USAID | TANZANIA
FROM THE AMERICAN PEOPLE

Subject:	Notice of Funding Opportunity Request For Application (RFA) Number 72062122RFA00002
RFA Issuance Date:	February 16, 2022
Deadline for Questions:	February 25, 2022 at 17:00 EAT
Deadline for Applications:	April 18, 2022 at 23:00 EAT

The United States Agency for International Development (USAID) is seeking applications for a cooperative agreement from qualified Tanzanian entities to implement the "Youth Empowerment and Skills (YES)" program. Eligibility for this award is restricted to Tanzanian organizations that meet USAID's definition of local entity.

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

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

USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier and System for Award Management (SAM) requirements detailed in Section D.6.g. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process.

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

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

Thank you for your interest in USAID programs.

Sincerely,

Sascha Kemper

Sascha Kemper
Agreement Officer

Section A: Program Description

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

1. Background

USAID/Tanzania's Country Development Cooperation Strategy (CDCS) 2020 - 2025 goal is: "Tanzanian youth advance the country's long-term prosperity and journey to self-reliance." USAID envisions a future where Tanzanian youth can thrive because they have adequate education, health care, nutrition, voice, and economic opportunity. To achieve this goal, USAID/Tanzania supports three Development Objectives (DO):

DO 1: Foundational skills of children below age 15 improved
DO 2: Empowerment, productivity, and engagement of Tanzanians aged 15 - 35 increased
DO 3: Capacity of state and non-state actors strengthened to benefit future generations

Eighty percent of Tanzania's population is under the age of 35. Furthermore, 64 percent of the population is under 24. They represent the largest generation in Tanzania's history, a diverse group of people with different needs, skills, and aspirations. Worrisome is that 40.9 percent of secondary school age children are out-of-school and their unique needs and challenges in preparing for the future are not being well addressed. While out of school, youth miss opportunities to learn, access to financial opportunities, linkages to a wide network of mentors, as well as basic education. Most of the youth (78.9%) drop out after completing primary school, and therefore many lack the expected skills for individuals of their education level and age, especially when competing in the labor market. With little education and with limited skills, out-of-school youth's opportunities for future success are limited. Moreover, many out-of-school youth live in rural areas and/or have responsibilities tied to income generation, family obligations, and early marriage and pregnancy, making it difficult for them to reenter the formal education system or pursue other education opportunities.

In support of its CDCS goal, USAID/Tanzania has planned this integrated cross-sectoral youth activity following Positive Youth Development principles to increase the empowerment, productivity, and community engagement of youth, in particular of out-of-school youth aged 15-25. Adolescents and young adults in this age range are on the cusp of their working lives and parenthood and are most poised to benefit from skills-based interventions. This activity will integrate efforts from USAID's traditional areas of intervention: health, education, democracy and governance, and economic growth to ensure youth are accessing the resources and opportunities that will help them become full actors in their own well-being. This activity will support a holistic youth-centered approach to youth development that is shaped and led by youth and that provides the skills development, resources, and support that youth need to thrive.

2. Theory of Change

The theory of change for this activity is that ***if:***

1. out-of-school youth are provided with opportunities to access and develop basic skills, and ***if,***

2. out-of-school youth are provided with opportunities to participate in activities that foster physical and mental well-being, and ***if,***
3. these skills are enhanced by supportive networks and meaningful opportunities to contribute to community development,

then youth will become actors in their own well-being and become agents of change in their communities.

3. Geographical Areas of Interest

Under this RFA, USAID/Tanzania is looking to fund an organization that will work closely with the USAID/Tanzania Mission and current implementing partners to create and support an array of sustainable human-centered design interventions, differentiated, and tailored to the specific needs of the targeted youth between the ages of 15 and 25. Interventions will be youth-owned, youth-led, and youth-managed. They will focus particularly on out-of-school youth who have had limited opportunities to engage in the formal education sector. Interventions will be implemented in the following regions:

- Zanzibar, including Pemba
- Dar es Salaam

and up to one or two additional regions from the following CDCS target areas:

- Southern Agricultural Growth Corridor of Tanzania:
  - Iringa,
  - Morogoro,
  - Ngombe, and
  - Mbeya; and

- Lake Western Zone:
  - Mwanza,
  - Shinyanga,
  - Mara, and
  - Kagera; and

4. Technical Areas of Interest

The three main objectives of the activity are to enable youth to: (1) access resources and opportunities for basic educational, life, and entrepreneurial skills; (2) participate in activities that foster physical and mental well-being; and (3) build or strengthen existing networks that support youth development and community engagement. The expected result of this activity is that youth will be more productive, engaged, and active members in their communities.

The following list reflects the illustrative areas of programming under the three objectives that applicants may consider; other innovative ideas would be highly encouraged.

1. Direct provision of basic educational, life, and entrepreneurial skills for youth aged 15-25. These skills include but are not limited to the following:

   - Expanding life skills, such as nutrition, childcare, home economics, resilience, etc.

- Providing remedial literacy and numeracy skills.
- Expanding workforce readiness skills, such as interviewing, application/resume writing, accessing labor market information, persistence in achieving goals, etc.
- Identifying and accessing local youth-friendly government services and resources, such as health, nutrition, education, economic opportunities, etc.
- Identifying and accessing local youth-friendly banking services and foundational entrepreneurial skills, including registration and compliance, marketing, business plan development, access to financial products, access to land for land-based economic opportunities, understanding supply chains, etc.
- Enhancing digital literacy, helping to counter misinformation and leverage the benefits of social media.
- Registration for national identification cards, birth certificates, and voter registration.

2. Activities that foster physical and mental well-being for youth aged 15-25. Some of the activities under this objective include:

    - Network referrals and direct counseling services on:

        - Nutrition: including nutrition care planning, appropriate means of nutrition interventions, e.g., nutrition requirements and feeding modalities, etc.
        - Gender-based violence (GBV): e.g., services that address prevention, protection, and responses to GBV.
        - Referral and bi-directional linkage services i.e., the connection facilitated to link service providers and youths for comprehensive health service provision.
        - Healthy development, including physical, mental, and social emotional learning.
        - Other useful health topics, e.g., HIV prevention, Malaria, Tuberculosis (TB), Sexual reproductive health education, Family Planning, etc.
        - Youth-friendly private sector and government labor market information, access to finance, and economic and job opportunities, etc.

    - Activities that focus on the holistic development of adolescents and young people, teamwork, self-efficacy, leadership, creative-thinking, conflict-resolution, and problem-solving.

3. Strengthen existing youth-led networks to support their youth development and community engagement activities. Network strengthening activities will include but not limited to the following:

    - Mentor, instruct, and coach network leaders and organizers, and strengthen network service provided.
    - Provide demand-driven support to strengthen existing platforms or local structures supporting youth development and engagement.
    - Enhancing collective youth civic and political participation.

Applicants are strongly encouraged to devise creative approaches that follow Positive Youth Development principles and coordinate with and leverage community, public, and private sector resources to maximize the impact of USAID's investment.

In addition, the following table shows the current geographic coverage of USAID's activities that include youth focused interventions. Integration is a key component of USAID/Tanzania's CDCS. The

CDCS advances USAID's core values of empowerment and inclusion and key principles of engagement which include partnership, capacity building, integration, and learning. The Mission recognizes the complexity of Tanzania's development challenges and the value of addressing them using multiple tools and perspectives that cross sectors. Integration is defined broadly as "partnering to apply sound development principles and practices to address political, economic, social and governance factors across sectors to improve the sustainability of development investments and results." In short, applicants should consider how to seek opportunities to partner and collaborate across sectors, especially with activities listed below, to improve the sustainability and impact of planned outcomes and results.

Figure 1: USAID/Tanzania's current youth-focused activities' geographic and intervention coverage.

Activity	Intervention Areas	Geographic Coverage
Feed the Future Private Sector Strengthening Activity (PSSA) (Expected 2022-2027)	The purpose of the Private Sector Strengthening Activity (PSSA) is to increase economic opportunities for private sector youth and improve the business enabling environment for youth entrepreneurs, youth-led startups, and youth-led businesses, particularly within the agriculture sector and related value chains. This activity will work with private sector associations to improve the business enabling environment and expand economic opportunities for youth by removing obstacles and catalyzing private sector investments in economic growth among youth entrepreneurs, startups, and businesses. This is expected to be achieved thru two main IRs: 1. Strengthen private sector associations' capacity to successfully advocate for implementation/ enforcement of policies that support youth entrepreneurs, startups, and businesses, particularly within the agriculture sector and related value chains. 2. Strengthen private sector associations' capacity to increase member and youth awareness of, access to, and utilization of business and financial services and opportunities better tailored to meet the needs of youth entrepreneurs, startups, and businesses, particularly within the agriculture sector and related value chains.	Southern Agricultural Growth Corridor of Tanzania (SAGCOT) and Zanzibar (has implications at a National Level)
USAID Uhuru - Tuberculosis and Family Planning Facility Solutions (ends in 2025)	The activity goal is to increase TB case detection, facility and community linkage, retention into care for TB patients and increased prevalence of modern contraceptive use among young girls, adolescents, and adult male and women of reproductive age. The activity is carrying out its work along three key result areas that include 1. Access to and use of high quality, person-centered TB, DR-TB, and TB/HIV services at the facility level improved. 2. TB disease transmission and progression reduced through facility-based service delivery.	Katavi, Kigoma, Rukwa and Songwe

<table>
<tr><td></td><td>3. Access to and use of quality FP services at facility level strengthened.</td><td></td></tr>
<tr><td>Mwanamke Imara (2020 - 2023)</td><td>The activity aims to contribute to ending all forms of violence and discrimination against women and young people in Tanzania.
The program has been structured around four result areas:
1. Improved access to justice for women and young people on right based issues
2. Strengthened GBV protection and response mechanisms to effectively address GBV
3. Strengthened and enhanced women and young youth access to and control over resources and information
4. Amplified women and young people’s voices and participation in leadership, community decision making structures and governance</td><td>Mbeya, Njombe and Kilimanjaro</td></tr>
<tr><td>OVC - Northeastern Zone (estimated from January 2022 to January 2027)</td><td rowspan="2">The awards’ key objectives are to:

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

The following guiding principles will be mainstreamed across the awards’ interventions:

1. Support for GoT and community systems and structures.
2. Gender integration and meaningful youth engagement.
3. Routine use of data for continuous quality improvement
4. Integration with other PEPFAR programs (with a focus on clinical programs) to improve efficiency as well as compound results and investments</td><td>Arusha, Kilimanjaro, Singida, Tanga, Dodoma, Morogoro, and possibly Manyara</td></tr>
<tr><td>OVC - South Zone (estimated from January 2022 to January 2027)</td><td>Mtwara, Iringa, Njombe, Ruvuma, and possibly Lindi</td></tr>
</table>

End of Section A

Section B: Federal Award Information

1. Estimate of Funds Available and Number of Awards Contemplated

USAID intends to award one cooperative agreement pursuant to this notice of funding opportunity. Subject to funding availability and at the discretion of the Agency, USAID intends to provide $10,630,000 in total USAID funding over a four-year period.

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

The recipient will be required to report on the following performance indicators:

Objective 1 indicators

1. Number of youths trained in soft skills/life skills through USG- assisted programs (Youth-1)
2. Percent of individuals who complete USG-assisted workforce development programs (EG.6-14)
3. Percent of individuals with new employment following participation in USG-assisted workforce development programs (EG. 6-12)
4. HL.9-4 Number of individuals receiving nutrition-related professional training through USG

Objective 2 indicators

1. Number of youths who have received health related topics (SRH, FP, Nutrition) through the activity
2. Number of youths who have accessed youth friendly services through referral and/or linkage system
3. Number of health-related cases identified at the community through the activity

Objective 3 indicators

1. Number/proportion (%) of youths who participate in civil society activities due to social or leadership skills training or initiatives from USG assisted programs (PMP Indicator 2.3)
2. Number of youths who participate in community development activities following skills development training
3. Number of initiatives led or organized by youth that contribute to development dynamics of their community (PMP 2.3)
4. Number of youths who report increased self-efficacy at the conclusion of USG-assisted training/programming

USAID may add additional indicators after award for reporting purposes if deemed necessary by USAID. For example, USAID/Tanzania may develop Integration Indicators that, once approved, will be applied to this Activity.

3. Start Date and Period of Performance for Federal Awards

The period of performance anticipated herein is four years from the effective date of the award. The estimated start date is September 30, 2022.

4. Substantial Involvement

USAID will remain substantially involved over the life of the program to assist the recipient in achieving the expected outcomes and results of the program. Substantial involvement under a resulting cooperative agreement will include the following:

a. Approval of the recipient's annual implementation plans (workplans).
b. Approval of specified key personnel.
c. Agency and recipient collaboration or joint participation.
d. Agency authority to immediately halt a construction activity, if any.

5. Authorized Geographic Code

The geographic code for this program is 937, which means that the Recipient will be allowed to make purchases for commodities and services from the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source.

For accurate identification of prohibited sources, please refer to 22 CFR 228 entitled "Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID" and Automated Directive System (ADS) 310.

5. Nature of the Relationship between USAID and the Recipient

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the YES program, which is authorized by Federal statute. The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.

End of Section B

Section C: Eligibility Information

1. Eligibility:

Only local organizations as defined below are eligible for award. USAID defines a "local entity" as an individual, a corporation, a nonprofit organization, or another body of persons that:

(1) Is legally organized under the laws of; and
(2) Has as its principal place of business or operations in; and
(3) Is majority owned by individuals who are citizens or lawful permanent residents of; and
(4) Is managed by a governing body the majority of who are citizens or lawful permanent residents of the country receiving assistance.

For purposes of this section, 'majority owned' and 'managed by' include, without limitation, beneficiary interests and the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization's managers or a majority of the organization's governing body by any means.

These eligibility requirements apply to only the principal applicant.

Entities that meet the definition of "locally established partner" are not eligible to submit an application as the principal applicant.

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

Faith-based organizations are eligible to apply for federal financial assistance on the same basis as any other organization and are subject to the protections and requirements of Federal law.

2. Responsibility:

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 may be subject to a responsibility determination assessment (Pre-award Survey) by the Agreement Officer (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 – to achieve the objectives of the program and comply with the terms and conditions of the award.

3. Number Of Applications Per Applicant:

Only one application is allowed per eligible applicant.

End of Section C

Section D: Application and Submission Information

1. Agency Point of Contact Information

Cecilia Mambo
Acquisition and Assistance Specialist
cmambo@usaid.gov

and

Sascha Kemper
Agreement Officer
skemper@usaid.gov

2. Questions and Answers

Questions regarding this NOFO must be submitted by email no later than the date and time indicated on the cover letter, as amended. Any information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as an amendment to this NOFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

3. General Content and Form of Application

To be considered for this funding opportunity, all applicants must follow the procedures below. USAID/Tanzania may exclude applicants from further consideration if any submission is not within these parameters. Applications and all supporting material must be submitted in English.

Preparation of Applications:

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

Both the Technical and Business (Cost) Applications must include a cover page containing the following information:

- Name of the organization(s) submitting the application;
- Identification and signature of the primary contact person (by name, title, organization, mailing address, telephone number and email address) and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number and email address);
- Program name
- Notice of Funding Opportunity number
- Name of any proposed sub-recipients or partnerships (identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303.

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

Applicants may choose to submit a cover letter in addition to the cover pages, but it will serve only as a transmittal letter to the Agreement Officer. The cover letter will not be reviewed as part of the merit review criteria.

Applications must comply with the following:

- USAID will not review any pages in excess of the page limits noted in the subsequent sections. Please ensure that applications comply with the page limitations.
- Written in English
- Use standard A4 size, single sided, single-spaced, 12-point Times New Roman font, 1" margins, left justification and headers and/or footers on each page including consecutive page numbers, date of submission, and applicant's name.
- 10-point font can be used for graphs and charts. Tables, however, must comply with the 12-point Times New Roman requirement.
- Submitted via Microsoft Word or PDF formats, except budget files which must be submitted in Microsoft Excel.
- The estimated start date identified in Section B of this NOFO must be used in the cost application.
- The technical application must be a searchable and editable Word or PDF format as appropriate.
- The Cost Schedule must include an Excel spreadsheet with all cells unlocked and no hidden formulas or sheets. A PDF version of the Excel spreadsheet may be submitted in addition to the Excel version at the applicant's discretion, however, the official cost application submission is the unlocked Excel version.

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

4. Application Submission Procedures

Applications in response to this NOFO must be submitted no later than the closing date and time indicated on the cover letter, as amended. Late applications may be considered at the discretion of the Agreement Officer. Applicants must retain proof of timely delivery in the form of system generated documentation of delivery receipt date and time.

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

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

After submitting an application electronically, applicants should immediately check their own email to confirm that the attachments were indeed sent. If an applicant discovers an error in transmission, please send the material again and note in the subject line of the email or indicate in the file name 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.

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

There may be a problem with the receipt of *.zip files due to anti-virus software. Therefore, applicants are discouraged from sending files in this format as USAID/Tanzania cannot guarantee their acceptance by the internet server. File size must not exceed 5 MB.

5. Technical Application Format

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

Technical Applications must not exceed 20 single-spaced typed pages, utilizing Times New Roman 12-point font, typed on standard A4 sized paper with one-inch margins (both right and left) and each page numbered consecutively. All materials and supporting documentation must be in English.

The Technical Application must be structured in the following format. Unless otherwise noted, the following sections will adhere to the total page limit noted above.

i. Cover Page (not to exceed one page; does not count against the 20-page limitation)
ii. Acronym List (does not count against the 20-page limitation)
iii. Technical Approach
iv. Management Approach and Key Personnel
v. CVs of any proposed Key Personnel (limited to two pages each and does not count against the 20-page limit)

Pages in excess of the stated limitations will not be considered.

Technical Application Details:

i. Cover Page (not to exceed one page; does not count against the 20-page limitation)

Applicants to include the information required in Section D.3.

ii. Technical Approach

Applicants to include:

- A discussion of the development context, including brief background on the specific development challenge/opportunity and needs to be addressed by the application (include description of the target population and any gender integration specific challenges).
- The technical approach to be used, including the specific program activities and strategies to be conducted (what, where, how, and when) and how they will be informed by constituent priorities and existing local capacities.
- A clear and thorough delineation of the outcomes and anticipated results.
- A description of the coordination, cooperation, and inclusion of relevant stakeholders. Additionally, applicants must take into consideration the below subject matters when preparing the technical approach:

    - Gender Considerations: Applicants are required to adequately incorporate gender considerations into the planning and implementation of activities and briefly describe their approach in their applications. Efforts should be taken prior to activity design to analyze sector-specific laws, rights, policies, and/or institutions' differential impact on people from marginalized communities, in particular young males and females, and the implications for equal opportunities to participate in and benefit from project interventions. Narratives on inclusive development should identify and articulate the potential inequalities that youth and women can face regarding access to the economic resources needed to participate in USAID activities. These can include ownership of or access to assets (land/housing), income/employment, social benefits, and public services.
    - Sustainability: Applicants must describe how their program activities will achieve sustained advancements among youth, including those with disabilities. The description should include both external and internal key factors that would have influence on the sustainability of the program, technically and financially, after the USAID program is completed. The Applicant is further required to describe how they would go about dealing with these factors to maximize the positive impacts and minimize the negative ones.

iii. Management Approach and Key Personnel

Applicants to provide:

- An identification of partners for activities where appropriate.
- An efficient and logical structure for overall program implementation, including how the applicant will divide labor, responsibilities and funding with partners or any potential sub-grantees, including a brief organizational chart.
- A staffing plan that corresponds to the skills and experience called for by the applicant's approach.
- Specified key personnel (those who are essential to the successful implementation of an award). Below are the key personnel positions each application must have:

    - Chief of Party (COP)
    - Deputy COP Programs
    - Deputy COP Operations

- M&E Director

The DCOP Programs must focus on technical implementation in support of the COP while the DCOP Operations must supervise financial and administrative matters.

All key personnel must have requisite academic and professional experience to be able to carry out their roles.

The COP must not be an applicant's executive director, chief executive officer, or other member of the executive/senior management team. Key personnel must be assigned to the program for 100% of their time.

6. Business (Cost) Application Format

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

Prior to award, applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to assess the applicant's risk in accordance with 2 CFR 200.206. Applicants should not submit any additional information with their initial application.

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

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

b) SF 424 Form(s)

The applicant must sign and submit the cost application using the SF-424 series. Standard Forms can be accessed electronically at www.grants.gov or using the following links:

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

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

c) Required Certifications and Assurances

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

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

d) Budget and Budget Narrative

The Budget must be submitted as one unprotected Excel file (MS Office 2000 or later versions) with visible formulas and references and must be broken out by project year, including itemization of the federal and non-federal (cost share) amount. Files must not contain any hidden or otherwise inaccessible cells. Budgets with hidden cells lengthen the cost analysis time required to make award and may result in a rejection of the cost application. The Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs. The applicant must ensure the budgeted costs address any additional requirements identified in Section F, such as Branding and Marking. The Budget Narrative must be thorough, including sources for costs to support USAID's determination that the proposed costs are fair and reasonable. The Budget Narrative must be a separate MS Word (MS Office 2000 or later versions) document and must contain sufficient information to allow USAID/Tanzania to determine the reasonableness of all budgeted costs.

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

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

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

1. Salaries and Allowances – Must be proposed consistent with 2 CFR 200.430 Compensation - Personal Services. The applicant's budget must include position title, salary rate, level of effort, and salary escalation factors for each position. Allowances, when proposed, must be broken down by specific type and by position. Applicants must explain all assumptions in the Budget Narrative. The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what is paid for similar work in other activities of the applicant. Applicants must provide their established written policies on personnel compensation. If the applicant's written policies do not address a specific element of compensation that is being proposed, the Budget Narrative must describe the rationale used and supporting market research.

2. Fringe Benefits – (if applicable) If the applicant has a fringe benefit rate approved by an agency of the U.S. Government, the applicant must use such rate and provide evidence of its approval. If an applicant does not have a fringe benefit rate approved, the applicant must propose a rate and explain how the applicant determined the rate. In this case, the Budget Narrative must include a detailed breakdown comprised of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.
3. Travel and Transportation – Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Per Diem and associated travel costs must be based on the applicant's normal travel policies. When appropriate please provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.
4. Procurement or Rental of Goods (Equipment & Supplies), Services, and Real Property – Must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.
5. Subawards – Specify the budget for the portion of the program to be passed through to any subrecipients. See 2 CFR 200 for assistance in determining whether the sub-tier entity is a subrecipient or contractor. The subrecipient budgets must align with the same requirements as the applicant's budget, including those related to fringe and indirect costs.
6. Other Direct Costs – This may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams, and inoculations, as well as any other miscellaneous costs which directly benefit the program proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs. Otherwise, the narrative should be minimal.
7. Indirect Costs – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. To better understand indirect costs please see Subpart E of 2 CFR 200. The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most commonly used Indirect Cost Rate methods:

<u>Method 1 - Direct Charge Only</u>
Eligibility: Any applicant
Initial Application Requirements: See above on direct costs

<u>Method 2 - Negotiated Indirect Cost Rate Agreement (NICRA)</u>
Eligibility: Any applicant with a NICRA issued by a USG Agency must use that NICRA
Initial Application Requirements: If the applicant has a current NICRA, submit your approved NICRA and the associated disclosed practices. If your NICRA was issued by an Agency other than USAID, provide the contact information for the approving Agency. Additionally, at the Agency's discretion, a provisional rate may be set forth in the award subject to audit and finalization. See USAID's Indirect Cost Rate Guide for Non Profit Organizations for further guidance.

<u>Method 3 - De minimis rate of 10% of modified total direct costs (MTDC)</u>
Eligibility: Any applicant that does not have a current NICRA
Initial Application Requirements: Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once

elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate an indirect rate, which the non-Federal entity may apply to do at any time. The applicant must describe which cost elements it charges indirectly vs. directly. See 2 CFR 200 for further information.

If the applicant does not have an approved NICRA and does not elect to utilize the 10% de minimis rate, the Agreement Officer will provide further instructions and may request additional supporting information, including financial statements and audits, should the application still be under consideration after the merit review. USAID is under no obligation to approve the applicant's requested method.

e. Prior Approvals in accordance with 2 CFR 200.407

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

f. Approval of Subawards

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

- Name of organization
- DUNS Number
- Confirmation that the subrecipient does not appear on the Treasury Department's Office of Foreign Assets Control (OFAC) list
- Confirmation that the subrecipient does not have active exclusions in the System for Award Management (SAM)
- Confirmation that the subrecipient is not listed in the United Nations Security designation list
- Confirmation that the subrecipient is not suspended or debarred
- Confirmation that the applicant has completed a risk assessment of the subrecipient, in accordance with 2 CFR 200.332(b)
- Any negative findings as a result of the risk assessment and the applicant's plan for mitigation.

g. Dun and Bradstreet and SAM Requirements

USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier (DUNS number) and System for Award Management (SAM) requirements. Each applicant (unless the applicant is an individual or Federal awarding agency that is exempted from requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:

1. Provide a valid DUNS number for the applicant and all proposed sub-recipients.

2. Be registered in SAM before submitting its application. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient (www.beta.sam.gov).
3. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a federal awarding agency.

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

DUNS number: http://fedgov.dnb.com/webform
SAM registration: http://www.beta.sam.gov

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

h. Past Performance History

Using the template in Annex 4, applicants must provide information regarding its recent history of performance for all its cost-reimbursement contracts, grants, cooperative agreements, or other awards involving similar or related programs, not to exceed 10 awards as follows:

- Name of the Awarding Organization;
- Award Number;
- Activity Title;
- A brief description of the activity;
- Period of Performance;
- Award Amount;
- Reports and findings from any audits performed in the last 5 years; and
- Name of at least two (2) updated professional contacts who most directly observed the work at the organization for which the service was performed with complete current contact information including telephone number, and e-mail address for each proposed individual.

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

i. Branding Strategy & Marking Plan

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

Branding Strategy – Assistance (June 2012)

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

(1) All estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth.
(2) The intended name of the program, project, or activity.

i. USAID requires the applicant to use the “USAID Identity,” comprised of the USAID logo and brandmark, with the tagline “from the American people” as found on the USAID Website at http://www.usaid.gov/branding, unless Section VI of the RFA or APS states that the USAID Administrator has approved the use of an additional or substitute logo, seal, or tagline.
ii. USAID prefers local language translations of the phrase “made possible by (or with) the generous support of the American People” next to the USAID Identity when acknowledging contributions.
iii. It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.
iv. If branding in the above manner is inappropriate or not possible, the applicant must explain how USAID's involvement will be showcased during publicity for the program or project.
v. USAID prefers to fund projects that do not have a separate logo or identity that competes with the USAID Identity. If there is a plan to develop a separate logo to consistently identify this program, the applicant must attach a copy of the proposed logos. Section VI of the RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.

(3) The intended primary and secondary audiences for this project or program, including direct beneficiaries and any special target segments.
(4) Planned communication or program materials used to explain or market the program to beneficiaries.

i. Describe the main program message.
ii. Provide plans for training materials, posters, pamphlets, public service announcement, billboards, Web sites, and so forth, as appropriate.
iii. Provide any plans to announce and promote publicly this program or project to host country citizens, such as media releases, press conferences, public events, and so forth. Applicant must incorporate the USAID Identity and the message, “USAID is from the American People.”
iv. Provide any additional ideas to increase awareness that the American people support this project or program.

(5) Information on any direct involvement from host-country government or ministry, including any planned acknowledgement of the host-country government.
(6) Any other groups whose logo or identity the applicant will use on program materials and related materials. Indicate if they are a donor or why they will be visibly acknowledged, and if they will receive the same prominence as USAID.

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

(End of Pre-award Term)

Marking Plan – Assistance (June 2012)

a. Applicants recommended for an assistance award must submit and negotiate a “Marking Plan,” detailing the public communications, commodities, and program materials, and other items that will visibly bear the “USAID Identity,” which comprises of the USAID logo and brandmark, with the tagline “from the American people.” The USAID Identity is the official marking for the Agency and is found on the USAID Web site at http://www.usaid.gov/branding. Section VI of the RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.
b. The request for a Marking Plan, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.
c. Failure to submit and negotiate a Marking Plan within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.
d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement, or other assistance instrument.
e. The Marking Plan must include all of the following:

(1) A description of the public communications, commodities, and program materials that the applicant plans to produce and which will bear the USAID Identity as part of the award, including:

i. Program, project, or activity sites funded by USAID, including visible infrastructure projects or other sites physical in nature;
ii. Technical assistance, studies, reports, papers, publications, audiovisual productions, public service announcements, Websites/Internet activities, promotional, informational, media, or communications products funded by USAID;
iii. Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and
iv. It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.
v. Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.

(2) A table on the program deliverables with the following details:

i. The program deliverables that the applicant plans to mark with the USAID Identity;
ii. The type of marking and what materials the applicant will use to mark the program deliverables;
iii. When in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking;
iv. What program deliverables the applicant does not plan to mark with the USAID Identity; and
v. The rationale for not marking program deliverables.

(3) Any requests for an exemption from USAID marking requirements, and an explanation of why the exemption would apply. The applicant may request an exemption if USAID marking requirements would:

i. Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials. The applicant must identify the USAID Development Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why an aspect of the award is presumptively neutral. Identify by category or deliverable item, examples of material for which an exemption is sought.
ii. Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent. The applicant must explain why each particular deliverable must be seen as credible.
iii. Undercut host-country government "ownership" of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications. The applicant must explain why each particular item or product is better positioned as host-country government item or product.
iv. Impair the functionality of an item. The applicant must explain how marking the item or commodity would impair its functionality.
v. Incur substantial costs or be impractical. The applicant must explain why marking would not be cost beneficial or practical.
vi. Offend local cultural or social norms or be considered inappropriate. The applicant must identify the relevant norm and explain why marking would violate that norm or otherwise be inappropriate.
vii. Conflict with international law. The applicant must identify the applicable international law violated by the marking.

f. The Agreement Officer will consider the Marking Plan's adequacy and reasonableness and will approve or disapprove any exemption requests. The Marking Plan will be reviewed to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.
g. If the applicant receives an assistance award, the Marking Plan, including any approved exemptions, will be included in, and made part of the resulting grant or cooperative agreement, and will apply for the term of the award unless provided otherwise.

(End of Pre-award Term)

j. Funding Restrictions

Profit is not allowable for recipients or subrecipients under this award. See 2 CFR 200.331 for assistance in determining whether a sub-tier entity is a subrecipient or contractor.

Construction will not be authorized under this award.

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

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

The finance of any goods and services for purposes such as assistance to meet military and police requirements of the cooperating country are ineligible for reimbursement.

Sub-awards to government organizations are not eligible for reimbursement without a waiver.

k. Conflict of Interest Pre-Award Term

a. Personal Conflict of Interest

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

b. Organizational Conflict of Interest

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

(End of Pre-Award Term)

End of Section D

Section E: Application Review Information

1. Criteria

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

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

2. Review and Selection Process

The following merit review criteria are listed in order of importance starting with the most important criterion listed first. Therefore, Criterion 1 (Technical Approach) is more important than Criterion 2 (Management Approach and Staffing Plan).

A. Technical Application

Merit Review Criterion 1 – Technical Approach:

The technical approach will be evaluated to determine the extent to which it is technically sound, innovative, and feasible, and responds to the objectives sought under the Program Description in this RFA, including activities that lead to sustainable impact.

Merit Review Criterion 2 – Management Approach, Staffing Plan and Key Personnel:

The management approach, staffing plan, and proposed key personnel will be evaluated to determine the extent to which they present an effective means to successfully implement the technical approach and evidence a qualified project management and technical team.

B. Business Review

The Agency will evaluate the cost application of the applicant(s) under consideration for an award as a result of the merit criteria review to determine whether the costs are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

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

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

The AO will perform a risk assessment (2 CFR 200.206). The AO may determine that a pre-award survey is required to inform the risk assessment in determining whether the prospective recipient has the necessary organizational, experience, accounting and operational controls, financial resources, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award. Depending on the result of the risk assessment, the AO will decide to execute the award, not execute the award, or award with "specific conditions" (2 CFR 200.208).

End of Section E

Section F: Federal Award Administration Information

1. Federal Award Notices

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

2. Administrative & National Policy Requirements

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

For all organizations: ADS 303, 2 CFR 700, 2 CFR 200, and

For US organizations: Standard Provisions for U.S. Non-governmental organizations.

For non-US organizations: Standard Provisions for Non-U.S. Non-governmental Organizations.

See Annex 3, for a list of the Standard Provisions that will be applicable to any awards resulting from this NOFO.

3. Reporting Requirements:

a. Performance Reporting

The Recipient will be required to adhere to all reporting requirements listed below and in the resulting agreement. The recipient may consult with the AOR on the format and expected content of reports prior to submission. Periodic reporting through USAID/Tanzania performance monitoring systems is required, which will be included in any resulting award. The reporting requirements of the resulting agreement will include:

- Annual Work Plan
- Monitoring, Evaluation and Learning (MEL) Plan
- Quarterly Reports
- Annual Reports
- Final Report

A. Annual Work Plan - An initial annual Work Plan for the first year must be submitted within 45 days of award. Subsequent Annual Work Plans must be submitted annually no later than September 30.

The work plan must include, at a minimum:

- A strategic statement, articulating major program impacts, including gender related impact, over the life of the program;

- All proposed activities, including expected accomplishments and progress towards achieving results and performance measures tied to the indicators agreed upon within the MEL plan;
- A timeline for implementation of the year's proposed activities, including target completion dates;
- Information on how activities will be implemented;
- Personnel requirements and consultancy needs during program implementation, including draft position descriptions and budget to achieve expected outcomes;
- Details of collaboration with other major partners;
- Baselines, targets and anticipated milestone indicators against which the recipient will be evaluated (jointly established with the AOR);
- Communication and outreach activities; and
- Budget.

The Work Plan must also describe the Recipient's planned activities for the year, including a timeline with relevant milestones indicated, and include expected results tied to the Recipient's MEL Plan.

The Annual Work Plan must be organized in a manner that describes overarching (performance management-based) intermediate results in connection with programmatic inputs (program activities), outputs (process-based results such as model iterations developed), and outcomes (transformative results reflecting changed behaviors, policies and strategies informed). Annual Work Plans will also describe how activities in a given year will lead to further activities and outcomes in subsequent/remaining years, as well as how activities are leading towards long-term sustainability of Program impacts.

B. Monitoring, Evaluation and Learning (MEL) Plan - The Recipient must submit a draft MEL plan for review and approval no later than 45 calendar days after award. The MEL plan can be revised annually as necessary and, in such cases, must be submitted not less than 30 days before the start of each anniversary of the award. The MEL plan must contribute to USAID/Tanzania Mission Country Development Cooperation Strategy's results framework and must fold into the USAID/Tanzania Mission-wide Performance Management Plan. The MEL Plan must include the following:

- The results to be achieved by the activity;
- Qualitative and quantitative indicators, including USAID Standard Foreign Assistance indicators to track the program performance and impacts. Gender sensitive indicators and sex-disaggregated data that track the program's contribution to gender equality and female empowerment must be reflected. These indicators must serve as the basis for the midterm and final evaluation of the program impact;
- Baselines and targets for each indicator by year;
- The data sources and method of data collection to be used to obtain the indicator data; and
- Potential evaluation questions for possible external evaluations.

The Recipient must consult with the AOR in the development of the project MEL plan to ensure its consistency and contribution to the Mission's Results Framework and Mission PMP

C. Quarterly Progress Reports - The Recipient must submit to the USAID/Tanzania AOR quarterly progress reports that summarize progress in relation to agree upon targets contained in the Annual Work Plan and will specify any problems encountered and indicate resolutions or proposed corrective actions; the status of activities and deliverables and the date of their completion/submission to USAID/Tanzania; changes to personnel; and other relevant issues. The report must list activities proposed for the next three months, noting where they deviate from the approved Annual Work Plan. The Recipient must include a statement noting the status of any environmental compliance requirements or potential activities, which may require amendment to the Initial Environmental Examination (or Categorical Exclusion). The report will consist of both narrative and quantitative sections (indicator tables) and will not exceed 15 pages. The quarterly reports are required to be submitted within 30 calendar days after the end of each quarter, except the fourth quarter report. For the fourth quarter (July-September), the quarterly report must be combined with the annual performance progress report and must include a succinct presentation of activity achievements, objectives and targets in the previous year, an analysis of impact based on activities completed or in progress, a report on any success stories, and suggestions of resolutions to any outstanding issues. The fourth quarter report must also include a statement noting the status of any environmental compliance requirements. The fourth quarter report must be submitted by September 30 each year.

The Recipient is required to include an Integration Reporting section in the Quarterly Reports and describe how the Recipient has incorporated integrated development approaches into its work and established platforms of coordination and collaboration among other development partners and local stakeholders in the country to maximize impact and sustainability of the Activity objectives.

D. Final Report - The Recipient is required to submit a draft final report to the AOR 30 days prior to the end of the award. Once comments are provided by the AOR, the final report will be submitted within 90 calendar days after the completion date of the Award. The Recipient must submit one copy of a Final Report to the USAID AOR and one copy to the Agreement Officer (AO). In addition, one copy of the report must be submitted to:

USAID Development Experience Clearinghouse (DEC)
Online: http://dec.usaid.gov
For document submission questions: docsubmit@usaid.gov

This report must contain an executive summary of the accomplishments and results achieved; discussion of all activities conducted under the award, the results achieved, complete data from the performance monitoring, evaluation and learning (MEL) plan; an overall description of the activities and accomplishments; a summary of problems/obstacles encountered during implementation; an assessment of the performance in accomplishing the project's objectives; significance of these activities; findings; comments and recommendations; other pertinent information; and the impact of the activity. The Recipient must submit the monitoring of and reporting on significant milestone events that would help demonstrate progress towards the description of activity success, including the final targets, data sources, collection methods, and baseline information or a timeline for collecting it. This should include narrative descriptions of success at the activity end. This report must not exceed 60 pages, although annexes may be appended.

This report should eliminate politically sensitive or proprietary information. Reports should incorporate as many graphics (maps, photos, charts, etc.) as possible and should include all project and evaluation tools and materials, in an annex.

b. Financial Reporting Requirements:

The Recipient must submit the Federal Financial Form (SF-425) on a fiscal quarterly basis (October 30th, January 30th, April 30th, and July 30th) via electronic format to the USAID/Tanzania Agreement Officer's Representative (AOR), the Agreement Officer, and a copy to the Office of Financial Management (OFM).

Electronic copies of the SF-425 can be found at:
http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf

Line-item instructions for completing the SF-425 can be found at:
www.whitehouse.gov/omb/grants_forms

4. Program Income

If program income is generated under this award, it will be treated in accordance with RAA. 16 Program Income (c)(2), meaning it will be added to the total award amount.

5. Environmental Compliance

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

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

No activity funded under the resulting 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.")

As part of its initial Work Plan, and all Annual Work Plans thereafter, the recipient, in collaboration with the USAID Agreement Officer's Representative and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, will review all ongoing and planned activities under the resulting 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 review and approval. No such new activities will be undertaken prior to receiving written USAID approval of environmental documentation amendments.

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

6. Activity Integration

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

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

7. 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."

8. Climate Resiliency

Recipients are expected to ensure that planned activities take climate resilience into consideration where appropriate. This includes but is not limited to assessing and evaluating climate-related risks and vulnerabilities and adjusting and monitoring planned activities in that regard.

End of Section F

Section G: Federal Awarding Agency Contacts

1. NOFO Points of Contact

- Cecilia Mambo, Acquisition and Assistance Specialist, email: cmambo@usaid.gov
- Sascha Kemper, Agreement Officer, email: skemper@usaid.gov

2. Acquisition and Assistance Ombudsman

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

End of Section G

Section H: Other Information

1. Right to Fund Awards

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

2. Applications with Proprietary Data

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

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

3. USAID/Tanzania information

Information about USAID/Tanzania, including the CDCS, can be found at: https://www.usaid.gov/tanzania.

End of Section H

Annex 1: Summary Budget Template

Major Budget Line Item	Year 1	Year 2	Year 3	Year 4	Total
a. Personnel	$	$	$	$	
b. Fringe Benefits	$	$	$	$	
c. Travel	$	$	$	$	
d. Equipment	$	$	$	$	
e. Supplies	$	$	$	$	
f. Contractual	$	$	$	$	
g. Other Direct Costs	$	$	$	$	
h. Total Direct Charges (a - g)	$	$	$	$	
i. De Minimis / NICRA (as applicable)	$	$	$	$	
j. TOTAL (h and i)	$	$	$	$	

Annex 2: Budget Template

See MS Excel file.

Annex 3: Standard Provisions

Note: the full text of these provisions may be found at: https://www.usaid.gov/ads/policy/300/303mab. The award will include the latest Mandatory Provisions for non-U.S. Nongovernmental organizations. The award will also contain the following "required as applicable" Standard Provisions:

Required	Not Required	Standard Provision
TBD		RAA1. Advance Payment and Refunds (November 2020)
		RAA2. Reimbursement Payment and Refunds (December 2014)
TBD		RAA3. Indirect Costs – Negotiated Indirect Cost Rate Agreement (NICRA) (November 2020)
		RAA4. Indirect Costs – Charged as a Fixed Amount (Nonprofit) (June 2012)
		RAA5. Indirect Costs – De Minimis Rate (November 2020)
X		RAA6. Universal Identifier and System of Award Management (November 2020)
X		RAA7. Reporting Subawards and Executive Compensation (November 2020)
X		RAA8. Subawards (December 2014)
X		RAA9. Travel And International Air Transportation (December 2014)
X		RAA10. Ocean Shipment of Goods (June 2012)
X		RAA11. Reporting Host Government Taxes (June 2012)
	X	RAA12. Patent Rights (June 2012)
X		RAA13. Exchange Visitors and Participant Training (June 2012)
X		RAA14. Investment Promotion (November 2003)
	X	RAA 15. Cost Share (June 2012)
X		RAA16. Program Income (August 2020)
X		RAA17. Foreign Government Delegations to International Conferences (June 2012)
	X	RAA18. Standards for Accessibility for the Disabled in USAID Assistance Awards Involving Construction (September 2004)
	X	RAA19. Protection of Human Research Subjects (June 2012)
	X	RAA20. Statement for Implementers of Anti-Trafficking Activities on Lack of Support for Prostitution (June 2012)
	X	RAA21. Eligibility of Subrecipients of Anti-Trafficking Funds (June 2012)
	X	RAA22. Prohibition on the Use of Anti-Trafficking Funds to Promote, Support, or Advocate for the Legalization or Practice of Prostitution (June 2012)
	X	RAA23. Voluntary Population Planning Activities – Supplemental Requirements (January 2009)
	X	RAA24. Conscience Clause Implementation (Assistance) (February 2012)
	X	RAA25. Condoms (Assistance) (September 2014)
	X	RAA26. Prohibition on the Promotion or Advocacy of the Legalization or Practice of Prostitution or Sex Trafficking (Assistance) (September 2014)

X		RAA27. Limitation On Subawards to Non-Local Entities (July 2014)
X		RAA28. Contract Provision for DBA Insurance under Recipient Procurements (December 2014)
X		RAA29. Award Term and Condition for Recipient Integrity and Performance Matters (April 2016)
		RAA30. Reserved
	X	RAA31. Never Contract with the Enemy (November 2020)

Annex 4: Past Performance History

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

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

Annex 5: Work Permit and Residence Permit Tips for Implementing Partners

1. General

a. 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.
b. 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.
c. 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.**

2. Setting up Projects

a. 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.
b. 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.

3. Permits

a. 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.
b. 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**.
c. 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.
d. 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.

e. 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.

4. Local Solutions

a. **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.

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

Annex 6: Tax and Duty Tips for Implementing Partners

1. GENERAL

a. **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.

b. **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.

c. **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.

d. **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.

e. **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.

f. ***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.

g. **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.

h. **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.

2. VAT AND CUSTOMS DUTY

a. **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.

b. 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.

c. **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.

d. **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.

e. **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.

f. **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.

3. <u>OTHER TAXES</u>

a. **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.

b. **Other taxes**.

i. 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.

ii. 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.

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