020: achieving and sustaining scale of proven interventions; adapting to changing epidemiology and incorporating new tools; improving countries' capacity to collect and use information; and mitigating risk against current malaria control gains.

2. Link to GOT

USAID expects the results and activities in the TMSM activity should be consistent with the following Tanzania strategy documents that can be found at the Ministry of Health, Community Development, Gender, Elderly, and Children (MOHCDGEC):

a) *Health Sector Strategic Plan IV (HSSP IV)* (2015-2020)
b) *National Malaria Strategic Plan* (2015-2020)
c) *Zanzibar Malaria Strategic Plan* (2013-2018)
d) *Communication Strategy for Malaria Control Interventions* (2015-2020)
e) *Zanzibar Malaria Communication Strategy* (2013-2018)
f) *Malaria Surveillance, Monitoring and Evaluation Plan* (2015-2020)

In particular, the results and activities envisioned in the Recipient's TMSM activity should be based on the strategies at b) and c) above as follows:

The Tanzania National Malaria Strategic Plan includes integrated vector management (IVM), monitoring and evaluation, and epidemiological stratification. Key objectives related to vector control include protection of at least 85% of the population living in areas selected for IRS using evidence-based criteria, timely building of government capacity to conduct IRS, and entomological monitoring. Focus areas under M&E and stratification include high-quality reporting of routine malaria indicators, a well-functioning early epidemic detection and response system in epidemic-prone districts, and intensification of surveillance activities in low-transmission areas.

The Zanzibar Malaria Strategic Plan focuses on pre-elimination and a vision of zero locally-acquired malaria cases by 2018. Relevant operational objectives include 95% coverage of IRS in target areas, 100% coverage of appropriate prevention measures, reactive case detection and investigation of 100% of confirmed cases, and monitoring of resistance to insecticides.

The principal partners of TMSM are Government of Tanzania (GOT) agencies, including:

- Ministry of Health, Community Development, Gender, Elderly, and Children (MOHCDGEC)
- National Malaria Control Program (NMCP)
- Zanzibar Malaria Elimination Program (ZAMEP)
- President Office Regional and Local Government (PO-RALG)

3. Other partners/linkages

U.S. government partners of TMSM include the U.S. President's Malaria Initiative (PMI), a USAID-led partnership with Centers for Disease Control and Prevention (CDC), and USAID/Tanzania implementing partners.

The Recipient's activity should build on accomplishments and use lessons learned from previous USAID/Tanzania activities that worked in the areas of malaria surveillance, entomological monitoring, efficacy of currently recommended therapy for malaria, and data management to guide malaria programs. These include:

- Africa Indoor Residual Spraying activity (AIRS) *(Implementer: Abt Associates; ongoing through 2018)*
- MEASURE Evaluation Tanzania *(Implementer: UNC; ongoing through 2019)*
- Tanzania Vector Control Scale-up Activity (TVCSP*) (Implementer: RTI International; complete)*

  A mid-term performance evaluation was conducted on the TVCSP activity in March 2014. The Executive Summary presents key findings, recommendations and key lessons learned. It also addresses potential areas of focus for a successor activity. The full report is available at: http://pdf.usaid.gov/pdf_docs/PA00JZJJ.pdf

In addition, the Recipient must work closely with the NMCP, PMI/Tanzania and PMI/Tanzania's partner responsible for implementing the annual IRS activities and with the future PMI/Tanzania partner responsible for delivery of ITNs (Tanzania Vector Control Activity (TVCA)) in order to provide a broad range of basic entomological evidence that will guide both the IRS and ITN programming. The TVCA is expected to be awarded in early 2019.

D. Results

The malaria surveillance systems in the Mainland (HMIS/DHIS2 and eIDSR) and Zanzibar (MEEDS and MCN) have incomplete reporting of cases and late submission of reports. This hinders NMCP and ZAMEP in routinely using data to track progress against malaria, to target interventions, and to identify outbreaks and foci of transmission. USAID is interested in funding a malaria activity that achieves the following four results.

Result 1: Malaria surveillance is improved

To achieve Result 1, USAID/Tanzania would support activities that assist the GOT to strengthen, harmonize, and expand the malaria surveillance systems on Mainland and Zanzibar. This assistance would likely include Recipient support for information technology; feedback and communication among national, district and facility levels; and intensified surveillance in geographic areas approaching malaria pre-elimination/elimination. The Recipient should undertake activities to improve malaria surveillance in Tanzania by supporting the NMCP and

ZAMEP at all levels with state of the art advice and guidance on implementation of approaches to improve their respective surveillance and response systems, and to facilitate visualization and use of data with special attention given to district level health officials.

Result 2: Entomological monitoring is improved

Effective entomological monitoring will rely in part on GOT receiving assistance from the Recipient in annually monitoring the evolution of mosquito populations, including mosquito species composition, entomological inoculation rates, feeding behavior, among others, in selected sentinel sites in high malaria transmission areas. The Recipient will assess IRS treatment efficacy, as well as residual insecticide efficacy on typical wall types in the IRS areas, using susceptible A. gambiae. A decentralized, community-based approach for entomological monitoring has been adopted by the NMCP with principal support from The Global Fund. The Recipient, as appropriate, is encouraged to provide technical assistance to this national system and work with the NMCP and partners to ensure the use of compelling results to guide decisions on entomological interventions. The Recipient should support insecticide resistance monitoring in the malaria mosquito hosts in areas with moderate to high malaria transmission and across various ecological settings. These resistance data will be used to advise the NMCP and ZAMEP on selection of insecticide for future IRS rounds and to provide information on the efficacy of ITNs. The NMCP and ZAMEP should be kept apprised of the most current information and WHO recommendations for new insecticides that are available for IRS, as well as any WHO recommended, state of the art changes to improve IRS outcomes.

Result 3: Drug Efficacy Monitoring is improved

Monitoring the efficacy of antimalarial medicines is a key component of malaria control. P. falciparum has developed resistance to many antimalarial medicines over the past several decades and protecting the efficacy of ACTs as the current first-line treatment for P. falciparum malaria is among the top global public health priorities. Assistance to the GOT in conducting annual therapeutic efficacy studies (TES) of Tanzania's first line anti-malarial therapy and, as appropriate, test alternative anti-malarial therapies based on NMCP, ZAMEP, and malaria community stakeholders' recommendations is important.

Result 4: GOT's evidence-based decision-making is improved

Assist the GOT to analyze and share data that will provide evidence for decision-making relative to:

a) the geographic focus of intensified surveillance activities as the malaria programs move to pre-elimination and/or elimination;
b) stratification of vector control interventions based on entomological and epidemiological findings;
c) integration of vector management that takes into account insecticide resistance, vector biology, epidemiology, cost, and geographic targeting of interventions;
d) where and when it might be appropriate to implement new tools for vector management; and,

e) the need for additional investigations if evidence demonstrates suspected antimalarial resistance, and choice of alternative antimalarial therapy if evidence demonstrates resistance of P. falciparum to first line ACTs.

E. Special Considerations

1. Gender

USAID's 2012 Gender Equality and Female Empowerment Policy identifies that gender equality and female empowerment are core development objectives, fundamental for the realization of human rights and key to effective and sustainable development outcomes. It further affirms that no society can develop successfully without providing equitable opportunities, resources, and life prospects for males and females so that they can shape their own lives and contribute to their families and communities. The policy's focus is on achieving gender equality, reducing gender-based violence (GBV), and empowering women and girls. The goal of the policy is that all new USAID programming will incorporate these.

Women and youth empowered is at the core of the USAID/Tanzania's CDCS and is reflected in a DO that this activity falls under. Every USAID/Tanzania health activity must address male engagement and integrate GBV prevention and treatment as a means of improving women's health status.

In accordance with USAID policy and the Tanzania CDCS, the Recipient's activities must:
- address gender issues within the context of the objectives of the activity
- promote gender mainstreaming.

2. *Environmental analysis*

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/who-we-are/agency-policy/series-200), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. Recipient environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this NOFO.

In addition, the recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID/Tanzania. 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 a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation.").

An Initial Environmental Examination (IEE) for all USAID/Tanzania health activities [http://gemini.info.usaid.gov/repository/pdf/47131.pdf] was approved on April 22, 2016. This IEE is applicable for this Cooperative Agreement and covers activities expected to be implemented under this Cooperative Agreement. USAID/Tanzania has determined that a Negative Determination with Conditions applies to one or more of the proposed activities. This indicates that if these activities are implemented subject to the specified conditions, they are expected to have no significant adverse effect on the environment. The applicant shall be responsible for implementing all IEE conditions pertaining to activities to be funded under this NOFO.

As part of its initial Implementation Plan, and all Annual Implementation Plans thereafter, the recipient, in collaboration with the USAID/Tanzania Agreement Officer Representative 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 recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID/Tanzania review and approval. No such new activities shall be undertaken prior to receiving written USAID/Tanzania 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/Tanzania.

[END OF SECTION I]

SECTION II: FEDERAL AWARD INFORMATION

A. Estimate Of Funding And Number Of Awards Contemplated

Subject to funding availability, USAID/Tanzania intends to provide $14,100,000 in total USAID funding over a four (4) year period broken down as per table below. Actual funding amounts are subject to availability of funds.

Tanzania Malaria Surveillance and Monitoring					
Estimated funding by year					
Funding Area	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Grand Total**
Entomology Monitoring	650,000	700,000	700,000	650,000	2,700,000
Surveillance	650,000	700,000	700,000	650,000	2,700,000
Drug Efficacy Monitoring	300,000	300,000	300,000	300,000	1,200,000
Zanzibar Malaria Elimination Program	1,200,000	1,300,000	1,300,000	1,150,000	4,950,000
National Malaria Control Program	600,000	700,000	700,000	550,000	2,550,000
Total	**$3,400,000**	**$3,700,000**	**$3,700,000**	**$3,300,000**	**$14,100,000**

USAID/Tanzania will not allocate TMSM funding by geographic area. USAID/Tanzania is interested in supporting a Recipient's program that is a national program that supports and coordinates with all relevant activities under CHSD, SDSS and CHPS.

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

B. Start Date And Period Of Performance For Federal Awards

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

C. Substantial Involvement

USAID will be substantially involved in the award as follows:

- Approval of Recipient's Annual Implementation Plan
- Approval of Specified Key Personnel
    - Chief of Party (100% LOE) - The COP will provide overall leadership and managerial direction for the program. S/he will fulfill the diverse managerial requirements of the activity. Based in Tanzania, the COP will have technical and management responsibility for all activities and personnel and will be the Recipient's representative to USAID/Tanzania, GOT, other donors, and key stakeholders. The COP will have overall responsibility for addressing award related matters. S/he will be responsible for the smooth implementation of the project, and for effectively addressing problems and challenges that arise during performance. S/he is responsible for timely and accurate delivery of all reports and other program products.
    - Finance and Administration Director (100% LOE) - The Finance and Administration Director is responsible for overseeing the finance and administrative functions of the program ensuring compliance with the award terms. The Finance and Administration Director will be responsible for management of all accounting, including sub-grants, and ensure financial operations are in compliance with USAID regulations. S/he will be responsible for ensuring that adequate financial management systems are in place and functioning. S/he will maintain transparent financial and reporting procedures and effective operation of financial controls and will provide concise and timely financial reports that will give an overview of the financial status of the award. S/he will be responsible for record-keeping, financial functions and internal control systems. S/he will work closely with the COP and other team members to ensure resources are effectively and efficiently budgeted and managed to achieve activity deliverables.
- Agency and Recipients' Collaboration or Joint Participation to include:
    - Collaborative involvement in selection of advisory committee members, if the activity will establish an advisory committee that provides advice to the Recipient. USAID and PMI may participate as a member of this committee as well.
    - Direction and Redirection of Activities:
        - Funding for TMSM activities is approved annually under the Presidential Malaria Initiative Fund as a part of the annual Malaria Operational Plan process. The AOR will communicate any changes in technical guidance and funding levels that may impact TMSM implementation.
        - The AOR may direct or redirect the Recipient to provide support for Therapeutic Efficacy Studies in different sites based on recommendations from NMCP, ZAMEP, and partners.
        - The AOR may direct or redirect the Recipient to invest resources to educated NMCP and ZAMEP about new mosquito control interventions. In cases where

WHO approved approaches are adopted, the AOR may direct the Recipient to provide technical assistance to NMCP and ZAMEP and malaria community stakeholders for implementation and monitoring.

- Approval of the Recipient's MEL plan.

D. 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)*.

E. Authorized Geographic Code

The geographic code for this activity 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.

F. Purpose Of The Award

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

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

SECTION III: ELIGIBILITY INFORMATION

A. Eligible Applicants

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

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

Applicants must have established financial management, monitoring and evaluation processes, internal control systems, and policies and procedures that comply with established U.S. government standards, laws, and regulations. The successful Applicant will be subject to a risk assessment (Pre-award Survey) by the AO.

The Recipient must be a responsible entity. The AO may determine a pre-award survey is required to conduct an examination that will determine whether the prospective Recipient has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award.

USAID has led a major push in the past few years to foster a larger assistance base and expand the number of 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/minorityserving-institutions

B. 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.

C. Cost-Sharing Or Matching

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

D. 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.

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[END OF SECTION III]

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SECTION IV: APPLICATION AND SUBMISSION INFORMATION

A. Agency Points Of Contact

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

aangulo@usaid.gov

and

Anna Lugenge
Office of Acquisition and Assistance (OAA)
USAID/Tanzania
686 Old Bagamoyo Road, Msasani
PO Box 9130
Dar es Salaam, Tanzania

alugenge@usaid.gov

and

Ruby Tawonezvi
Office of Acquisition and Assistance (OAA)
USAID/Tanzania
686 Old Bagamoyo Road, Msasani
PO Box 9130
Dar es Salaam, Tanzania

rtawonezvi@usaid.gov

Questions regarding this NOFO should be submitted via e-mail 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.

B. Content And Form Of Application Submission

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

Preparation of Applications:

Each Applicant must furnish the information required by this NOFO. Applicants must submit applications 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 must 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 must not be disclosed outside the U.S. government and must 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 will 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 wishes to restrict with the following:*

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

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

a. 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

b. **Application Content**

The technical application must contain the following sections:

i. Table of Contents listing all page numbers and attachments
ii. List of Acronyms used throughout the application
iii. Technical Approach Narrative describing the project's technical approach and expected accomplishments during the period of the proposed Cooperative Agreement.
iv. Annexes - Should be numbered separately as "Annex 1: 1 of X, Annex 2: 2 of X", et cetera.
v. Pages should be paginated at the bottom.

C. Application Submission Procedures

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

Applicants must submit applications online through Workspace on http://www.grants.gov and also submit copy to usaidtzco@usaid.gov – see Appendix A, Grants.gov Application Submission and Receipt Procedures. 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 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 MSWord, Adobe Acrobat and Excel.

For an application sent by multiple emails, please indicate in the subject line of the email whether the email relates to the technical or cost application, and the desired sequence of multiple emails (if more than one is sent) and of attachments (e.g. "No. 1 of 4", etc.). For example, if your cost application is being sent in two emails, the first email should have a subject line that says: "[Applicant's name] NOFO No.: 72062118RFA00001 Cost Application, 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. However, components of the application requiring signatures should be submitted in PDF only. 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 (TMSM) 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.

D. Technical Application Format

The application must not exceed 30 pages, excluding the annexes, cover page, table of contents, and acronym list. Any pages in excess of 30 pages will not be reviewed by USAID.

To facilitate the competitive review of the applications, USAID/Tanzania will consider only applications conforming to the prescribed format and page limitations. Any other information submitted will not be provided to the Selection Committee and will not be reviewed. Letters of support are not requested and will not be provided to the Selection Committee.

The technical application shall include the following sections:

(i) *Cover Page*
The Cover Page should include the following:
a. Activity title;
b. Request for Applications reference number;
c. Name of organization (s) applying for the agreement;
d. Any partnerships; and
e. Contact person, telephone number, fax number, address, and types name(s) and title(s) of person(s) who prepared the application, and corresponding signatures.

(ii) *Table of contents* that follows the technical application format outlined herein.

(iii) *Executive Summary* (two pages) should contain a succinct summary of the Applicant's vision, strategy, and approaches for achieving the results of the proposed activity with relevant highlights from all sections below.

(iv) *Technical Approach* - Applicants must submit a narrative of no more than 20 pages that describes the technical approach to achieving the objectives/expected results outlined in the program description. The narrative must address the following:

- Strategies/plans to employ evidence-based practices in malaria surveillance and monitoring;

- Approach for identifying needs in surveillance, entomology and drug efficacy, using data to inform decisions and tailor activities,
- How gender-related issues will be identified and addressed; how expected results will be attained taking gender into account; and what resources will be provided;
- The plan for working with the Government of Tanzania, especially National Malaria Control Programs in Zanzibar and Mainland; and
- Potential constraints to implementation and strategies to overcome them.

- As a six-page annex, Applicants must submit a Monitoring, Evaluation and Learning (MEL) Plan that identifies indicators, and (life of activity) targets to support the expected results. The Applicant should describe how the information to be collected, analyzed, and reported from the MEL plan will help to track progress in achieving results; identify areas for improvement; and help to improve activity performance and effectiveness. The MEL plan, including data collection approach and calculation methods, should be included in a table format with notes. In the notes, the Applicant should describe how any missing baseline data would be collected. The applicant should identify learning activities, including an overall learning agenda that proposes key research objectives and questions around critical knowledge gaps at the activity level.
- As an annex, Applicants must submit a draft year one implementation plan outlining the first year of activities.

(v) *Management and Staffing Approach* – Applicants must describe the approach to management and staffing as expressed through a Management and Staffing Plan and the proposed Key Personnel.

- The Management and Staffing Plan must include:
    i. A clear description of the distinctive roles and responsibilities of the prime and sub-partners and how they will contribute to achieving the objectives/expected results. The plan must include an overview of how activities and communication will be managed and coordinated between the prime and sub-recipients;
    ii. A clear description of roles and responsibilities of the prime's headquarters and office(s) in Tanzania showing the division or responsibilities between in-country project staff, and home office support (if applicable);
    iii. Approach to staffing and recruitment, including plans for using highly skilled U.S. volunteers in accordance with Executive Orders 13317 , paragraph d and 131418.
    iv. Position descriptions for positions applicants deem critical and professional summaries for each known critical staff member;
    v. Description of how adaptive management will be expressed through staffing skills, management structure, project organizational culture,

business processes, and stakeholder engagement throughout project implementation.

vi. As an annex, an organizational chart clearly describing lines of reporting and decision making between the prime, sub-partners, headquarter, and office(s) in Tanzania, in addition to proposed key and non-key positions.

** USAID encourages Applicants to partner with local entities that have proven technical and logistic capacity needed to achieve the objectives of the program description.**

- The Key Personnel Annex must be submitted seven calendar days prior to the due date of the full application, applicants must submit a key personnel annex proposing two key personnel positions 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, CV not to exceed two pages each, 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.

E. Cost Application Format

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:

a) Cover page

b) Signed SF 424 Forms

c) Budget

d) Budget Narrative

e) A copy of personnel and travel policies

f) 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

g) 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 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 activity 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 $500,000 proposed as part of application must include the same cost element break-downs in their budget as applicable. For proposed sub-awards valued at $500,000 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 following elements as applicable:
   a. Geographic focus
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.

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.

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).

Note: For the purposes of this solicitation, applicant's illustrative costs for developing the EMMP and environmental compliance implementation and monitoring should be reflected in the cost applications – not as separate categories. USAID wants to ensure that applicants include costs associated with environmental compliance activities in all applicable categories.

- Required certifications, assurances, and other statements. Applicants must complete all required certifications as described in ADS 303.3.8 https://www.usaid.gov/ads/policy/300/303mav. The signed and dated certifications must be submitted with the application as an annex to the cost application.

- **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

- List of Past Performance Information (not to exceed one (1) page per award) – The Applicant must provide a list of all its contracts, grants, or cooperative agreements involving similar or related programs during the past **three** years. See Appendix B for the Past Performance Information Template.
- Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).
- 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.

F. Potential Request for Additional Documentation

USAID/Tanzania's Agreement Officer will request the following information from the Apparently Successful Applicant:

- 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.

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.

G. Funding Restrictions

Recipients will not purchase insecticide treated nets, test kits, or malaria treatment medicines.

Construction will not be funded under this cooperative agreement.

Subawards to government entities is an allowable cost.

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 IV]

SECTION V: APPLICATION REVIEW INFORMATION

A. REVIEW AND SELECTION PROCESS

USAID/Tanzania will screen all applications received for completeness and compliance with instructions for submission. The AO will then forward those technical applications that are complete and comply with instructions to a Selection Committee (SC). The SC will then conduct a merit review of each application. Following the merit review of the applications, a letter will be sent to all applicants detailing the outcome of the review. The SC will review applications based upon the merit review criteria set forth below which are tailored to this NOFO.

B. MERIT REVIEW CRITERION

The following merit review criterion and sub criterion 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). Within Criterion 2, sub criterion 2.1 and sub criterion 2.2 share equal importance.

1. Technical Approach

The application will be evaluated on the quality of the overall design and technical approach and on the extent to which the application:

- Is evidence-based, gender-sensitive, and logically sequenced to achieve the results;
- Demonstrates technical expertise in entomological monitoring, malaria surveillance in high- and low-transmission geographic areas, and in the use of data to inform malaria interventions;
- Builds on national malaria control programs in Tanzania and reflects a collaborative approach to working with the Government of Tanzania;
- Has ambitious and realistic targets for indicators to support results;
- Defines learning activities, including an agenda that will enhance project activities to effectively and efficiently reach objectives and results;
- Is likely to lead to institutionalization of the program within the GOT.

2. Management and Staffing Approach

The application will be evaluated on the soundness of the overall management and staffing approach, including proposed key personnel.

2.1 Management and Staffing Plan

The application will be evaluated on the extent to which the Management and Staffing Plan, including institutional partners, will lead to successfully carrying out the activity's objectives, achieving expected results, and effectively managing and implementing activities. Moreover, the plan will be evaluated on the extent to which it:

- Shows a management structure consistent with the program approach and geographic scope;
- Includes an appropriate mix of labor embodying the following critical skills – malaria surveillance, epidemiology, entomology, and data management and analysis;
- Demonstrates the applicant's ability to provide appropriate technical resources and expertise to realistically and efficiently meet the activity's technical, coordination, and communications needs;
- Has the right number of people and complement of technical and administrative skills to effectively manage the activity towards achievement of results as outlined in the program description;
- Proposes a personnel composition that achieves gender equity.
- Leverages the use of highly skilled U.S. volunteers per Executive Orders 13317, paragraph d and 131418.

2.2 Key Personnel

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

The quality and experience of proposed key personnel (1) possesses the minimum knowledge, skills, and experience outlined below and (2) the professional 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 public health, social sciences, international development, 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 experience in institutional strengthening approaches.
- Demonstrated leadership skills and experience in building and maintain productive working relationships.
- Proven record of building teams and fostering collaboration to achieve program goals, meet program milestones, and produce quality program results.
- Knowledge of U.S. government health initiatives and related reporting requirements and funding parameters.
- Exceptional English written and oral communication skills; Swahili preferred.
- Relevant experience in East Africa is preferred.

Finance and Administration Director

- Masters' Degree in Finance or a relevant accounting degree from a recognized university or equivalent.
- Certified Public Accountant
- Demonstrated experience in managing and supervising a team.
- An outstanding interpersonal skills and eager to work in a multicultural organization.
- Seven years' experience in financial management of U.S. assistance programs of similar size, complexity and setting.
- Expertise in U.S. government cost principles, rules and regulations and applying these in program decision-making.
- Demonstrated experience in supporting and working with program technical staff to ensure resources are used efficiently and to accurately account for expenditures.
- Demonstrated experience in managing sub-grants including risk assessment and working with host government entities as grantees.
- Ability to communicate effectively in English, both verbally and in writing.
- Exceptional computer skills, particularly in Microsoft Excel, and experience using commercially available accounting software programs.
- Excellent record of accurate and on-time reporting to donor agencies.

3. Cost Review

Cost is not weighted as part of the merit review; however, USAID/Tanzania will analyze cost estimates 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 realism. Other considerations are the completeness of the application, adequacy of budget detail, supporting budget notes and consistency with elements of the technical application.

4. Past History

Past History is not part of the merit review; however, USAID/Tanzania will review the past history of the apparent successful technical Applicant as part of the pre-award risk assessment process. The apparent successful Applicant may be required to submit additional information regarding its activities under other awards.

A. 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 May 2018.

SECTION VI: FEDERAL AWARD ADMINISTRATION INFORMATION

A. 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 AO is the only individual who may legally commit the U.S. 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 AO.

B. 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)

C. Requirements for Plans and Reports

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 Recipient will consult the AOR on the format and expected content of reports prior to submission.

Plans

Annual Implementation Plan - Within 60 calendar days of the effective date of the award, the Recipient will submit the first annual work plan to cover the period of time from the effective date of the Cooperative Agreement to September 30, 2018. Subsequent implementation plans will cover the period October 1 to September 30 of the following year and must be submitted by August 15 of each year. Plans may be revised with AOR written approval on an as needed basis to reflect unforeseen adjustments in implementation. The AOR will review the implementation plan and provide written comments within 15 calendar days to the Recipient and the Recipient shall finalize the plan no later than 15 calendar days after receipt of the AOR's written comments.

Presentation of Annual Work Plan: In addition to the submission of the electronic copy of the annual work plans described above, the Recipient must present the plan to the AOR and other interested USAID staff on an annual basis. This presentation will be held in or around October of each year and organized in collaboration with the AOR.

The Implementation Plan will 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 short-term and long-term technical assistance (STTA/LTTA)
- Detailed budget to allow appropriate evaluation of the implementation plan. The budget should delineate an overall budget by line item.
- As an annex, Activity Fact Sheets

- As an annex, prepare an Environmental Mitigation and Monitoring Plan (EMMP) describing how the Recipient will, in specific terms, implement all IEE conditions that apply to proposed activity interventions. The EMMP shall include monitoring the implementation of the conditions and their effectiveness, making any necessary adjustments to activity implementation in order to minimize adverse impacts to the environment. (An EMMP conforming to these requirements is hereinafter termed a "complete EMMP.")
- As an annex to the annual Implementation Plan, the Recipient must include a sustainability plan that describes its 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 the NOFO objectives. The plan must include a set of realistic benchmarks and indicators that qualify the increasing sustainability of these approaches and measure the attainment of activity results. The plan must outline a clear phase-out exist strategy and timeline of execution, including a description of the methodology it will use in determining areas and levels of sustainability.

Monitoring, Evaluation & Learning (MEL) Plan: Within 90 days of the start of the award, the Recipient will be required to submit a final MEL to the USAID AOR for approval. The MEL plan shall cover the full period of the Cooperative Agreement and shall include, but not necessarily be limited to, the following:

- Description of how the recipient will monitor program interventions, measure results ensure data quality, and use data to inform on-going activities
- Description of how data will be collected, stored and analyzed
- the indicators to be used to measure achievement of the results
- the method of data collection to be used to obtain the indicator data;
- A Learning Plan, which will establish a learning agenda (including program questions and evidence gaps); detail plans for conducting implementation science activities; describe how program evidence will be utilized to inform other public health partners and stakeholders (i.e. implementing partners, GOT, technical forums)

To that extent, the Recipient's activity MEL plan should ensure that USAID/Tanzania indicators are tracked and reported on, to include relevant CDCS and CHSD Project indicators, as identified in the USAID/Tanzania's PMP and CHSD Project MEL Plan respectively. Other required indicators, such as standard foreign assistance indicators, to support USAID/Tanzania's annual reporting must also be included as part of the activity's MEL Plan. Because the TMSM activity is funded under PMI, the Recipient will also be expected to report on appropriate PMI indicators from the PMI Malaria Surveillance, Monitoring and Evaluation Plan (2015- 2020) (http://www.pmi.gov).

All data related to beneficiaries must be sex-disaggregated by male (M)/female (F)/total.

The indicators for reporting should include, but are not limited to, the following:

- Number of facilities reporting complete and accurate routine malaria indicators monthly within a prescribed time period
- Zanzibar-specific indicators on timely reporting, case notification and follow up, investigations, etc.
- Malaria mosquito species distribution, abundance, and feeding and resting behaviors in selected sentinel sites
- Resistance among malaria mosquito hosts to current, recently used and as appropriate, new insecticides for IRS and ITNs
- Therapeutic efficacy of the first-line and alternate ACTs nominated by NMCP for consideration

USAID/Tanzania will review the draft MEL plan and provide written comments/suggestions to the Recipient and the Recipient shall finalize the plan no later than 15 days from receipt of USAID/Tanzania's comments/suggestions.

Close-out/Demobilization Plan
Six months prior to the completion date of the Cooperative Agreement, a close-out/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. The close-out plan shall 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. Ensure that all staff members are provided with severance and other payments, if applicable, in accordance with local labor law. Ensure that all audit requirements are addressed, if applicable. For U.S. organizations, demobilization plans need to include: closing of offices (including cancelation of phone, electricity, subscriptions, etc.), disposition of all equipment (including vehicles), disposition of residual supplies, repatriation of expatriate staff, household and POV shipments, etc.

<u>*Reports*</u>

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:

(a) 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.

(b) 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

(c) 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

Performance Reporting - The Recipient must submit quarterly performance reports 30 calendar days after the end of the reporting period (January 31, April 30, and July 31). These reports should describe activities undertaken, alliances established during the quarter, report on progress made toward achieving results, and any necessary adjustment of activities and timelines that will be undertaken in the following quarter.

Quarterly Performance Reports must include the following:

- Progress on major activities during the period;
- Any implementation problems and proposed remedial actions as appropriate;
- Planned activities for each expected result for the next quarter;
- Gender considerations in implementation and performance during the quarter;
- Environmental Compliance - Provide brief description of review all ongoing and planned activities under the Cooperative Agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation.
- Progress on performance indicators in the MEL Plan;
- Description of efforts to ensure coordination, collaboration, and information sharing during the reporting period and any problems encountered, agreements reached, and/or actions taken to ensure coordination between partners.
- Other pertinent information, including a statement of accrued expenditures, analysis or explanation of cost overruns or underruns;
- List of all documentation submitted to the Development Experience Clearinghouse (DEC);
- A certification that all training events have been entered in the TraiNet database; and

- As an annex, at least one success story with information on the project's outcomes, results, and/or impact during the reporting period, beginning with the third quarterly reporting period.
- List of upcoming events with dates (e.g. program launch, data dissemination, high-level site visit) particularly those in which the recipient requires USAID Tanzania participation.
- PMI Reporting – The Recipient will report against designated PMI indicators in the automated PMI database as instructed by USAID/Tanzania.

Annual Reports – The fourth quarterly report will be replaced by the Annual Performance Report and due on October 31 of each year. The Recipient will report annually through the USAID/Tanzania Tanzania Monitoring and Evaluation Management Service on appropriate, standard CDCS and CHSD project indicators, and selected PPR indicators. In addition, the annual reports will include:

- Extent to which objectives and results in the Annual Work Plan were achieved;
- Highlights of major achievements during the year;
- Significant implementation problems and challenges encountered during the year and mitigation measures taken to address these (if applicable);
- Description of efforts and progress achieved in applying and incorporating CLA, promotion of equity, sustainability of successful approaches;
- Description of efforts to ensure coordination, collaboration, and information sharing during the reporting period and any problems encountered, agreements reached, and/or actions taken to ensure coordination with relevant stakeholders;
- Description of efforts and progress achieved with activities to advance gender equality;
- Update on the implementation of the Sustainability Plan, including description of efforts and progress achieved with regards to sustainability of project activities;
- Progress achieved with regard to MEL Plan indicators and targets for the fourth quarter and entire fiscal year. If proposing changes to future year targets, include the new targets and justification for these changes;
- Updates on analysis related to project evaluation questions and the learning agenda in the MEL Plan;
- Lessons learned, observations, and recommendations that might be relevant to the design and implementation of other related activities
- Environmental compliance information, as applicable; and
- Success stories for publication.

Annual entomological survey - The Recipient will provide to USAID an annual entomological survey created as part of achieving Result 2 – "Entomology Monitoring Improved".

Final Performance Report - A Final Performance Report is required within 90 days of the expiration of the Cooperative Agreement. The Final Performance Report should include the following:

- An Executive Summary describing the project, overall accomplishments, lessons learned, and conclusions about future assistance needs;
- Overall description of the project and activities implemented;
- Description of overall achievements and results during the life of the project;
- Assessment of progress made in achieving the project's goal, objectives, and expected results;
- Any shortcomings or difficulties encountered, and reasons why expected results were not met, if applicable;
- Summary of MEL Plan indicator results and an assessment of indicators' relative usefulness in tracking project progress;
- Summary of key findings from internal evaluations and assessments;
- Summary of learning activities, including progress made in responding to key research questions around critical knowledge gaps in the learning agenda;
- Changes in the project environment over the course of implementation;
- Changes in project design and implementation, as well as summary of adaptive management approaches applied;
- Summary of lessons learned;
- Recommendations regarding unfinished work, if applicable; and
- Recommendations relevant to future project design and implementation.

The Final Performance Report must also include a list of all reports, publications, evaluations, and information and media products produced under this agreement, as well as confirmation that all products were submitted to the USAID Developmental Experience Clearinghouse (DEC).

[END OF SECTION VI]

SECTION VII: 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. Anna Lugenge at alugenge@usaid.gov and Ms. Ruby Tawonezvi at rtawonezvi@usaid.gov .

[END OF SECTION VII]

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SECTION VIII: OTHER INFORMATION

A. Special Provisions

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]

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

b) 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.

c) 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.

d) 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.

e) 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]

B. 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

C. 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

D. 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."

[END OF SECTION VIII]

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APPENDICES:

APPENDIX A

Grants.gov Application Submission and Receipt Procedures

1) Electronic Delivery

USAID is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. USAID encourages applicants to submit their applications online through Grants.gov.

2) How to Register to Apply through Grants.gov

Instructions: Read the instructions below about registering to apply for USAID funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this funding opportunity, then you may begin with step 3, *Create a Grants.gov Account*, listed below.

Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

Complete organization instructions can be found on Grants.gov here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

- Obtain a DUNS Number: All entities applying for funding, including renewal funding, must have a DUNS Number from Dun & Bradstreet (D&B). Applicants must enter the DUNS Number in the data entry field labeled "Organizational DUNS" on the SF-424 form. For more detailed instructions for obtaining a DUNS Number, refer to:

https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

- Register with SAM: All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to:

https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

3) Create a Grants.gov Account: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here:

https://www.grants.gov/web/grants/applicants/registration.html

4) Add a Profile to a Grants.gov Account: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to:

https://www.grants.gov/web/grants/applicants/registration/add-profile.html

5) EBiz POC Authorized Profile Roles: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization.

You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile on Grants.gov, refer to:

https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

6) Track Role Status: To track your role request, refer to:

https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

- Electronic Signature: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; this step is often missed and it is crucial for valid and timely submissions.

How to Submit an Application to USAID via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to:

https://www.grants.gov/web/grants/applicants/workspace-overview.html

1) Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2) Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

a. Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

b. Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.

3) Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4) Track a Workspace Submission: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to:

https://www.grants.gov/web/grants/applicants/applicant-training.html

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist USAID with tracking your issue and understanding background information on the issue.

5) Timely Receipt Requirements and Proof of Timely Submission

a. Online Submission. All applications must be received by USAID on the due date and time established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov.

> The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When USAID successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by USAID.

NOTE: Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

For additional questions/concerns, please contact your Grants.gov USAID POCs:

lmelakou@usaid.gov

kmcalister@usaid.gov

OAA Systems Support General Mailbox: oaasystemsupport@usaid.gov

APPENDIX B

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 C

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 D

Work Permit and Residence Permit Tips for Implementing Partners

I. General

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

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

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

II. Setting up Projects

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

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

III. Permits

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

2. Historically, IPs obtained work and residence permits through a **special process for donor-funded activities**. Under this process, the IP requests support for a proposed

expatriate employee first from its technical ministry and then from the President's Office (Public Service Management Department), or directly from the President's Office in the absence of a technical ministry. This process leads to an **Exemption Certificate** from Immigration and a work permit from Labor, and is **free of charge**. **USAID intends to not limit its endorsement for Exemption Certificates for expatriate employees to Chiefs of Party and Deputy Chiefs of Party, or to situations where there is a technical ministry**.

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

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

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

IV. <u>Local Solutions</u>

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

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

[END OF APPENDICES]

END OF NOTICE OF FUNDING OPPORTUNITY