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ZAMBIA

Office of Acquisition and Assistance (OAA)

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Questions due by: January 27, 2010 (1600hrs Zambia Time)
Application Closing Date: February 18, 2010
Application Closing Time: 16:00 hrs Zambia time

**Subject: Request for Application (RFA) No. 611-2010-06: USAID/Zambia
Community Based Prevention Initiative For Orphans and Vulnerable
Children, Youth and other Vulnerable Populations Program (COPI-
OVC)**

Ladies and Gentlemen:

The United States Agency for International Development (USAID) Mission to Lusaka, Zambia is seeking applications from qualified organizations for funding a three-year program to assist. The purpose of the program is to implement and address the changing HIV/AIDS landscape in Zambia, and apply evidence-based, technically-rigorous approaches to prevention, care, and support services as fully described in the following Request for Application (RFA).

A cooperative agreement will be used to implement this program. This type of instrument was chosen because USAID (1) desires to achieve a public purpose of support – involving HIV prevention activities in target provinces in Zambia and (2) expect to be substantially involved in the implementation of this program.

The goal is to provide broad and effective support for Zambian-led HIV prevention and behavior change initiatives which reduce HIV transmission and help Zambia develop greater capacity to care for and support orphans and vulnerable children (OVC), at-risk youth, and other vulnerable populations. The Recipient will be responsible for ensuring achievement of the program objectives. Please refer to the Section I, the Funding Opportunity Description for a complete statement of goals and expected results.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organizations, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the agreement.

This RFA is being issued and consists of this cover letter and the following:

1. Section I, Funding Opportunity Description;
2. Section II, Award Information;

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3. Section III, Eligibility Information;
4. Section IV, Application and Submission Information;
5. Section V, Application Review Information;
6. Section VI, Award and Administration Information;
7. Section VII, Agency Contacts;
8. Section VIII, Other Information; and
9. Attachments.

Subject to the availability of funds, USAID intends to provide approximately \$54,000,000 to be allocated over the 3 year period. USAID anticipates awarding one cooperative agreement as a result of this solicitation. USAID reserves the right to fund any or none of the applications submitted.

If you decide to submit an application, it should be received by the closing date and time indicated at the top of this cover letter pursuant to the instructions contained in the RFA. Any questions concerning this RFA must be submitted in writing to **me via email** at oa-solicit-lusaka@usaid.gov

If it is determined that the answer to any question(s) is of sufficient importance to warrant notification to all prospective recipients, a Questions and Answer document, and/or if needed, an amendment to the RFA, will be issued. Therefore, questions should be submitted no later than Close of Business (COB) January 27, 2010.

Applicants are requested to submit both technical and cost portions of their applications in separate volumes, and in separate electronic attachments. *Award will be made to the responsible applicant whose application offers the greatest value to the U.S. Government.*

Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application. In addition, final award of any resultant agreement cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant; should circumstances prevent award of a cooperative agreement, all preparation and submission costs are at the applicant's expense.

Sincerely,

/s/

Charles E. Mosby
Agreement Officer

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SECTION I - FUNDING OPPORTUNITY DESCRIPTION

Pursuant to Automated Directive System (“ADS”) 303.3.5.2.a, this section includes (1) a general description of the proposed program, (2) a statement identifying the authorizing legislation, (3) program eligibility requirements and (4) a discussion of how the award will be administered.

1. GENERAL DESCRIPTION OF FUNDING OPPORUNITY

Set forth below is a description of the proposed program, covering A. Background; B. Objective; and C. Program Description.

A. Background

Since independence in 1964, Zambia has struggled to stay on a steady, broad-based path of economic, political, and social development. Some 70% of its people live below the poverty line, with limited access to basic health and education services. The HIV/AIDS pandemic continues to take its toll on all aspects of Zambia’s social, political and economic structures. Economic growth has lagged far behind population growth and basic needs. A host of health issues, led by HIV/AIDS, TB, and malaria, continue hinder Zambia’s development. Malnutrition is a special concern. Chronic under-five malnutrition leads to a stunting rate of almost 50%, on which no progress has occurred over the past five years.

The 2007 Zambia Demographic and Health Survey (ZDHS) provided evidence of Zambia’s progress in managing the HIV/AIDS epidemic. According to the ZDHS:

- Approximately 1.5 million adults (population 12.2 million) are HIV positive;
- The prevalence rate decreased from 15.6 % to 14.3% (since 2001/2);
- The incidence among women age 15-39 is decreasing;
- Approximately 50% of People Living with HIV/AIDS (PLWHA) in need of anti-retroviral treatment (ART) received it (2006 to 2008), up from 33%;
- The percent of women benefiting from Prevention of Mother to Child Transmission (PMTCT) increased from 30% to 40%; and
- The prevalence of HIV infection among females age 15-49, is 16%, and among males, 12%.

However, there are troubling patterns of the HIV/AIDS epidemic. For every person who goes on treatment, UNAIDS estimates 5-6 are infected. Between 2001/02 and 2007, adult HIV prevalence increased in three of the nine provinces. Early sexual debut, significant levels of multiple and concurrent sexual partnerships, gender-based violence (GBV), and low levels of condom use with both regular and non-regular partners, remain significant behavioral risks according to several recent surveys.

It is estimated that 800,000 of Zambia’s 1.2 million orphans, including 14,000 street children, are due to HIV/AIDS. Youth face the additional challenge of finding employment, and fully supporting themselves as they reach the age of majority. Tragically for HIV positive infants,

50% die by age two without appropriate care and treatment. Approximately 100,000 HIV/AIDS related deaths occur in Zambia annually. Tuberculosis (TB) remains a major cause of death for PLWHA. Zambians at all income levels are affected by HIV/AIDS, which, counter-intuitively, correlates positively with income and education.

A.1 Government of the Republic of Zambia (GRZ) Response to HIV/AIDS

In 2001, Zambia signed the UN Political Declaration of Commitments on HIV/AIDS, formally recognizing the need for multi-sectoral action to contain the spread and mitigate the impact of HIV/AIDS. GRZ's vision for AIDS control extends beyond the government sector to include private industry labor, faith-based and non-governmental organizations and civil society entities, including PLWHA organizations.

Zambia has mounted a multi-sectoral response at national and sub-national levels. At the national level, various coordinating groups, theme groups, sector advisory groups, partnership forums, cooperating partner groups, and the UN Joint Team work together to carry out the objectives of the 2006-2010 National HIV/AIDS/STI/TB Strategic Framework (NASF). At sub-national level, partnerships are organized through the District AIDS Task Forces (DATFs) and the Community AIDS Task Forces (CATFs), as well as informal and non-governmental coalitions of stakeholders.

The GRZ established a Cabinet Committee on HIV and AIDS, which provides policy direction and guidance to the National AIDS Council (NAC) and informs the Head of State on important HIV and AIDS matters in the country.

The GRZ established the NAC in 2002 and includes representatives from the Ministries of Community Development and Social Services, Education, Health, and Sports, Youth, and Child Development and civil society, appointed by the Minister of Health. The NASF priority action areas include:

- Intensifying prevention of HIV
- Expanding treatment, care and support for people affected by HIV/AIDS
- Mitigating the socioeconomic impact of HIV/AIDS
- Strengthening the decentralized response by mainstreaming HIV/AIDS
- Improving the capacity for monitoring by all partners
- Integrating advocacy and coordination of the multi-sectoral response

Guiding principles for programming in all priority action areas under the NASF include:

- Adoption of a human rights, pro-poor, sustainable, and evidence-based approach
- Greater Involvement of People Living With HIV/AIDS (GIPA)¹
- Commitment to gender equality

The NAC established entities to support the decentralization of the multi-sectoral HIV/AIDS response (Table 1).

¹ Applicants should note the challenges Zambia faces in terms of GIPA and gender equality. GIPA requires greater willingness of PLWHA to disclose their status and live openly with HIV, including encouraging prominent HIV-positive Zambians to step forward and act as leaders.

Table 1. Organization of the multi-sectoral HIV/AIDS response in Zambia

Central	National HIV/AIDS/STI/TB Council Secretariat	Develops national technical guidelines to coordinate the multi-sectoral HIV/AIDS response
Provincial	Provincial AIDS Task Forces	Integrates HIV/AIDS into planning efforts by the Provincial Development Coordinating Committees
District	District HIV/AIDS Task Forces	Integrates HIV/AIDS into planning efforts by the District Development Coordinating Committees
Community	Community HIV/AIDS Task Forces	Mobilize communities to identify health needs and use health services

A.2 U.S. Government Response to HIV/AIDS in Zambia

The USG response in Zambia, one of the 15 original President's Emergency Plan for AIDS Relief (PEPFAR) focus countries, involves USAID, the U.S. Centers for Disease Control and Prevention (CDC), the U.S. Department of Defense (DOD), U.S. Department of State (DOS), and Peace Corps. In partnership with the GRZ, the USG Zambia team contributes significantly to scaling up HIV prevention, care, and treatment services, as evidenced by the number of ART and PMTCT sites. (See attachment 2, list of USG-supported ART and PMTCT sites).

Prevention has proven to be a difficult program area for all stakeholders to address or measure as it can only be modeled, but not measured directly. Therefore, the effectiveness of USG support for abstinence/being faithful (AB) and/or promotion of condoms (C) strategies, or Other Prevention (OP), remains unclear. The USG also supports a range of behavioral prevention efforts and strategies, from communications via media to "prevention with positives" (PWP), as well as biomedical prevention such as male circumcision (MC).

The USG rapidly scaled-up care and support activities which contribute to prevention by providing a venue for PWP activities. Notable progress under USG supported programs include:

- CT for 861,354 clients in 2009.
- OVC care in household, community and school settings scaled up significantly. Twenty-one local partners provided services to 443,571 OVC in FY 2009². This included educational support, psychosocial support, child protection services, health care, shelter, and livelihood options
- Trained over 30,000 volunteer caregivers and 5,000 peer educators to provide high quality, gender sensitive care and support for OVC.
- ART provided to 228,787 clients (end of FY 09).
- Reached 387,384 PLWHA with care and support in 2009.

However, while some progress has been made in strengthening the linkages and referral networks between these PEPFAR program areas (palliative care, ART, PMTCT, CT, OVC), much remains to be done to further promote effective linkages and referral systems between

² Source: 2009 PEPFAR Zambia Annual Progress Report

the areas to underscore the prevention focus and to ensure sustainability of program outcomes.

USAID supports programs offering multiple levels of HIV/AIDS-related programming. Relevant bilateral programs focus on service delivery of key HIV/AIDS interventions. CDC and the DOD also fund prevention as well clinical care, CT, PMTCT, ART, OVC, and TB services. Other USG efforts address diseases like malaria. USG support continues for family planning/reproductive health, and interventions in other sectors and program areas relevant to HIV/AIDS. Applicants should suggest appropriate USG program linkages.

The COPI-OVC implementing partner will collaborate with the Prevention Task Order partner (solicitation going out o/a the same date), and with other USG Zambia community, clinical, and media-based prevention efforts to achieve this goal. The Task Order and COPI-OVC will interface at the community level and therefore coordination will be critical. The COPI-OVC will be encouraged to link with the Task Order implementing partner through the development of a joint work plan, shared training plan, and where possible, common monitoring and evaluation (M&E) mechanisms.

The following table and diagram highlight the expected integration between the two prevention programs:

Corresponding Objectives and Coordination between the Task Order and Cooperative Agreement

Offerors and applicants will note similarities between objectives of the task order and cooperative agreement (CA); this is intentional. USAID intends the two programs to work closely together. USAID-required joint work planning will be simpler and more effective given the similarity in objectives and deliverables. To clarify for offerors and applicants, USAID envisions the smaller of the two mechanisms, the task order, as the lead entity for technical design of prevention and economic strengthening activities. USAID sees the larger CA, with access to pre-existing pools of volunteer caregivers and clients, as the primary means to replicate and scale up these new models, after they are tested under the task order and proven effective. The following chart reflects this split in programming. The following table indicates the allocation of funds by PEPFAR program area between the mechanisms.

In simplest terms, the task order will be the *brains* in terms of *prevention and economic activity design*. The CA will provide the *brawn* (or coverage) for large-scale implementation of these designs, and will also continue to implement and upgrade OVC and other care and support activities, while shifting toward more sustainable approaches in all areas. The successful offeror(s) and applicant(s) will begin meeting very early after award to develop ways and means to coordinate and collaborate to achieve their objectives. This table presents objectives and deliverables side by side. It highlights similarities and differences. The task order focuses mostly on prevention, while the CA *includes* care and support.

<u>Task Order - Prevention</u>	<u>Cooperative Agreement – Prevention, Care & Support</u>	<u>Similarities/Differences</u>
<p>Task 1: Ensure that communities affected by HIV/AIDS access more effective, gender-sensitive, higher-quality HIV prevention programs, including CT, MC, and PMTCT.</p> <ul style="list-style-type: none"> Sub-task 1.1: Ensure that communities at risk access and utilize <i>prevention services</i> and support, including economic strengthening/ livelihoods, through packages of effective interventions targeted to their needs. Sub-task 1.2: In line with GRZ strategy and policy, broaden support for and uptake of <i>biomedical prevention</i> methods including MC; resumption of risky behaviors avoided. Sub-task 1.3: Enable Communities affected by HIV/AIDS to adopt behaviors and skills that help resist infection by and improve resiliency against HIV/AIDS <p>Task 2: Strengthen the continuity and coordination of, as well as commitment to, effective, efficient and sustainable HIV prevention, including CT, MC, and</p>	<p>Objective 1: Ensure that individuals and households, affected by and vulnerable to HIV/AIDS access holistic, gender-sensitive, high-quality HIV prevention, care, and support.</p> <ul style="list-style-type: none"> Intervention 1.1: Ensure that OVC, at-risk youth, and vulnerable adults access sustainable, effective <i>prevention, care and support</i> services, which may include economic strengthening/livelihoods, through packages of effective interventions targeted to their needs. Intervention 1.2: Ensure that PLWHA from infancy to elderly at all stages of infection access a continuum of high-quality Prevention with Positives, positive living/BCC, and care and support services in the home and community. Intervention 1.3: Enable HIV-negative individuals and families at risk to learn and adopt attitudes, behaviors, and skills to resist infection and improve 	<p>Task -Objective 1: The task focuses on delivery of prevention and CT, and <i>promotes</i> MC and PMTCT. The CA focuses on prevention, <i>care and support</i> for OVC, <i>vulnerable adults, and youth at risk</i>.</p> <ul style="list-style-type: none"> 1: The task order focuses on community-wide <i>prevention</i> and services <i>for those at risk</i> as well as economic strengthening. The CA also focuses on <i>prevention, as well as care, and support</i> for OVC, <i>youth at risk, PLHIV and other vulnerable groups</i>. 2: The task order <i>promotes biomedical methods</i> (CT, PMTCT, and MC). The CA <i>focuses on prevention, care and support for those infected</i>, including PWP for behavior change. 3: The task order focuses on communities <i>affected</i> by HIV/AIDS. It seeks to <i>broaden</i> the prevention "<i>net</i>" to be more inclusive. The CA focuses at a lower level, on affected individuals and households. <p>Task-Objective 2: The task order and CA both aim to</p>

³ Attachment 4 describes Cross-Cutting areas of concern, which include addressing harmful effects of alcohol, gender norms, and gender-based violence.

⁴ Target populations for economic strengthening activities will be identified by the contractor during a baseline study and in initial/later market analyses.

⁵ Further discussion of the possibility of accessing and utilizing family planning funding is included in the text of the RFTOP.

<p>PMTCT</p> <ul style="list-style-type: none"> • Sub-task 2.1: Establish better continuity, coordination and integration of HIV prevention services through a community based <i>approach</i>, which links to care and treatment. • Sub-task 2.2: Design effective, comprehensive, cross-cutting efforts in community settings to address risk factors, such as sexual and gender norms/violence and alcohol.³ • Sub-task 2.3: Increased, more visible support by Zambian leaders and institutions, from national to lower levels, to bolster prevention and thereby reduce HIV transmission. <p>Task 3: Design of efficient, sustainable, and locally owned responses to HIV/AIDS, including increased engagement with the private sector⁴</p> <ul style="list-style-type: none"> • Sub-task 3.1: Design and test new models to promote sustainable, Zambian-owned and -led, economic strengthening, via the private sector; share models that demonstrate effectiveness. • Sub-task 3.2: Internalize and apply emerging lessons and practices for sustainability and economic strengthening, including more successful private-sector engagement. • Sub-task 3.3: Develop, integrate, and test appropriate indicators of economic growth, efficiency, and sustainability. <p>Optional Task 4: Subject to availability of <i>other</i> funds, the offeror <i>may</i> provide community-based family planning and reproductive health services as an adjunct to effective prevention of HIV/AIDS.⁵</p>	<p>resiliency against HIV/AIDS.</p> <p>Objective 2: Strengthen the <i>continuum</i> of effective, efficient and sustainable HIV prevention, care and support</p> <ul style="list-style-type: none"> • Intervention 2.1: Expand integration of HIV-related prevention, care, and support services through a family-centered, client-focused approach to assessment, service delivery, monitoring, and evaluation. • Intervention 2.2: Expand effective referrals and linkages between home, community settings, and facility for clinical, cross-cutting, and other supportive services to be established, monitored, and sustained. • Intervention 2.3: Increase support of GRZ structures and efforts from district up to national level, to increase the efficiency and sustainability of HIV/AIDS prevention, care, and support services. <p>Objective 3: Improved efficiency, sustainability, and of HIV/AIDS-related services, including engagement with the private sector³</p> <ul style="list-style-type: none"> • Intervention 3.1: Replicate and <i>scale up effective</i> new models for efficient, sustainable, Zambian-owned and -led, economic strengthening, including engagement with the private sector at local levels. • Intervention 3.2: Replicate and scale up emerging lessons and practices in efficiency, sustainability, and Zambian-owned and -led, economic strengthening including engagement of the local private-sector. • Intervention 3.3: Integrate and scale up appropriate and insightful indicators of private and public sector efficiency, sustainability, and ownership. 	<p><i>improve continuity, coordination and collaboration of services.</i> Effectiveness, efficiency, and sustainability are emphasized.</p> <ul style="list-style-type: none"> • 1: The task order aims for more coordinated <i>streams of continuous prevention in the community</i>. The CA aims for better <i>coordination and integration of continuous prevention, care and support</i>. • 2: The task order focuses on <i>designing, testing interventions that address cross-cutting concerns</i>. The CA focuses on more <i>effective links</i> between <i>community and clinical services</i>. The CA will help <i>scale up cross cutting interventions</i>. • 3: The task order focuses on building support for sustainable <i>prevention only</i>. The CA will promote sustainable <i>prevention, care and support</i>. <p>Objective 3: The task order focuses on <i>prevention and economic strengthening</i>, while the CA also <i>includes care and support</i> in its focus.</p> <ul style="list-style-type: none"> • 1: The task order <i>designs and tests new models</i>. The CA <i>replicates and scales up</i> effective models. The two projects <i>operate in parallel but sequential fashion</i> on design, testing, replication and scale-up. • 2: The entire process of design, testing, replication and scale up occurs quickly through <i>a rapid process of learning and sharing methods across projects</i>. • 3: The two projects will <i>work in a parallel and sequential fashion</i> on design and measurement of indicators. The task order will <i>take the lead on design</i>. <i>The CA will accept design input from the task order. The CA will take the lead on replication and scale-up. The task order will accept and reflect feedback</i> from the CA based on its implementation.
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B. Objective

The objective of the activity is to prevent new HIV infections and reduce the impact of HIV and AIDS at the community, household/family, and individual levels, through public and private sector channels. This will be achieved by affecting a change in the sexual behaviors and to prevent infections, and for individuals that are HIV + to avoid transmission, and by improving healthy living behaviors.

B.1 Goal

The overall goal is to provide broad, effective support for HIV prevention and behavior change initiatives, reducing HIV transmission, while simultaneously helping Zambia develop the ability to care for and support OVC, at-risk youth and adults, and other vulnerable populations, more effectively, efficiently, and sustainably.

To achieve this goal, applicants should build on successful approaches implemented in Zambia and elsewhere. Applicants should go beyond previous impact mitigation, seek to improve the health and wellbeing of individuals, families, and communities infected and affected by HIV/AIDS, through quality, effective, sustainable prevention care and support.

B. Program Description

The program description describes the program activities required, targets, gender issues, the strategic approach and use of partnerships.

B.1 Program Activities

The effectiveness of prevention strategies employed to date remains debatable. Zambia however now has a National Prevention Strategy. The strategy emphasizes multiple concurrent partners as one “driver” of the epidemic, promotes male circumcision (MC) to help reduce HIV transmission rates, and also addresses GBV and alcohol as significant risk factors. MC, with a 50% risk reduction, has emerged as the most effective new biomedical prevention procedure.

B.1.1. Activity 1: Ensure that individuals, households, and communities affected by HIV/AIDS access effective, gender-sensitive, high-quality HIV prevention, including CT, MC, and PMTCT.

The applicant should demonstrate its ability to ensure access to and utilization of quality HIV/AIDS prevention, care and support through family-centered, client-focused approaches with standard packages of high-quality services targeted to both family and individual needs. The target populations include: OVC and at-risk youth, PLWHA and other HIV-vulnerable groups, and other family and community members affected by HIV/AIDS. The same or similar approaches may apply to all target populations, and may overlap, or they may differ, depending on the needs of each target group, and the appropriateness of each approach.

B.1.1.1 Intervention 1.1: Ensure that at-risk youth and adults access and utilize prevention services and support, including economic strengthening/livelihoods, through packages of effective interventions targeted to their needs.

The major shift to a prevention priority underscores the need for OVC and at-risk youth care and support programs to teach behaviors and skills to clients to prevent HIV transmission. Applicants should seek to determine the effectiveness of their prevention efforts, especially among older OVC and at-risk youth. Applicants should discuss biomarkers, and how they might employ them to detect and monitor new infections quickly, effectively, efficiently and ethically. Applicants should ensure efforts are evidence-based and data-driven.

The proposed OVC and youth care and support services will engage with complex, multisectoral systems, and include effective referral systems. Care and support to OVC (age 0-18) should include different services by age and level of vulnerability. Approaches described should reflect sensitivity to age, gender, HIV-status, and vulnerability levels of OVC served. Youth as defined by OGAC, (age 10-24), will overlap, but extend beyond OVC, and will require a different strategy and interventions. The applicant will demonstrate understanding and expertise in dealing with OVC/youth.

Applicants should strike a careful, thoughtful balance between: supporting GRZ leadership and coordination down to the district and community level; maintaining large-scale, nationwide coverage; making improvements in quality and continuity of care and support; maintaining a high level of community mobilization; and increasing sustainability and ownership over the next five years. Interventions should start at the level of current performance. Current levels of program coverage and quality represent the baseline, although proposed OVC and at-risk youth packages need not be identical in scope/content. Applicants should also discuss how the hundreds of thousands of older OVC and youth assisted so far could be recruited as volunteers and trained to help assist younger OVC.

Applicants should indicate whether they ascribe to a household approach, which focuses efforts on OVC and the household in which they reside, or a community-wide approach, focusing on the community as a whole. Applicants could also use a combination thereof; state the reasons and advantages of the approach chosen.

OGAC OVC guidelines have stipulated essential services for care and support. Applicants should estimate the number of OVC clients to receive different interventional services according to OGAC guidelines. The primary aim of expanding OVC care and support is to assess, register and follow up and ensure (with documentation) that the OVC receive the services they need, rather than to provide all the services directly. Successful applicants should propose cost-effective OVC packages, preferably indicating cost per client. Applicants should include OGAC preventive care packages for HIV-positive OVC. OVC and at-risk youth require a range of services and support.

At-risk youth support services and economic strengthening/viability are also components of a comprehensive prevention response. Applicants should maintain and sustain the current coverage levels of youth prevention, while updating/upgrading prevention methods, based on the latest evidence. Applicants should also describe ways to make prevention attractive to older OVC/youth, and more effective. This could include a livelihood or economic strengthening/ viability component, drawn from the new models tested/proven by the

prevention Task Order. The cooperative agreement will only replicate and scale up proven-effective economic models.

One concern is that when OVC reach age 18, under OGAC, they are no longer eligible for support. Applicants should incorporate plans in their design to ease this transition period.

Prevention and livelihoods are two of the most important interventions for this age range. Economic strengthening/livelihoods are addressed in more detail under Objective 3.

B.1.1.2 Intervention 1.2: Ensure that PLWHA from infancy to elderly, and at all stages of infection, access a continuum of high-quality PWP, positive living/BCC, and care and support services in the home and community.

Care and support plays an important, but little recognized role in prevention. PLWHA begin to learn about PWP and other behavior change through positive living and other group and individual interventions. Care and support is actually a major platform for PWP and links closely to PEPFAR funded TB/HIV services.

Care and support programs have scaled up nationwide and quality has improved. Applicants should sustain improvements and coverage, while strengthening the preventive aspects of care, and expanding pain relief and nutrition support. For sustainability, applicants should advocate to the GRZ to take hospice and community/home-based care under its auspices.

For the 15% of HIV-positive Zambians, applicants should focus on PWP and provide the two OGAC preventive care packages (below) including routine prophylaxis for opportunistic infections. Applicants should state how they will document the percent of HIV-positive adults and children on cotrimoxazole prophylaxis as part of these packages:

- Children's package: <http://www.pepfar.gov/guidance/78263.htm>
- Adult package: <http://www.pepfar.gov/guidance/78258.htm>

Applicants should continue scaling up pediatric care and support while expanding the availability of stratified packages of care for all ages, from diagnosis, continuing through illness to demise. Applicants should integrate and coordinate care and support with existing clinical care to ensure optimal case management, symptom and pain relief, minimal loss to follow up, and extend client time of survival.

Prevention with Positives: For asymptomatic clients, applicants should ensure access to positive living and PWP. ART clients will need adherence support. Care and support should link closely with clinical care to detect signs of drug resistance. Applicants should contribute to pharmacovigilance and propose methods to help detect emerging drug resistance, such as early warning indicators and closer coordination with laboratories.

Lastly, ART clients who experience the Lazarus effect, have different needs, which applicants must address. Add to this the need to emphasize PWP so ART clients are not re-infected. Due to the widespread availability of ART, in many cases, the emphasis has shifted away from home-based care as the dominant model, and toward community-based care. Proposals should explain how they will reach these clients/patients.

Palliative Care (PC): Applicants should ascribe to the WHO definition of Palliative Care.

Applicants should ensure that physical, psychological, social and spiritual care for infants to elderly, as well as longer-term, chronic care needs, are integrated. Applicants should seek to promote and sustain recent advances in mental health services for PLWHA in Zambia

Applicants should propose care and support including palliative services that change in type and intensity based on the progression of HIV/AIDS, and meet client needs. Services will begin at diagnosis and continue uninterrupted through end-of-life care.

Applicants should ensure that PLWHA have effective interventions for prevention of HIV using appropriate models for PWP.

Applicants should promote sustainability and Zambian ownership and leadership. In the area of care and support, applicants will advocate for and support GRZ guidelines, policies and programs from the local to the national level. In this area the program will collaborate closely with and build capacity of district up to national government structures. The program should encourage the development of Zambian technical skills and policy leadership, and elicit more direct involvement of the GRZ, such as through hospice accreditation and support.

Care and Support for Infants and Children: Applicants should offer developmentally-appropriate interventions for infants/children, and involve families and caregivers. Applicants should promote early identification of HIV positive infants and children, and promote infant feeding support, and will link closely to PMTCT services. Applicants should capture and maintain HIV positive children in care and support, and ensure and monitor cotrimoxazole prophylaxis, and pain and symptom management.

Adolescent Care and Support: Applicants should address the needs of two adolescent populations – one growing up with vertically acquired infection (from the mother), and those with newly acquired sexual infection. Applicants should state how to address adolescent-specific issues. Close links to OVC and youth services, such as prevention and CT, will be needed to avoid gaps/duplication.

Volunteer and Professional Caregivers, Possible New Cadres: Applicants should recruit, train, support, supervise, monitor and retain volunteer and professional caregivers, as needed. Applicants should consider possibly developing new care cadres. The program should encourage the GRZ to take increasing responsibility for standards of caregiver training and for quality of care. Applicants should propose means by which Zambia can take increasing ownership. Applicants should advocate more rational human resource models/structures for community prevention and care.

Early infant diagnosis (EID), referral, and retention: Applicants should support early identification of HIV exposed/infected children, and support strategies for family based case indexing. Applicants should seek to capture the highest possible number and percent of PMTCT and CT clients who need community/home care, retain them as pre-ART clients, and address known barriers and challenges to retention.

Food and Nutrition Support: The COPI-OVC is encouraged to provide nutrition support, on a limited scale, but should also link closely to other GRZ, USG, or other donor funded sources of nutrition technical assistance, training, food products, and delivery models. Approaches could include nutrition assessments, counseling, targeted food supplementation, and therapeutic feeding.

Managing Gender Concerns in Care and Support: Applicants should note that the burden of care falls disproportionately on women and girls. Caregiver recruitment should target an increase in male caregivers as well as youth. Conversely, men represent only 40-45% of clients in CT, care and support, and ART. Applicants should actively promote male service uptake.

Advocacy, Capacity, and Policy: Applicants should discuss plans to advocate for prevention. Care and support activities will be a means for expanding prevention and preventive services. As such applicants should discuss planned approaches and partnerships for advocacy at all levels.

Quality of Care and Support, and Standards of Care: Applicants are encouraged to work with GRZ and PCAZ to develop/strengthen skills in specialized areas such as pain management, nutrition, hospice accreditation, and competencies in palliative care.

B.1.1.3 Intervention 1.3: HIV-negative Zambian family and community members who are at risk learn and adopt attitudes, behaviors, and skills that help them resist infection and improve resiliency against HIV/AIDS.

HIV/AIDS also affects the 85% of Zambians who are HIV negative but at risk in various ways, which include being family/household members of PLWHA, among others. Applicants should demonstrate their capacity to plan, deliver, and sustain effective complementary prevention and support to family and community members affected by HIV/AIDS, as well as to scale up proven approaches to ensure economic strengthening and viability, as appropriate. Illustrative approaches include:

- CT for household members of PLWHA and other vulnerable groups, for men, couples, and children.
- Referrals/linkages as appropriate to other relevant services, such as family planning, STI treatment, malaria, TB, social services, and to prevention, care and treatment.
- Provide evidence-based, effective prevention counseling and other BCC services to all family members, including age-appropriate risk avoidance and reduction strategies
- Equip family members with caretaking skills to support PLWHA in the home.
- Mobilize the entire community to address stigma and discrimination. Do not focus only on the poor majority (70%); present plans to include better-off Zambians as well.
- Combat persistent stigma at the top” (among the educated, professionals, and the middle/upper class) in Zambia.
- Economic strengthening for people affected by or living with HIV/AIDS is addressed under Objective 3 below.

B.1.2. Activity 2: Strengthen the continuum of effective, efficient and sustainable HIV prevention, care and support.

Activity 1 dealt with the design and delivery of prevention, care, and support services. A major aim of PEPFAR Phase 2 is to ensure better integration and continuity of these services. Resources are limited. Objective 2 must be achieved effectively, efficiently, and sustainably.

The purpose of activity 2 is to improve prevention, care and support outcomes by avoiding stove-pipe program implementation (i.e., anonymous HIV positive CT clients, who are not

connected immediately to care and support, tend to disappear for months or years, and are often reported as pre-ART lost to follow up). Applicants will promote and ensure coordinated client access to a continuum of prevention, care, and support services, such that HIV positive clients participate from the date of diagnosis through to care interventions. The aim is to protect themselves and others on an ongoing basis.

Similarly, clinical PMTCT generally ends shortly after the birth of the infant, after which it becomes difficult to monitor infants' HIV status. Applicants will propose means to link HIV-positive mothers and their HIV-exposed infants immediately and continuously to care and support mechanisms to improve the tracking, reducing HIV transmission to infants.

As a final example, continuous care and support providers should ensure that their clients keep clinic and laboratory appointments, and initiate ART in a more timely way. The aim is to reduce the number of late presenters, who are often extremely ill when they present to start ART.

Under Cross-Cutting Requirements, applicants will also describe plans to support community up to national level efforts at promoting coordination and integration (See Attachment 4). Applicants should bear in mind the requirement to support such efforts consistently from all levels, from community to district up to national.

Applicants must continue to build on recent improvements, and commit to establishing a coordinated continuum of services. Applicants need not aim to provide the entire spectrum of services needed. The successful applicant will collaborate and coordinate as a strategy to make service delivery more efficient, effective and sustainable.

The applicant shall not create parallel implementing structures nor deliver HIV/AIDS services entirely on its own. The applicant shall assure a coordinated continuum of care for affected groups, integrate services, partner with other services providers, and consult and align with National, District and Community-Level HIV/AIDS structures to establish coordinated service delivery under stronger and more sustainable Zambian leadership.

B.1.2.1 Intervention 2.1: Better integration of services and support through a family-centered, client-focused approach to assessment, service delivery, monitoring, and evaluation

Many services for OVC, at-risk youth, PLHWA and other vulnerable groups are delivered at the community and household level. Yet, clinical and community services are often stove-piped, with attention paid to the client only, omitting members of the household, and the package of services offered is therefore narrow and incomplete.

USAID/Zambia seeks to support an approach that will more comprehensively address the needs of household members and communities, using an integrated, gender-responsive, family-centered, client-focused approach to services. In other words, clients, families and communities should obtain more of the services and support they need at any one visit, at any one location, from any one provider. By placing the client and family at the center of design, the grantee will create services that revolve around the client's needs. This counters the tendency of clinic-centered services to require clients to present at the clinic's convenience.

Activity 1 outlines a multi-disciplinary, multisectoral approach to serving OVC, youth, PLHWA and other vulnerable groups, other groups, and families. The applicants will propose the required prevention, care and support services to affected populations in a

standardized, integrated manner. The applicant should describe effective approaches to integrate services, including:

- Targeted service delivery, linked to clinics, based on client, family, and community needs.
- A more rational, effective, collaborative approach to care and support training of service providers (build/maintain skills, avoid duplication, and address multidisciplinary needs)
- Greater support for efficient, effective, standardized monitoring and evaluation that incorporates meaningful prevention-oriented care and support and indicators

B.1.2.2 Intervention 2.2: More effective referrals and linkages between home, community, and facility for clinical and other supportive services are established, monitored, and sustained

Referrals in Zambia between and among USG programs and GRZ services have often been ineffective, lacking a systematized approach to follow-up, accounting for successful referrals, and minimizing loss to follow-up. In practice, the term referral typically involves a passive approach, in which a client receives a paper referral form. The burden is on the client to take action. The success of the referral depends at present on the initiative and the resources of the client. A more useful concept is to link clients pro-actively to a continuum of care. At their first meeting with clients (i.e., via home-based CT), community care providers should link or connect HIV positive clients to an ART clinic for a CD4 test as the next step in the continuum.

Effective referral systems which more pro-actively link clients, and ensure that clients keep clinic appointments, are essential to ensure a continuum of care for clients with multiple needs. Referral systems also offer the opportunity to leverage existing services, and to avoid duplication of services and other inefficiencies. The successful applicant will describe a more systematic, efficient, measurable and sustainable approach to client referrals that assures continuity of care. Applicants should consider case-management or other models to address the following:

- Identifying needs beyond the program's capacity to handle directly (such as complex clinical services), and making and following up appropriate referrals
- Identifying existing complementary services with which to establish referral links
- Referrals to/from local health facilities, including CT, PMTCT, ARV treatment. This should include active coordination of care between the home, community, and facility
- A clear, effective strategy and methods to monitor and track referrals, including measuring success and approaches to prevent and remedy loss to follow up

B.1.2.3 Intervention 2.3: Increase support of GRZ structures and efforts from district up to national level to improve the efficiency and sustainability of HIV/AIDS services

The successful applicant will work with the GRZ and USG partners to improve efficiency and to bolster sustainability significantly. The successful applicant will describe approaches for:

- Increasing GRZ involvement in program design, implementation, and evaluation.
- Promoting increased Zambian ownership, leadership, and sustainability at all levels.
- Building GRZ capacity to deliver high-quality HIV prevention, care and support.

This follow on award builds on gains in sustainability achieved under existing mechanisms. Tens of thousands of trained and equipped volunteer caregivers and peer educators are available at community level. Hundreds of thousands of clients, including OVC, at-risk youth, and PLWHA, are pre-registered. Communities in over 80% of districts have established community care coalitions that mobilize popular support for, and participation in, proposed activities.

The USG has worked closely with the GRZ to ensure that PEPFAR funded prevention, care and support activities fit into national strategies and plans. The GRZ for its part increasingly includes PEPFAR funded activities in its plans and budgets at district, provincial and national level. The GRZ also has begun a process of attaching community caregivers to clinical structures, reflecting greater oversight and a sense of ownership of the services and support that they provide. These initiatives to align PEPFAR funded activities ever more closely with the GRZ should intensify.

The GRZ stands ready to build prevention, care and support activities to an even greater extent into its national strategy and annual plans, workplans, and budgets, down to provincial and even district level. Applicants should work closely with the GRZ to ensure that all proposed training, as well as prevention, care and support activities, and M&E, are included in GRZ planning and budgeting exercises. To the extent possible, the GRZ should share in the cost of all activities. The aim should be to ensure that public sector activities are included in public sector planning.

Sustainability of services and support should be concrete and measureable. Not only should the new program absorb existing pools of trained caregivers and peer educators, it should ensure that the GRZ recognizes these cadres as an official extension of the existing health system. One aim might be for the GRZ to attach a significant number or percent of caregivers and educators to the health system as a new type of cadre with an appropriate grade and level of compensation.

Applicants should contain training and M&E costs through joint planning and implementation, which should be closely coordinated with GRZ planning and budgeting. This requires that applicants schedule such activities well in advance. Applicants should strive to align services and support closely with GRZ plans, and seek their inclusion in GRZ budgets at all levels. Applicants should also build sustainable capacity of communities as well as local GRZ structures; and work to reduce stove-piping of USG interventions and improve coordination locally.

Applicants should make support for and linkages to GRZ an explicit focus, with measurable, meaningful, demonstrable results. Though this intervention is not reportable to OGAC, USAID/Zambia and GRZ will monitor it closely. By the end of the program, the GRZ and local communities should own and lead the response to HIV/AIDS to a much greater extent.

The applicant should in effect utilize the available resources and opportunities to ensure that by the end of the program, it has increased the ability of the GRZ to absorb services and support, and reduced the need for and reliance on external partners and funding to carry out such activities.

The COPI-OVC will link closely with a community-based Zambia Led Prevention Initiative (ZPI) currently being solicited, which will provide models for economic strengthening,

research market demand, and offer technical assistance (TA) to the COPI-OVC and other implementing partners to replicate these models.

B.1.3 Activity 3: Improved efficiency, sustainability, and Zambian leadership of HIV/AIDS-related services, including engagement with the private sector

To increase efficiency and sustainability, USAID Zambia HIV/AIDS efforts will increase their engagement with the GRZ, Zambian NGOs, and the private sector. The response to HIV/AIDS in Zambia must become more efficient to be sustainable. The GRZ and donors cannot sustain current funding levels indefinitely. Efficiency can be defined narrowly as reducing unit costs. Applicants should propose their own definition of efficiency, and propose ways to promote it. USAID/Zambia has a Mission Order defining elements of sustainability and is finalizing a new sustainability framework. Applicants should describe their approach to sustainability.

The COPI-OVC should work closely with: Zambian institutions, including the GRZ and Zambian civil society; the Zambian people, from leaders, to professionals, to volunteers, to communities; the Zambian economy, by mobilizing the private (for-profit) sector to address HIV/AIDS. Applicants should propose the method, nature and extent of engagement with Zambian institutions, and explain their reasoning. Proposals will describe the appropriate level of engagement with, and support to civil society, for-profit private sector, and as appropriate, to GRZ structures from district up to national level for care and support. Proposals should also describe the extent to which Zambians themselves will assume a greater level of responsibility for responding to the epidemic during and after the award. As a starting point, all applicants should base their proposals on national strategies and plans. The missing link up to now has been engagement with the private sector; this section focuses on that aspect.

Economic strengthening as defined here refers to strategies and interventions that supply, protect, and/or grow the financial, physical, social, human, and natural assets of vulnerable populations. The successful applicant will describe plausible approaches to incorporate viable economic strengthening opportunities for families and communities affected by HIV/AIDS as a component of services delivered. Applicants may employ a diverse array of technical interventions in creative ways to respond to the complex and highly contextual needs of target populations.

Sustainability and economic strengthening are technically challenging interventions.

Working with the ZPI, applicants should utilize proven-effective approaches with different target groups as appropriate, to promote economic strengthening and viability:

1. **Asset Growth and Protection:** Applicants should replicate and scale up proven structures and processes for target populations or caregivers to accumulate financial assets in a secure and accessible way, and to insure a variety of assets against potential loss. Successful group-based savings models are one option. Proven individual savings models, appropriate to urban and middle-class families, may link clients to financial institutions. Micro-insurance remains to be explored, but may have potential.

2. **Income Growth:** Applicants should equip participants with requisite information, skills, resources, and behaviors to engage productively and profitably with the private sector on a self-sustaining basis. Employment and employability interventions may include market-driven skill-training and job creation to link target populations with quality jobs in the formal/informal sectors. Micro-enterprise and market linkages may also employ training and facilitation to link households directly with growing product markets.
3. **Social Assistance:** As a last resort, and on a time limited basis, applicants may propose to transfer limited amounts of assets to the most vulnerable. Typically, this would be a very limited benefit (cash or food) provided to carefully targeted populations. Transfers, which must comply with OGAC guidelines, can be conditional or unconditional, depending on whether recipients are required to engage in specific behaviors as a necessary pre-condition for access to cash assistance. However, applicants should avoid creating donor dependency.
4. **Global Hunger and Food Security Response (GHFS) and Global Health Initiative (GHI):** The GHFS has major implications for structural prevention through improved food security. The GHI, announced in May, 2009, will fund a new, comprehensive global health strategy to combat preventable illnesses. In anticipation of the Mission getting GHFS funding, applicants are encouraged to propose ways to link and coordinate with GHFS and GHI to reduce the client and community vulnerability, in the short-term and in the long-term, and to improve food security and health.

Vulnerable groups in need of prevention, care and support include child and elderly headed households, PLWHA, other OVC, women and girls, other at-risk youth and adults, and affected households and communities. Yet, targeting these vulnerable groups for economic strengthening might be ineffective, or even counter-productive, in terms of creating or aggravating stigma. Targeting based on the economic profiles and potential of households and communities affected by HIV/AIDS may be more effective. This approach groups people of similar economic needs and potential together, to increase their incomes or build their assets. It also increases the chance of improving their economic situation sustainably, and reducing their vulnerability/insecurity.

Activities which promote economic strengthening may not reduce HIV risk at the same time. Applicants should work very closely with the Task Order to conduct prerequisite steps, such as a situation analysis, market research, etc., to understand better the needs, interests and abilities of different groups, and employ the most appropriate methods of economic strengthening and risk reduction for each, separately or jointly.

In some cases, and some groups, economic strengthening and risk reduction may be possible simultaneously. In other cases, and other groups, they may occur on parallel, sequential, or intersecting tracks. In still other cases, as for elderly headed households, there is little risk of HIV infection, but great economic need, in which case, methods used should focus on meeting their economic needs.

USAID Zambia has taken a position that economic approaches should be market or demand driven, not supply-led, as well as contextually relevant. The applicant could propose activities that will lead to increased asset accumulation among OVC and youth and

the households that care for them. Additionally, specialized support for youth should facilitate a transition to responsible, independent, low-risk living. Applicants may include small business development activities, demand-driven and innovative vocational and business skills development, and household and community initiatives such as seeds, agricultural inputs and animal husbandry. Job training which is not linked to markets or employment prospects is strongly discouraged.

Where possible, the Mission wants to mobilize the resources, innovation, and efficiency of the private sector, rather than have applicants seek simple, one-off hand-outs.

Applicants should discuss the value and benefit of private donations and partnerships in the short and long run, and in terms of sustainability and Zambian ownership and leadership. Can applicants mobilize U.S., Zambian, or other donations in ways that produce win-win situations for all concerned, from the corporation down to the local community?

The term private sector here refers primarily to for-profit business activity. This includes large, formal-sector firms and organizations as well as smaller formal and informal establishments and farms. Applicants should link to Global Development Alliances (GDAs), or Public Private Partnerships (PPPs) working with large, multinational, companies with a substantial number of employees where appropriate. Applicants should also consider working with small businesses and informal sector activities that operate at the community level, often meet the needs of the poor and vulnerable, and which comprise 40 to 60 percent of the country's total workforce.

Applicants working with the private sector should heed concerns about access to basic services, potential exploitation of vulnerable groups, and their ability to pay for services, which can lead to moral dilemmas. Engaging with the private sector implies the need for new tactics and expertise not traditionally employed in HIV/AIDS initiatives. Private sector engagement by applicants is a strategic concept and mode of operation that could promote desired outcomes and streamline service delivery. Working with the prevention Task Order, illustrative ideas include:

- Replicate and scale a range of proven employment, market access, and commercial services to vulnerable clients, households, and communities, to support income/asset growth.
- Utilize expert analyses of the potential demand for private/commercial prevention, care and support services.
- Provide or expand prevention, testing, counseling, care and support service to employees, their families, and communities.
- Seek to arrange financing to establish or expand private HIV/AIDS services to serve non-poor clients concerned over delays, quality, or being seen at public services.
- Deliver HIV/AIDS messages and services via employee-assistance programs (EAP) i.e., counseling clients whose circumstances preclude the use of other local services.

B.1.3.1 Intervention 3.1: Replicate and scale up effective new models for efficient, sustainable, Zambian-owned and -led, economic strengthening, including engagement with the private sector at local levels

For this intervention, applicants must address the needs of specific target populations (OVC, at-risk youth and adults, PLWHA, women and girls, and other vulnerable groups, such as elderly- and child-headed households). However, USAID Zambia has no pre-determined targets for efficiency, sustainability, and Zambian leadership/ownership. USAID does not

have preconceived ideas of specific traditional outputs, such as number of people trained, jobs created, or businesses started.

The Mission wishes to leave applicants a significant degree of flexibility to explore opportunities, rather than lock plans in prematurely and thereby miss targets of opportunity. Applicants have wide latitude to describe how they will collaborate with the GRZ, the private sector, civil society, and communities. Applicants however must also engage fully with other USG funded partners.

Applicants should propose illustrative outputs and outcomes, relating to newer measures of efficiency, sustainability, and Zambian leadership/ownership. In the private sector, working with the prevention Task Order, applicants may wish to adopt indicators such as increased volumes (i.e., of products and services) tied to corresponding market demand, or to increased value along a value chain. Applicants should work with the ZPI project to replicate and scale up new models, then “lock in” results at the earliest feasible time in negotiations/workplans.

Applicants approaches will use program resources (PEPFAR and/or private funds) strategically and appropriately (per OGAC guidelines) to scan for and prioritize opportunities. Applicants may suggest how they would tap other non-program resources, such as the Mission’s Development Credit Authority (DCA) to help clients arrange access to financing or to reduce (buy-down) risk for private investment. No one source of funds is likely to serve all possible plans and purposes.

Applicants should only replicate and scale up proven models. Criteria and priorities should be explicit and agreed with USAID, either through approval of a detailed joint work plan, or through post-award sub-grants, over which USAID will retain approval power.

B.1. 3.2 Intervention 3.2: Replicate and scale up emerging lessons and practices in efficiency, sustainability, and Zambian-owned and-led, economic strengthening including engagement of the local private-sector.

Target groups and basic principles are stated above. Applicants should propose effective internal learning loops to operationalize and integrate lessons and tactics from successful pilot replication and scale up efforts. Applicants will avoid the pitfalls of many donor-funded programs, which pre-define artificially-inflexible roles for partners, lack economic expertise, and often exhibit misunderstanding, discomfort, and skepticism in regards to the private sector. There may be challenges to effective economic learning by program staff. Applicants need the vision, capacity, systems, people, and processes to effectively scale up high-potential innovations.

Applicants are allowed the flexibility to explore and to learn, provided this translates into replication of success. Applicants should, however, propose illustrative examples of what they propose to achieve. For purposes of accountability, applicants should describe how they will document and share their learning, and how they will schedule and carry out replication of success, at the earliest opportunity, such as through annual work plan development and execution.

B.1. 3.3 Intervention 3.3: Integrate and scale up appropriate and insightful indicators of private and public sector efficiency, sustainability, and ownership.

USAID will measure success in Activity 2 not by the level of resources committed to working with the private sector, but by the results obtained with those resources. To the

extent the resources target HIV/AIDS service delivery, results should involve appreciable private sector engagement in, and improvement of, the delivery of services, and achievement of outcomes under Activity 1. Accordingly, applicants must incorporate appropriate indicators that can adequately capture and explain advancements not only in the private sector, but in the effectiveness, efficiency, sustainability, and ownership of selected Activity 1 interventions, services, and/or processes as well.

Definition of terms:

- Effectiveness may refer to the depth or significance of outcomes achieved (i.e., fundamental behavior change) or the breadth (more people achieve the result).
- Efficiency refers to services provided or results achieved at reduced cost per unit to the USG, GRZ, and/or consumer. Efficiency is critical to achieving sustainability.
- Sustainability (in the financial sense) refers to the ability to provide ongoing services without continued investment from the USG or other donors.
- Ownership refers to the extent to which Zambian institutions and personnel set priorities, make decisions, and allocate resources for HIV/AIDS services.

B.2 Targets

The following preliminary and tentative targets have been developed for the three activities described above. The targets are aimed at focusing on quality reach at all levels. The targets discussed below are based on PEPFAR Next Generation Indicators.

Target Numbers of Unique Annual Clients	Clients receiving Service” Packages”
⁶ OVC (receiving essential or minimum package of services)	250,000
# who receive PSS	250,000
# who receive protection and legal support	TBD
# who receive shelter	TBD
# who receive education support	TBD
# provided with economic strengthening services	TBD
YOUTH ⁷ – receiving AB/Other prevention services**	75,000
PLWHA served (receiving one or more essential service)	100,000
- # receiving Adult or Child Preventive Care Package	100,000
- Clinical Care	50,000
- Clients receiving PSS	25,000
- Nutrition Support ^{8***}	TBD
- Children receiving care	TBD
- Children referred for (linked to) health care	TBD

⁶ OVC are defined as 0-18 years old. Youth are defined as 15-24 years.

⁷ Reporting of youth prevention numbers must be coordinated with the ZPI [project](#)

⁸ Nutrition support will be based on client assessment using strict eligibility criteria

B.3 Gender:

USAID/Zambia expects program activities to fully support the GRZ's National Gender Policy, which requires all policies, programs, plans, projects, and national budgets to integrate gender considerations in the pursuit of sustainable economic growth, job creation, better household security, and poverty reduction. USAID/Zambia identifies gender as a program quality issue addressed by supporting implementation of activities to reduce inequities in access to and use of health products, services, and information by males and females as well as by collecting and reporting sex-disaggregated data to track progress in achieving these reductions. As part of their proposals, Applicants must delineate key gender factors that influence access to and use of health products, services, and information by both male and female clients based on measurable indices, devise specific interventions, with which to resolve the issues/problems, and put in place the appropriate means to track and report progress. Although this program may receive funding other accounts, the Applicant shall take into account PEPFAR's priority gender strategies which include increasing gender equity in HIV/AIDS activities and services; reducing violence and coercion; addressing male norms and behaviors; increasing women's legal protection; and increasing women's access to income and productive resources. USAID/Zambia expects that the Applicant will strive for equity in access to, control over, and management of resources – as influenced by gender considerations – by introducing appropriate organizational structures and personnel processes.

B.4 Strategic Approach

a. Program Alignment:

Leadership and Population Coverage: One challenge and priority is to mount a national response that addresses all Zambians at all levels. USG efforts to date have focused on the poorest Zambians in both rural and urban areas. These areas have more service sites, volunteer peer educators and caregivers, and visible HIV initiatives. More prosperous Zambians, who do not seek public sector options, have less effective access to HIV/AIDS services as private providers offer little in terms of counseling, community-based care, or support. There is stigma at the top evidenced by the reticence of political, religious, and business leaders to disclose HIV/AIDS status. Attachment 3 is a list showing all nine provinces and 62 districts currently served by existing programs. Applicants are encouraged to offer services in these areas or even to increase beyond the current service areas and to link to as many of the current service areas (provinces/districts).

Focus on community settings rather than on clinical sites: With the exception of potential hospice care the primary focus of the program will shift to prevention, followed by care and support for PLWHA, OVC, as well as CT. Though PEPFAR funded programs will still count clients, sites, prevention workers, and caregivers, the new program should seek to be more outcome-oriented. In addition, to help reduce stigmatization, the program should reflect changes in thinking, such as being HIV-sensitive in targeting OVC, rather than HIV-specific in targeting them.

Build on and merge clients and other assets.⁹ To the extent possible, this program will carry forward the assets of the two previous nationwide, community-based HIV/AIDS initiatives supported by USAID.¹⁰ The new program is encouraged to build on existing initiatives enabling it to reach full scale quickly and also evolve significantly in terms of a pervasive prevention focus. For example, while care and support activities will continue, to a large extent they will serve as a platform for providing effective PWP services. Wherever possible, the new program should retain clients who still require support with minimal disruption or gap in services or loss to follow-up. (Lists of the clients of two predecessor programs, subject to confidentiality constraints, will be provided to the successful applicant). The awardee is encouraged to devise workable approaches to transition clients, peer educators, and caregivers from the current programs to the follow on at the community, household/family, and individual levels.

As noted above, retaining and strengthening the network of peer educators and volunteer caregivers established under current programs is strongly encouraged. Highly motivated and resourceful, these educators and volunteers orchestrate the complex provision of multi-sectoral support services for OVC, at-risk youth, and other family and community members made vulnerable by HIV/AIDS. As the HIV/AIDS epidemic has grown, so too has the burden of service imposed on the volunteer worker. The applicant should propose ways to manage, motivate, and sustain these valued cadres, and should consider how to meet the demands of prevention, care and support through 2013, such as through task shifting to new cadres of more highly-trained, paid staff, which may need to be developed.

Provide and actively facilitate client referrals and linkages to clinical services: To ensure client needs are met, the program will create continuity between prevention and care. The program should continue to use volunteer caregivers to train surviving parents, family, and community members as guardians, and provide and support community/home care for OVC and PLWHA.

Create and sustain a stronger continuum of prevention, care and support: Applicants are encouraged to focus on creating a continuum of prevention, care and support services in the new program and to make it well-integrated with other existing services. For example, CT and PMTCT should link to community care and support, which should link clients to ART. Community-based prevention, care and support should build on and consolidate the successes of its predecessors programs, draw on the latest evidence and international best practices, support Zambian efforts, and focus on innovations and partnerships for more efficient and effective programming.

b. Program Indicators

All applications must include specific, detailed plans to monitor and document program performance. USAID will evaluate progress by monitoring selected indicators (initial indicators are listed below and assessing these in relation to targeted program objectives, as listed in this RFA. A limited set of program monitoring indicators will be used to track the progress of key USG funded activities, and are based on administrative records, project reports, and routine logistical and facility-based information systems. Applications for funding under this RFA

⁹ The Mission defines and describes 'assets' in Attachment 1

¹⁰ Attachment 3 lists the combined provinces and districts currently served by the USG partners providing care and support services

should state clearly how proposed activities relate to these program objectives and how data will be tracked, collected, verified and reported to document progress toward these objectives. Applicants should be prepared for revisions in required program indicators and reporting requirements during the lifetime of the award and as part of project closeout processes.

Below are the required PEPFAR Indicators under this RFA:

PREVENTION
1. Abstinence and Being Faithful
Number of individuals reached through community outreach that promotes HIV prevention through abstinence and/or being faithful (disaggregated by gender)
Number of individuals reached through community outreach that promotes HIV prevention through abstinence (disaggregated by gender)
Number of individuals trained to promote HIV prevention programs through abstinence and/or being faithful
2. Other Prevention (for Educators)
Number of individuals reached through community outreach that promotes HIV prevention through other behavior change beyond abstinence and/or being faithful (disaggregated by gender)
Number of individuals trained to promote HIV prevention through other behavior change beyond abstinence and/or being faithful

Indicators will be adjusted after award of the RFA to specifically address DOE priorities under this program and to also contribute to revised indicators under USG PEPFAR funded programs.

The following are the anticipated outcomes and results for this activity.

- Increased knowledge about the correct ways to prevent transmission of STIs and HIV among the target population
- Increased age of first sexual debut among targeted learners
- Reduced number of “concurrent “ (need to define) partners among targeted learners and educators
- Increased informed demand for condoms and HIV Testing services among sexually active youth
- Improved self-efficacy to practice safer sexual behavior among youth

c. Monitoring and Evaluation

Sustainability of services and support should increase significantly through a combination of approaches, including: where possible, identify and use existing, trained human resources to the benefit of the program, and seek to ensure that the GRZ recognizes these trained cadres as an extension of the health system); achieve of efficiencies and economies of scale, i.e., through reduction of training and M&E costs; joint work planning and implementation; closer alignment with and inclusion in GRZ planning and budgeting at all levels; capacity building with communities as well as GRZ structures; and reduced stove-piping of USG interventions and improved local coordination. The end result should be that by the end of the program, the USG will have transferred increasing responsibility for prevention, care and support to the GRZ at all levels. Related to sustainability is greater ownership and leadership by Zambians

and Zambian entities in the fight against HIV/AIDS, with the goal of ensuring that Zambia leads the way in designing, implementing, and evaluating future interventions.

Applicants should meet standard USAID M&E requirements for establishing baselines, and for conducting mid-term and final evaluations, as well as reporting. Applicants should also meet PEPFAR reporting requirements, including semi-annual and annual reports, based on required PEPFAR indicators. Applicants should propose other assessments, reviews and surveys they deem warranted, and describe plans for any self-auditing during the program.

Applicants should subscribe to the Three Ones, and comply with GRZ M&E requirements, to meet Zambia's needs for information about HIV/AIDS related services and impact. The applicant should monitor increases in sustainability, ownership and economic strengthening. Applicants should try to align with existing M&E systems for compatibility and efficiency. Applicants should meet PEPFAR M&E requirements related to outputs, such as services delivered, as well as monitoring client outcomes and measures of quality.

Applicants should conduct M&E operations efficiently and effectively. Possible sources of savings and efficiency include: use of innovative, cost-effective technologies to collect, transmit and analyze data; access to thousands of trained volunteers and peer educators, caregivers and health professionals, greater collaboration with the existing GRZ structures, as well as with other USG partners, to reduce the demands on each one. Applicants should propose means to reduce M&E overlap and duplication of effort.

Applicants should be responsive to evolving needs. M&E systems should track and report on referrals, document integration of clinic and community models, and minimize double counting of individuals between community services and clinical outlets. Applicants should collaborate closely with other USG partners and the GRZ. Transition planning with existing partners should touch on possible economies, such as reduced needs for initial training, and adoption of elements of existing M&E systems.

Applicants should describe approaches to monitoring prevention, care and support, from an individual and household level up through the district and national level. Applicants should address the difficulty of monitoring prevention, and seek to detect and measure behaviors such as early sexual debut or multiple partnering. Applicants should discuss ways to use bio-markers to confirm self-reported behavior change (i.e., abstinence). Applicants should also triangulate self-reported behavior change in other ways, such as examining health facility data. Applicants should indicate plans to conduct or participate in behavioral surveys.

Applicants should suggest options to improve M&E linkages to national M&E systems. Applicants should propose ways and means to reflect national indicators. Applicants should discuss their ability to take the lead in standardizing relevant community M&E systems and indicators, and in harmonizing these with the GRZ for reporting purposes.

At the individual client/family level, applicants should describe plans to enhance M&E and reporting. One aim is to document that entire families receive prevention, care and support. Applicants may wish to use the client as the index case, and create systems which report the percent of cases in which all eligible family members have received services. Furthermore, M&E systems should include indicators to differentiate among packages of client care, such as asymptomatic, symptomatic/ambulatory, and bed-ridden.

The Performance Management Plan (PMP) will specify indicators, targets, and methodologies the applicant will use to monitor progress towards key milestones and results,

expected outcomes, and measures of accountability. The PMP will allow USAID to anticipate the applicant's expected levels of performance, and to gauge its success. The applicant should select indicators that relate to outputs and outcomes; the applicant is encouraged to propose an evaluation and impact assessment plan to ascertain its achievement of more causally distant impacts at key points in the life of the program.

The applicant will use required standard indicators, including PEPFAR, HMIS, the Foreign Assistance Coordination and Tracking System (FACTS), and the Micro-enterprise Results Reporting (MRR) activity. PEPFAR illustrative targets are listed below. Other indicators may be included according to proposed program activities.

PEPFAR Indicators and Illustrative Targets	Year 1	Year 2	Year 3
Orphans and Vulnerable Children and Youth			
Number of OVC and youth served	242,477	275,000	300,000
Number of NEW providers/caretakers trained to care for OVC and youth	10,000	15,000	20,000
<i>Number of OVC receiving food and nutritional support</i>	15,000	16,000	17,000
Basic Health Care and Support			
Number of adults provided with HIV-related care	86,053	100,000	115,000
Number of pediatric clients provided with care	10,000	15,000	20,000
Prevention			
Number of youth and adults reached with combination prevention*	75,600	77,500	80,000
Counseling and Testing			
Number of clients provided counseling and testing according standards	41,286	45,000	50,000

** The program will collaborate with the Prevention task order to count and report prevention clients*

HMIS Indicators: Applicants should identify and address relevant GRZ HMIS indicators

USAID/Zambia Indicators: Applicants should address relevant USAID Zambia indicators:

SO 7 Health Office: HIV prevalence among 15-24 year olds

SO 9 HIV/AIDS Office:

- HIV prevalence among 15-24 year olds (i.e., decrease from 6.5% to 4.5% over LOP)¹¹
- Number of people receiving CT services (esp., couples, men, adolescents, etc.)
- Number of youth (10-24) reached with community prevention programs
- Percent of never married young men and women 15-24 who have never had sex
- Percent of the general population with accepting attitudes toward PLWHA
- % of OVC, PLWHA, at-risk, and other vulnerable groups receiving care and support

Micro-Finance Illustrative Indicators

¹¹ SO 9 Office, USAID Zambia, suggests this target. Applicant will advise if it can measure it via bio-markers. It will be measured in approximately 2012 via a nationwide survey. Earlier measurement would be valued.

- Number of enterprises or micro-enterprises assisted (by sex)
- Number of employees of enterprises or micro enterprises assisted (by sex)
- Value of gross sales/revenue or net income of micro enterprises assisted
- Value of financing secured by enterprises or micro enterprises
- Poverty status of micro-enterprises assisted using poverty loan proxy (\$300 or less)

The applicant should submit an illustrative PMP that includes notional indicators, anticipated LOP and annual targets for these indicators, and a strategy for monitoring these indicators during implementation. The PMP will be finalized after program start-up and submitted with the first annual joint work plan for USAID's approval. Any subsequent change in the PMP will require concurrence from USAID.

B.5. AUTHORIZING LEGISLATION/APPLICABILITY OF 22 CFR 226

This award is authorized in accordance with the Foreign Assistance Act of 1961, as amended. 22 CFR 226 would be applicable to an award to a U.S. organization made under this RFA; however U.S. organizations are not eligible for award under this RFA as set forth in Section III.1 below (page 12). The following provision will be included in any sub-award to a U.S. entity resulting from this RFA:"

APPLICABILITY OF 22 CFR PART 226 (MAY 2005)

(a) All provisions of 22 CFR Part 226 and all Standard Provisions attached to this agreement are applicable to the recipient and to subrecipients which meet the definition of "Recipient" in Part 226, unless a section specifically excludes a subrecipient from coverage. The recipient shall assure that subrecipients have copies of all the attached standard provisions.

(b) For any subawards made with Non-US subrecipients the Recipient shall include the applicable "Standard Provisions for Non-US Nongovernmental Grantees." Recipients are required to ensure compliance with monitoring procedures in accordance with OMB Circular A-133.

B.6. PROGRAM ELIGIBILITY REQUIREMENTS

Any non-governmental organization (NGO) and for-profit organization is eligible to apply under this RFA.

B.7. AWARD ADMINISTRATION

The appropriate *Standard Provisions for US or Non-U.S., Nongovernmental Recipients* will apply. The Agreement Officer will use the standards of 22 CFR 226 in the administration of the award. While 22 CFR 226 does not directly apply to non-U.S. applicants, the standard provisions for Non-US organizations shall apply.

These documents may be accessed through the internet as follows:

- OMB Circulars

<http://www.whitehouse.gov/omb/circulars/index.html>

Standard Provisions for US and Non-U.S., Nongovernmental Recipients:

<http://www.usaid.gov/policy/ads/300/303mab.pdf>

You may contact Charles Mosby or Cecilia Kasoma at oaa-solicit-lusaka@usaid.gov for copies of these regulations.

SECTION II – AWARD INFORMATION

1. ESTIMATE OF FUNDS AVAILABLE AND NUMBER OF AWARDS CONTEMPLATED

Subject to the availability of funds, USAID intends to provide approximately \$54,000,000 in total USAID funding for the life of the activity. USAID intends to award one (1) Cooperative Agreement pursuant to this RFA. USAID reserves the right to fund any one or none of the applications submitted.

2. START DATE AND PERIOD OF PERFORMANCE

The period of performance anticipated herein is three (3) years. The estimated start date is on or **about May 26, 2010 for planning purposes.**

3. TYPE OF AWARD

USAID plans to negotiate and award an assistance instrument known as a Cooperative Agreement with the successful Applicant for this activity. A Cooperative Agreement implies a level of “substantial involvement” by USAID. This substantial involvement will be through the Agreement Officer, except to the extent that the Agreement Officer delegates authority to the Agreement Officer’s Technical Representative (AOTR) in writing. The intended purpose of the substantial involvement during the award is to assist the recipient in achieving the supported objectives of the agreement. The substantial involvement elements for this award are listed below (this list does not include approvals required by 22 CFR 226 or other applicable law, regulation or provision):

- Review and approval of key personnel and changes in key personnel;
- Approval of annual implementation plans;
- Collaboration and joint participation in implementation;
- Approval of the Monitoring and Evaluation (M&E) Program;
- Review and approval of proposed subcontracts and subawards in excess of \$100,000; and
- Review and approval of all subcontractors and sub-recipients where the subcontract or subaward exceeds \$100,000.

SECTION III – ELIGIBILITY INFORMATION

1. APPLICANTS

“Qualified applicants may be US or Non-US Non-governmental organizations (NGOs) or for-profit companies willing to forego profit. Faith-based and community organizations that fit the criteria above are also eligible to apply. In support of the Agency’s interest in fostering a larger assistance base and expanding the number and sustainability of development partners, USAID encourages applications from potential new partners.”

2. COST SHARE

Cost sharing is an important element of the USAID-recipient relationship. In addition to USAID funds, applicants are encouraged to contribute resources from own, private or local sources for the implementation of this program. Cost sharing is defined at 22 CFR 226.23. **Cost share** is required to be **at least 10%** of the total estimated amount. If the applicant proposes a cost share of less than 10%, it will be deemed as not responsive, and will be removed from further consideration. Cost-sharing may be cash or in-kind contributions but, by definition, may not include USG funds or USG-funded in-kind contributions. Cost-sharing must be used for the accomplishment of program objectives, and must consist of allowable costs under the applicable USG cost principles (see OMB Circular A-110 and 22CFR 226.23 for discussion of allowable in-kind contributions

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

1. POINTS OF CONTACT

Charles E. Mosby
Agreement Officer
USAID/Zambia
351 Independence Avenue
P.O. Box 32481
Lusaka, Zambia
+260(211) 254 -303
aaa-solicit-lusaka@usaid.gov.

Cecilia Kasoma
Acquisition and Assistance Specialist
USAID/Zambia
351 Independence Avenue
P.O. Box 32481
Lusaka, Zambia
+260(211) 254 -303
aaa-solicit-lusaka@usaid.gov

2. REQUIRED FORMS

All Applicants must submit the application using the SF-424 series, which includes the:

- **SF-424, Application for Federal Assistance**
- **SF-424A, Budget Information - Nonconstruction Programs,**
- **SF-424B, Assurances - Nonconstruction Programs,**

The program described in Section I above includes non-construction elements. Therefore, these mandatory forms for non-construction programs must be completed. Costs to non-construction activities should be included on the SF-424A. Copies of these forms may be found as an attachment to this RFA.

3. PRE-AWARD CERTIFICATIONS, ASSURANCES AND OTHER STATEMENTS OF THE RECIPIENT

In addition to the certifications that are included in the SF 424, non-U.S. organizations (except as specified below) must provide the following certifications, assurances and other statements. Complete copies of these Certifications, Assurances, and Other Statements may be found as an attachment to this RFA.

- a. For U.S. organizations, a signed copy of the mandatory reference, Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs. This certification applies to Non-US organizations if any part of the program will be undertaken in the United States.
- b. A signed copy of the certification and disclosure forms for “Restrictions on Lobbying” (see 22 CFR 227);
- c. A signed copy of the Certification Regarding Terrorist Funding required by the Internal Mandatory Reference AAPD 04-14;
- d. Survey on Ensuring Equal Opportunity for Applicants; and

- e. **All applicants must provide a Data Universal Numbering System (DUNS) Number.** If you have questions on what this means or how to obtain a DUNS number, please contact Cecilia Kasoma as specified above.

4. APPLICATION FORMAT GUIDELINES AND ASSUMPTIONS

The application shall be split into two separate parts: a. Technical Application; and b. Cost/Business Application. All applications shall be in English. The formats for each of these parts of the application are set forth below.

A. Technical Application Format

The Technical Application shall contain the following sections: 1. Cover Page; 2. Program Abstract; 3. Technical Application Body; and 4. The Annex. The Technical Application Body shall include the following sections: A. Technical Approach/Intended Results; B. Program Management; C. Experience and Organizational Capability; D. Past Performance; E. Monitoring and Evaluation; and F. Gender Equity Plan. The overall page limitation for the technical application is 35 pages. Applications shall be written in English and typed on standard 8 1/2" x 11" (216mm by 297mm paper) or A4 paper, single spaced, 12 characters per inch with each page numbered consecutively¹². The Annex and items such as the cover page, dividers and the table of contents are not included in the 35-page limitation.

1. Cover Page

The Cover Page shall include the applicant's name, identification 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). 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 purposes, should mark the cover page with the following legend:

"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, an agreement is awarded to this applicant as a result of this RFA, a final determination will be made regarding the extent to which data included in the cooperative agreement can be disclosed."

The Applicant can include any other information or graphics on the cover page that it determines are beneficial.

¹² Footnotes, charts, tables and other similar types of graphic displays can use font that differs from that specified herein. However, USAID reserves the right to not review pages in the application if this practice is abused.

2. Program Abstract

The Program Abstract shall be a one-page summary of the application. The Program Abstract shall describe, in brief obviously, what the program will do and how. In addition, USAID suggests that addressing some combination of the following topics may be beneficial: a brief description of technical and managerial resources of the Applicant and its team; a summary of results that may be achieved; the bottom line funding request from USAID; and any aspects of the Applicant's approach that significantly increases its likelihood of success.

3. Technical Application Body

The Technical Application Body will contain the main parts of the technical application. The maximum number of pages in this section will be thirty four (34). The basic purpose of this section is to provide the information necessary to allow USAID to fairly and completely evaluate the Applicant under each of the evaluation criteria specified in Section V.1 of this RFA. Additional specified guidance for each section of the Technical Application Body is set forth below.

a. Technical Approach/Intended Results:

In this subsection, the Applicant should address the considerations related to and provide all of the information necessary for USAID to effectively and fairly evaluate the criterion specified in Section V.1.A.1.

Applications should describe in detail implementation plans related to the methodologies included in the project description, showing the phasing or dates by which planned activities would be carried out as well as proposed indicators to assess the progress of the program. The implementation plan should include or describe in detail the following:

- Description of all planned activities including
 - Sequence of activities;
 - Timeframes for implementing each activity;
 - Outcome of each activity;
 - Impact on gender;
 - Impact on disadvantaged communities;
 - Involvement of alliances/partners/twinning;
 - Sustainability plan

The implementation plan should be addressed in this subsection. If the Applicant determines that a lengthy chart or other supporting documentation is helpful, this supporting documentation may be included in the Annex.

Applications must be consistent with current policies and guidelines provided at <http://usaid.gov/zm> and at links specified at that site.

In addition, the Applicant should also specifically address the following in this subsection:

- How will the activities proposed be implemented?

- Approach to and knowledge working with various stakeholders; and
- Approach to working with structures at community, national and provincial levels.

b. Program Management:

In this subsection, the Applicant should address the considerations related to and provide all of the information necessary for USAID to effectively and fairly evaluate the criterion specified in Section V.1.A.2. In addition, the Applicant should also specifically address the following in this subsection:

- The Applicant's plan to manage the program required to achieve the objectives set forth above in Section I;
- The management structure of the organization(s), including its organizational chart and lines of communication and authority of personnel;
- The overall staffing plan and approach to staffing the program. Staffing and organizational matrices and charts may be included in the Annex;
- Discussion of the strengths and advantages of the key personnel proposed and a summary of his/her experience, skills and education, as well as a discussion of the experience, skills and education of the other significant proposed personnel and how the mix of skills are a good fit for the program. Resumes/CVs (five pages maximum per position), references and letters of intent may be included in the Annex.
- The applicant's approach in terms of providing the greatest value (highest results) at the lowest cost, minimizing or eliminating overall administrative costs, overhead, subcontract and sub-grant pass-through costs, international staff benefits, home office communications and other administrative support costs.

c. Key Personnel

Three references with contact information and a letter of commitment are required for the key personnel. The letter of intent should indicate: (a) availability to serve in the stated position, in terms of days after award; (b) intention to serve for a stated term of service (preferably at least 2 years); and (c) agreement to the compensation levels which corresponds to the levels set forth in the cost application. It is recommended that the Applicant submit resumes/CVs, letters of commitment and references for other proposed technical or management staff that will play an important role in the program.

The key personnel positions are listed below:

C.1 Chief of Party: The *Chief of Party* will provide overall leadership and management for the program. The Chief of Party will liaise with the AOTR and with counterparts from other implementing partners, agencies, and organizations to coordinate activities and report out on results and or implementation challenges. As the official point-of-contact for the program, the Chief of Party will ensure that activities take place in a timely, cooperative fashion and conform to the highest technical level and quality possible. The Chief of Party will also be responsible for identifying novel and ongoing efficiencies across the program and for ensuring the achievement of a high level of Zambian leadership and ownership over the course of program implementation. The Chief of Party shall have at a minimum:

- A master's degree in public health or a related professional advanced degree;
- At least 10 years of experience in public health, including at least three years of experience in HIV/AIDS, in developing and/or transitional countries;
- At least eight years of experience as a country/project director in a public health and/or international development project;
- Demonstrated skills, abilities, and experiences to:
 - Lead and manage a program of similar magnitude and complexity;
 - Work collaboratively across technical disciplines;
 - Communicate effectively orally and in writing; and
 - Develop and maintain working relationships with US and foreign governments, development partners, and civil society; and
 - Develop and implement effective partnerships with private sector entities.
- The ability to travel extensively to program locations within Zambia and to other places, as required.

C.2 Deputy Chief of Party: The *Deputy Chief of Party* will oversee the implementation of program activities across the country. The Deputy Chief of Party will provide technical expertise in HIV prevention, care and support and/or economic strengthening. The Deputy Chief of Party will have sufficient experience to serve as the Chief of Party during absences of the incumbent. The Deputy Chief of Party shall have at a minimum:

- A master's degree in public health or a related professional advanced degree;
- At least eight years of experience in public health, including at least two years of experience in HIV/AIDS prevention, care, and support, and/or in relevant aspects of economic growth and livelihoods in developing and/or transitional countries;
- At least five years of experience in a management position for a public health and/or international development project (should complement the Chief of Party and STA);
- Demonstrated skills, abilities, and experiences to:
 - Manage a program of similar magnitude and complexity;
 - Work collaboratively across technical disciplines;
 - Communicate effectively orally and in writing; and
 - Develop and implement effective partnerships with private sector entities.
- The ability to travel extensively to program locations within Zambia and to other places, as required.

C.3 Senior Technical Advisor: The *Senior Technical Advisor* will provide technical support and oversight in the implementation of program activities. Technical areas/functions include prevention, care and support, economic strengthening, and quality assurance/quality improvement. The Senior Technical Advisor shall have at a minimum:

- A professional advanced degree in public health or a related field (significant experience in HIV prevention is desirable);
- At least 10 years of experience in public health, including at least six years of experience in HIV/AIDS, and/or in relevant aspects of economic growth and livelihoods in developing and/or transitional countries;
- At least five years of experience in a senior technical position for a public health and/or international development project (Should complement the Chief and Deputy);
- Demonstrated knowledge, skills, and/or experiences in:
 - CT, PMTCT, basic health care and support, and male circumcision to deliver a comprehensive set of HIV/AIDS services;
 - Community health worker training to support HIV/AIDS service delivery;

- Gender issues and other programmatic learning activities as they pertain to HIV/AIDS, health, and development programming.
- Demonstrated skills, abilities, and experiences to communicate effectively orally and in writing; and
- The ability to travel extensively to program locations within Zambia and to other places, as required.

C.4 Director of Finance and Administration: The *Director of Finance and Administration* will provide management support and oversight in the implementation of program activities. Management support areas/functions include finance, human resources, information technology, and procurement. The Director of Finance and Administration shall have:

- A bachelor's degree in accountancy, finance, business administration, organizational management, or a related field plus MBA in finance, MSC in finance/accounting/auditing, full ACCA, CIMA or CPA preferred.
- Registered member of Zambia Institute of Chartered Accountants (ZICA) or its internationally-recognized equivalent.
- At least seven years of experience in a management position in the public or private sector (knowledge of and experience in public health and/or international development are desirable) in developing and/or transitional countries;
- Demonstrated knowledge, skills, and/or experiences in accounting, financial planning and management, and procurement, among other management support areas/functions, as required;
- Demonstrated knowledge in and experience with USAID procedures and policies and US Government Auditing Standards;
- Competent in Excel, Word, PowerPoint and at least one accounting package
- Demonstrated skills, abilities, and experiences to:
 - Manage a program of similar magnitude and complexity;
 - Work collaboratively across technical disciplines;
 - Communicate effectively orally and in writing; and
 - Manage sub-grants under a contract.
- The ability to travel extensively to program locations within Zambia and to other places, as required.

C.5 Senior Monitoring and Evaluation Advisor: The *Senior Monitoring and Evaluation Advisor* will work with the Senior Technical Advisor on assessments and other routine program monitoring and evaluation activities. The Senior Monitoring and Evaluation Advisor will also work with the Chief of Party to develop and operate systems and processes for the timely collection, management, analysis, and reporting of valid and reliable data that meet the GRZ and USG reporting requirements. In conjunction with both sets of responsibilities, the Senior Monitoring and Evaluation Advisor will oversee the dissemination of assessments as well as monitoring and evaluation data for intra- and inter-organizational learning. At a minimum, the Senior Monitoring and Evaluation Advisor shall have:

- A bachelor's degree in a social science field;
- At least five years of experience in a research or another technical position in the public or private sector (knowledge of and experience in public health and/or international development are desirable) in developing and/or transitional countries;

- Demonstrated knowledge, skills, and/or experiences in descriptive and analytical study designs, qualitative and quantitative methods, sampling techniques, and statistical analyses;
- Demonstrated knowledge in and experience with USAID performance monitoring, evaluation, and reporting requirements;
- Demonstrated skills, abilities, and experiences to communicate effectively orally and in writing; and
- The ability to travel extensively to program locations within Zambia and to other places, as required.

USAID reserves the right to adjust the level of key personnel during the performance of the award.

d. Past Performance/Institutional Capacity:

i. Institutional Capacity

In this subsection, the Applicant should address the considerations related to the evaluation criterion specified in Section V.1.A.4. The Applicant shall also identify and discuss its experience in at least (briefly, with details in the Annex) three (3) recent programs that involve activities described in the Program Description in section I above. The Applicant shall also discuss how this experience is relevant to the success of the program specified in Section I above. This Section shall also include a discussion of the existing capabilities and capacities of the Applicant and its major subcontractors and sub-recipients to conduct the activities required in Section I above and to effectively manage this large effort.

In the Annex, the Applicant shall include one information sheet for each such program identified pursuant to the instructions above. The information sheets shall include all of the following information:

- a. The identity of the entity involved (e.g. the Applicant, a major subcontractor or major sub-recipient);
- b. A description of the project's scope, magnitude and period of performance;
- c. Location of the project;
- d. Details as to the Applicant's (or that of a major subcontractor or sub-recipient) role and activities during the project;
- e. Contact information (names, telephone numbers, email addresses, etc.) for the entity that funded the program or contract. Names and contact information should be provided for both technical and contracting/grant administration personnel, preferably for personnel who directly oversaw the program or contract.

The Applicant shall also provide, in the Annex, a list of all programs that it has undertaken in the last three years (detailed descriptions may be provided in the Annex). The same information as set forth immediately above shall be provided for each program listed.

ii. Past Performance:

The Applicant should briefly address examples of any relevant performance issues in this section. Examples of past performance by itself or its team and how this performance record demonstrates that the Applicant will be able to successfully implement the program specified in this RFA should be included here. An information sheet with the information required in

subsection c above should be provided for any program discussed in this subsection.

e. Monitoring and Evaluation:

In this subsection, the Applicant should address the considerations related to the evaluation criterion specified in Section V.1.A.5. The Applicant should address monitoring and evaluation in this subsection. At a minimum, this discussion should address how:

- Outcomes will be measured;
- Outcomes will contribute to results;
- Baseline information will be collected;
- Methods for mid-term and end of project evaluations.

f. Gender:

In this subsection, the Applicant should address the considerations related to the evaluation criterion specified in Section V.1.A.6. The Applicant should specifically discuss how gender concerns will be incorporated into the overall approach to the program (including those parts of its subsection on “Technical Approach/Intended Results” that demonstrate the integrations of gender concerns into its basic approach) and propose ways to create equal opportunities for men and women in the implementation of this project.

4. The Annex

The technical proposal annex shall contain resumes, letters of commitments from personnel or partners, teaming agreements, past performance references, letters of recommendation, awards, testimonials and any other supporting documentation requested in the RFA.

B. Cost/Business Application Format

The Cost/Business Application is to be submitted separately from the technical application. While there is no page limit for this portion, applicants are encouraged to be as concise as possible, but still provide the necessary details. The Cost Application must be completely separate from the applicant's technical application. The application must include completed SF-424 forms as set forth in Subsection IV.2 above.

1. The cost application should be for a period of 36 months.
2. Applicants should assume the following award schedule:

ASSISTANCE SCHEDULE

The schedule for this action is anticipated to be as follows:

Stage	Date
RFA issued	January 11, 2010
Questions due	January 27, 2010
Answers to questions disseminated	January 30, 2010
Applications due	February 18, 2010
Technical evaluation, negotiations and award documentation completed	May 20, 2010
Clearances and award of Cooperative Agreement	May 26, 2010
Debriefings begin (if required)	June 5, 2010
Implementer mobilization and post award meeting	June 15, 2010

3. An overall budget should be included in the Cost/Business Application that provides, in detail to the individual line item, a breakdown of the types of costs anticipated. The types of costs should be organized based on the cost categories in the SF-424 budgets listed in Subsection IV.2 above. All budgets shall include a sheet relating to the entire 36 month period and separate sheets for each of the three program years. It is strongly preferred that these budgets include a breakdown of the costs allocated to any sub-recipient involved in the program, as well as the breakdown of the financial and in-kind contributions of all such organizations (the applicant can also include separate subcontract budgets for the sake of clarity). The electronic version of the budgets should be provided in Microsoft Excel format.
4. Budget notes are required. These budget notes must provide an accompanying narrative by line item which explains in detail the basis for how the individual line item costs were derived.
5. The following Section provides guidance on line item costs.

Salary and Wages - Direct salaries and wages should be proposed in accordance with the organization's personnel policies.

Fringe Benefits - If the organization has a fringe benefit rate that has been approved by an agency of the Government, such rate should be used and evidence of its approval should be provided. If a fringe benefit rate has not been so approved, the application should propose a rate and explain how the rate was determined. If the latter is used, the narrative should include a detailed breakdown comprised of all items of fringe benefits (*e.g.*, unemployment insurance, workers compensation, health and life insurance, retirement, etc.) and the costs of each, expressed in dollars and as a percentage of salaries.

Travel and Transportation - The application should indicate the number of trips, domestic and international, and the estimated costs. Specify the origin and destination for each proposed trip, duration of travel, and number of individuals traveling. *Per diem* should be based on the applicant's normal travel policies; applicants may choose to refer to the Federal Standardized Travel Regulations for cost estimates).

Other Direct Costs - This includes communications, report preparation costs, passports and visas fees, medical exams and inoculations, insurance (other than insurance included in the applicant's fringe benefits), equipment (procurement plan for commodities), office rent abroad, etc. The narrative should provide a breakdown and support for all and each other direct costs.

Indirect Costs –Local/ regional or other organizations that do not have a Negotiated Indirect Cost Rate Agreement (NICRA) letter with the US Government, these organizations should treat all indirect costs as direct costs and provide a fully-developed and supported rationale for allocating or estimating how much of the indirect costs should be allocated to the program.

Seminars and Conferences - The applicant should indicate the subject, venue and duration of proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs.

Foreign Government Delegations to International Conferences: Funds in this agreement may not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization, except as provided in ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences or as approved by the AOTR [<http://www.info.usaid.gov/pubs/ads/300/refindx3.htm>].

Source and Origin Requirements - The authorized Geographic Code for this Agreement will be 935.

Training Costs - If there are any training costs to be charged to this Agreement, they must be clearly identified. The applicant should indicate the subject, venue and duration of proposed training, and their relationship to the objectives of the program, along with estimates of costs.

6. In the case of an application where the entity receiving the award is a joint venture, partnership or some other type of group where the proposed applicant is not a legal entity, the Cost Application must include a copy of the legal relationship between the prime applicant and its partners. The application document should include a full discussion of the relationship between the applicant and its partners, including identification of the applicant with which USAID will directly engage for purposes of Agreement administration, the identity of the applicant which will have accounting responsibility, how Agreement effort will be allocated and the express Agreement of the principals thereto to be held jointly and severally liable for the acts or omissions of the other.
7. The required Certifications, including the SF 424s, should be included with the Cost Application.
8. As written above, the proposed budget should provide separate cost estimates for the management of the program (including program monitoring). Applicants should minimize their administrative and support costs for managing the project to maximize the funds available for project activities.

9. The cost/business portion of the application should describe headquarters and field procedures for financial reporting. Discuss the management information procedure you will employ to ensure accountability for the use of U.S. Government funds. Describe program budgeting, financial and related program reporting procedures.
10. Indicate if financial commitments were made among partners during the preparation of the proposal. Budgets shall indicate the amounts committed to each member of the team. Letters of commitments from partners should be included.
11. If requested by USAID after submission of applications, please provide information on the Applicant's financial status and management, or that of major subcontractors and sub-recipients, including:
 - (a) Audited financial statements for the past three years,
 - (b) Organization chart, by-laws, constitution, and articles of incorporation, if applicable,
 - (c) If the applicant has made a certification to USAID that its personnel, procurement and travel policies are compliant with applicable OMB circular and other applicable USAID and Federal regulations, a copy of the certification should be included with the application. If the certification has not been made to USAID/Washington, the applicant should submit a copy of its personnel (especially regarding salary and wage scales, merit increases, promotions, leave, differentials, etc.), travel and procurement policies, and indicate whether personnel and travel policies and procedures have been reviewed and approved by any agency of the Federal Government. If so, provide the name, address, and phone number of the cognizant reviewing official.
 - (d) If applicable, approval of the organization's accounting system by a U. S. Government agency including the name, addresses, and telephone number of the cognizant auditor.
12. The Cost/Business Application should also address the applicant's resources and capacity in the following areas in narrative form:
 - (a) Have adequate financial resources or the ability to obtain such resources as required during the performance of the Agreement;
 - (b) Has the ability to comply with the agreement conditions, taking into account all existing and currently prospective commitments of the applicant, non-governmental and governmental;
 - (c) Has a satisfactory record of performance (only a brief discussion of this issue is required in the cost/business application since past performance is an evaluation factor – the applicant may wish to discuss any notable issues re its record of performance that were not discussed in the technical application);
 - (d) Has a satisfactory record of integrity and business ethics; and
 - (e) Is otherwise qualified and eligible to receive a cooperative agreement under applicable laws and regulations (e.g., EEO).

If requested by USAID after submission of applications, please provide any additional evidence of responsibility considered necessary in order for the Agreement Officer to

make a determination of responsibility. Please note that a positive responsibility determination is a requirement for award, and all organization shall be subject to a pre-award survey to verify the information provided and substantiate the determination.

13. **Cost Sharing:** Cost sharing is required, in addition to USAID funds, applicants are encouraged to contribute resources from their own, private or local sources for the implementation of this program.
14. **Unnecessarily elaborate applications:** unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this RFA are not desired and may be construed as an indication of the applicant's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

5. SUBMISSION DEADLINES

Applications shall be due at 16:00 hours on February 18, 2010. USAID will determine whether an application that is not received by the Agreement Officer by one of the methods specified below by the time and date indicated will be late. Because making an award is critical to USG foreign policy goals, time is important and late applications may not, at the sole discretion of the Agreement Officer, be considered.

6. FUNDING RESTRICTIONS

There are no funding restrictions applicable to this RFA at this time.

7. GENERAL INSTRUCTIONS

USAID will accept applications from the qualified entities as defined in Section III of this RFA. The Applicant should follow the instructions set forth herein. If an applicant does not follow the instructions, the Applicant's proposal may be down-graded and may not receive full credit under the applicable evaluation factors, or, at the discretion of the Agreement Officer, be eliminated from the competition. All applications received by the deadline will be reviewed against the evaluation factors in Section V.

The preferred delivery method is electronically via email with up to 10 attachments (2MB limit) per email compatible with MS WORD, and Excel environment oa-solicit-lusaka@usaid.gov.

If the application is submitted electronically, the Applicant should also mail an original and two (2) copies of both the technical application and cost application through the following address:

USAID/Zambia
Office of Acquisition and Assistance
Attn: Charles E. Mosby, Agreement Officer
Box 32481, 351 Independence Avenue
Lusaka, Zambia

If the electronic submission is timely, the delivery of the courtesy hard copies are not required to arrive by the date and time specified for submission of applications in Subsection 5 above.

Alternatively, applications can be delivered by hand/courier to the following address:

USAID/Zambia
Office of Acquisition and Assistance
Attn: Charles E. Mosby, Agreement Officer
Box 32481, 351 Independence Avenue
Lusaka, Zambia

If an applicant does not submit an application electronically, an original and two (2) copies each of the separate technical and cost applications must be provided.

Telegraphic or faxed applications are not authorized for this RFA and will not be accepted. Electronic submissions through the www.grants.gov website are acceptable. In order to use this method, an applicant must first register on line with grants.gov.

Consistent with ADS 303.3.6.7, Applications that are submitted late may be eliminated from the competition. If a late application is evaluated and considered for award, all similarly-situated late applications (in terms of time of receipt) will also be evaluated and considered for award.

8. BRANDING STRATEGY AND MARKING PLAN

Pursuant to ADS 303.3.6.3.f and ADS 320.3.1.2, the apparently successful applicant will be requested to submit a Branding Strategy and Marking Plan that will have to be successfully negotiated before a cooperative agreement will be awarded. These plans shall be prepared in accordance with the guidance in ADS 320.3.1.2, 22 CFR 226.91 and the references therein. Please note that the Branding Strategy and Marking Plan shall **not** be included with the original application but shall be provided **only** after a written request of the Agreement Officer.

SECTION V – APPLICATION REVIEW INFORMATION

This Section includes information regarding: 1. the evaluation criteria that will be used; 2. branding and marking; 3. a discussion of cost share; and 4. a discussion of the review and evaluation process.

A detailed description of how the progress and achievements of the program will be monitored, measured and assessed must be included.

1. EVALUATION CRITERIA

A. TECHNICAL APPLICATION

Awards will be made based on the ranking of applications according to the selection criteria identified below. To make an objective evaluation possible, applications must clearly demonstrate how the organization and the application meet these criteria. Applications shall address and will be evaluated based on the following categories:

Category:	Maximum Points:
Technical Approach/Intended Results	50 points
Program Management	15 points
Staffing/Key Personnel	10 points
Past Performance/Institutional capacity	10 points
Monitoring and Evaluation	10 points
Gender	5 points
TOTAL	100 points

The criteria presented below have been tailored to the requirements of this particular RFA. Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications will be evaluated. The following evaluation criteria will be used to make an award decision.

A.1 TECHNICAL APPROACH/INTENDED RESULTS: 50 points

The Applicant’s technical approach to the program and the results proposed will be evaluated. The following considerations will be evaluated under this criterion.

The application reflects excellent understanding of the overall program description, and its goal, objectives and results. The technical approach will be evaluated on the overall merit (creativity, clarity, analytical depth, state-of-the-art technical knowledge, and responsiveness) and feasibility of the program approach and strategies proposed to achieve the program’s objective, results and sub-results. Responsiveness to each of the bullets provided below will be taken into consideration by the technical evaluation committee in determining the overall score, but will not be individually scored. Elements of evaluation will include the following:

- Understanding of, and a credible approach for, achieving the overall goal of increasing HIV prevention– for youth, including OVC, as well as adolescents and adults, and for providing care and support, including greater economic opportunities for people living

with or affected by HIV/AIDS. Illustrative activities are relevant and likely to achieve the anticipated outcomes for each result and promote Zambian leadership and ownership.

- Logical explanation of how services will be provided across the country for HIV prevention (including CT and PMTCT) as well as care and support for people living with or affected by HIV/AIDS, including OVC and at-risk youth.
- Understanding of and a proposed approach for actively engaging a variety of stakeholders essential to promoting prevention as well as care and support. A description of how these partnerships will advance an environment that promotes leadership around HIV prevention while supporting of the needs of people infected with or affected by HIV.
- Clear and concise actions relating HIV with economic empowerment, including how activities designed under the RFTOP will be integrated and scaled up under this award. Linkages with relevant Ministries and other structures (MOH, NAC, MCDSS, MYSCD, and NFNC, possibly others) and the private sector are strongly encouraged in this regard.
- Definition of how the applicant will work with and receive technical oversight and input from the HIV prevention RFTOP, including linkages through joint work-planning, implementation, and M&E modalities. Likewise, the applicant should define how it will capture lessons learned to provide feedback to the RFTOP to revise and enhance designs.
- Plans for enhancing feasibility and efficiency. Indicators for these factors should be clear and measurable in concrete terms.
- A sustainability framework or model that develops local capacity to scale up services with ample reference on how to increase sustainability significantly by Year 3.

A.2. PROGRAM MANAGEMENT: 15 points

The Applicant's plan to manage the program proposed will be evaluated. The following considerations will be evaluated under this criterion.

The management and institutional capacity will be evaluated according to the following criteria. Responsiveness to each of the bullets will be taken into consideration by the technical evaluation panel, but will not be individually scored. Sub-elements include:

- Management and administrative structure, policies and practices for start-up, implementation, and hand-over of the program including personnel, financial and logistical support; the role and level of effort for staff supporting these functions; and a realistic plan for monitoring technical and financial activities and reporting on results.
- Plans for rapid start up of the program, including the first year plan of activities and timeline for transitioning from previous partners/projects to the current program. Description of the degree of capture or absorption of existing human resources and clientele where applicable. Clear statement of target levels starting in Year One.
- Equally important are plans for the successful hand-over and increased sustainability of services and support at major milestones, and at the end of the project, both for the public and private sectors, as well as for services and support taken over by local communities.
- Description of how activities will be divided among partners (in a consortium) and/or how support will be built and in a position to transition over to greater local (Zambian) ownership and management no later than the end of year three of implementation.
- Demonstrated institutional capacity, organizational systems and competence to creatively plan, implement, monitor, and report on the range of activities outlined in this RFA, and through collaborative arrangements with the ZPI program

A.3 STAFFING/KEY PERSONNEL: 10 points

The effective and adequacy of the staffing plan. The following considerations will be evaluated under this criterion.

Responsiveness to the desired qualification and experience of each candidate.. Consideration will also be given to the complementarities of the team of key personnel that are proposed. It should also be clear how key personnel from this project will collaborate with the key personnel under the ZPI

The desired qualification and experience for the positions listed below is provided under Section IV (4) (c).

Chief of Party
Deputy Chief of Party
Senior Technical Advisor
Director of Finance and Administration
Senior Monitoring and Evaluation Advisor

A.4 PAST PERFORMANCE/INSTITUTION CAPACITY: 10 Points

Applicants shall be evaluated on how well they performed on relevant programs. Recent programs of similar size and scope and type will be of greater relevance in this evaluation. The information presented in the Applicant's submittal, together with any other sources available to USAID, will comprise the input for evaluation of this factor. The following considerations will be evaluated under this evaluation criterion:

- Success in meeting goals, targets and results;
- Adherence to schedules and other time-sensitive project conditions, and effectiveness of home and field office management to make prompt decisions and ensure efficient completion of tasks;
- Customer satisfaction with performance, including end user or beneficiary wherever possible; and
- Effectiveness of key personnel

USAID will assign a neutral rating to an application which, through no fault of its own, has no past performance history (for example, a new business). The past performance of the Applicant's major sub-recipients and subcontractors will also be considered.

A.5 MONITORING AND EVALUATION: 10 Points

Applicants will be evaluated on the quality of its approach to monitoring and evaluation. The following considerations will be evaluated under this evaluation criterion:

The monitoring and evaluation (M&E) plan will be evaluated according to the following criteria. Responsiveness to each of the bullets provided below will be taken into account by the technical evaluation panel in determining the overall score for this category, but will not be individually scored. Elements of evaluation include:

- Illustrative Performance Management Plan that clearly outlines an approach to M&E. The plan delineates ambitious but achievable performance targets and benchmarks for achieving the results outlined in the program description. It includes a plan for the oversight of compliance with USAID legal and policy requirements.
- Demonstrates what will be achieved each year and by the end of year three, including how activities may be sustained beyond the life of the program, and the degree of Zambian leadership and ownership which to be achieved at major milestones and by the end of project. There should be at least a minimal set of indicators for targets, and benchmarks/milestones should show how they lead to the achievement of results.
- Description of the methodology to be used for data collection; is cost effective and timely. This should reflect M&E collaboration with the Prevention Task Order.
- Realism and workability of the monitoring and evaluation plan in terms of monitoring implementation progress as well as measuring and reporting on impact.

A.6 GENDER:

5 Points

The realism and effectiveness of the applicant's approach to gender equity will be evaluated. The following considerations will be included in the evaluation under this criterion:

- Demonstration of an overall understanding of the HIV/AIDS and Gender.
- Clarity and effectiveness of plan regarding how gender issues will be addressed and integrated in the program at all levels.

B. COST APPLICATION

B.1 COST EFFECTIVENESS AND COST REALISM/REASONABLENESS:

This criterion will evaluate but NOT score the cost effectiveness and cost realism and reasonableness of the applications. Additional information on each of these considerations is set forth below.

- Cost effectiveness - The Applicant's demonstration that proposed results will be achieved with the most efficient use of available resources (amounts included as cost share may be considered in this analysis). Cost effectiveness may include analyzing the cost per result proposed. Cost effectiveness will also include an analysis of the ratio of administrative costs compared to costs dedicated to program implementation (US Government costs).
- Cost realism - That the Applicant's technical approach supports the costs proposed. In addition, the cost realism analysis will evaluate whether the costs estimated accurately reflect the costs that would be incurred during the actual performance of the program, and whether those costs are reasonable. The cost realism analysis will: a) verify the Applicant's understanding of the requirements and regulations; b) assess the degree to which the cost proposal reflects the approaches in the technical application; and c) assess the degree to which the cost included in the cost proposal accurately represents the work effort included in the technical application.

- Reasonableness and fairness of proposed costs, including all costs. Consistency of budget line items and amounts with the resource requirements of the different activities.
- Finally, the clarity and conformity of the applicant's Cost/Business Application to the instructions will be considered.

2. BRANDING STRATEGY AND MARKING PLAN

It is a federal statutory and regulatory requirement that all USAID programs, projects, activities, public communications, and commodities that USAID partially or fully funds under a USAID grant or cooperative agreement or other assistance award or subaward, must be marked appropriately overseas with the USAID Identity. See Section 641, Foreign Assistance Act of 1961, as amended; **22 CFR 226.91**.

Under the regulation, USAID requires the submission of a Branding Strategy and a Marking Plan, but only by the "apparent successful applicant," as defined in the regulation. The apparent successful applicant's proposed Marking Plan may include a request for approval of one or more exceptions to marking requirements established in **22 CFR 226.91**. The Agreement Officer is responsible for evaluating and approving the Branding Strategy and a Marking Plan (including any request for exceptions) of the apparently successful applicant, consistent with the provisions "Branding Strategy," "Marking Plan," and "Marking of USAID-funded Assistance Awards" contained in **AAPD 05-11** and in **22 CFR 226.91**. Please note that in contrast to "exceptions" to marking requirements, waivers based on circumstances in the host country must be approved by Mission Directors or other USAID Principal Officers, see **22 CFR 226.91(j)**.

3. COST SHARING

Cost share is required to be **at least 10%** of the total estimated amount. If the applicant proposes a cost share of less than 10%, it will be removed from further consideration. Cost-sharing may be cash or in-kind contributions but, by definition, may not include USG funds or USG-funded in-kind contributions. Cost-sharing must be used for the accomplishment of program objectives, and must consist of allowable costs under the applicable USG cost principles (see OMB Circular A-110 and 22CFR 226.23 for discussion of allowable in-kind contributions).

4. REVIEW AND EVALUATION PROCESS

The technical applications will be evaluated in accordance with the evaluation criteria set forth above by a Technical Evaluation Committee (TEC) comprised of U.S. Government representatives and Zambian experts.

The cost applications will be evaluated by the Agreement Officer based on the considerations specified under Criterion F "Cost Effectiveness and Realism", above. To the extent that they are necessary (if award is not made based on initial applications), communications with those applicants that are determined to have the greatest chance for award will occur. Award will be made to the responsible applicant whose application offers the greatest value based on the criteria specified above. The final award decision is made, while considering the recommendations of the TEC, by the Agreement Officer.

Authority to obligate the Government: the Agreement Officer is the **only** individual who may legally commit the U.S. Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either an Agreement signed by the Agreement Officer or a specific, written authorization from the Agreement Officer.

The required format and content for the application are described below. A team of shall review and score applications received in response to this RFA. Applicants responsive to the requirements of this RFA, that have demonstrated technical skills, experience and the necessary management competence to plan and efficiently execute education and HIV and AIDS assistance programs using mutually agreed, international standards of accountability are eligible to apply..

SECTION VI – AWARD AND ADMINISTRATION INFORMATION

1. NOTIFICATION TO OFFERORS

The Notice of Award (ADS 303.3.7.1.a) signed by the Agreement Officer is the authorizing document that will be provided to the successful applicant to inform the applicant of its selection to be further considered to negotiate a cooperative agreement. USAID will provide this Notice electronically to the person designated to receive this information in the application.

Notification will also be made electronically to unsuccessful applicants pursuant to ADS 303.3.7.1.b.

2. DEVIATIONS

No deviations are currently contemplated to the standard provisions for the cooperative agreement contemplated by this RFA.

3. GENERAL INFORMATION ON REPORTING REQUIREMENTS

The following reports and related requirements will be included in the cooperative agreement issued as a result of this RFA: a). Monitoring and Evaluation Program; b). Annual Implementation Plans; c). Quarterly Progress Reports; d). Final Agreement Completion Report; and E. Miscellaneous Documents.

A. Monitoring and Evaluation Program

The recipient is required to have a monitoring and evaluation plan showing how:

- Outcomes will be measured;
- Outcomes will contribute to results;
- Baseline information will be collected;
- Methods for mid-term and end of project evaluations.
- Reports to provide activity managers with valid internal assessments of the recipient's activities and interventions.

The performance monitoring plan must address the issues set forth above and is due 90 days after award of the cooperative agreement contemplated by this RFA. It must be approved in writing by the Agreement Officer's Technical Representative. Any modifications to the performance monitoring plan must be submitted in writing to the Agreement Officer's Technical Representative and approved in writing by the Agreement Officer's Technical Representative.

In order to facilitate the documentation of actual future improvements, baseline values of existing conditions need to be established. The recipient will work closely with USAID to develop an M&E plan that will include baseline surveys for future impact evaluations.

B. Annual Implementation Plans

The recipient will submit annual work plans to the Agreement Officer's Technical Representative. The initial work plan will be submitted within 60 days after the effective date of the agreement, with subsequent annual work plans being due 30 days before the anniversary date of the effective date of the agreement. USAID will have 15 days to provide comments. The annual implementation plan will not be considered complete until it has been accepted in writing by the Agreement Officer's Technical Representative.

1. Contents

The work plan will describe activities to be conducted at a greater level of detail than the agreement Program Description, but shall be cross-referenced with the applicable sections in the agreement Program Description.

All work plan activities must be within the scope of the agreement. Work plan activities shall not alter the agreement Program Description or terms and conditions in any way; such changes may only be approved by the Agreement Officer, in advance and in writing. Thereafter, if there are inconsistencies between the work plan and the agreement Program Description or other terms and conditions of this agreement, the latter will take precedent over the work plan.

2. Distribution

Copies of the final work plans will be distributed as follows: one copy to the AOTR, and one copy to the Agreement Officer.

3. Revisions

In the event that revisions to the annual work plans are necessary, the recipient shall submit a revised work plan or a modification to the work plan in writing. The modification or revision will not be effective until it has been approved by the Agreement Officer's Technical Representative in writing.

C. Quarterly Progress Reports

The recipient shall submit quarterly performance reports to USAID to reflect results and activities of each preceding quarter. Reports are to be submitted within 10 days of the end of each quarter as follows: one copy to the AOTR and one copy to the Agreement Officer.

The report shall describe progress made during the reporting period and assess overall progress to that date versus agreed upon indicators including the agreement-level outputs achieved, using the agreement-level performance indicators established in the annual work plan for that quarter. The reports shall also describe the accomplishments of the recipient and the progress made during the past month and shall include information on all activities, both ongoing and completed during the month. The quarterly reports shall highlight any issues or problems that are affecting the delivery or timing of services provided by the recipient. The reports will include financial information on the expense incurred, available funding for the remainder of the activity and any variances from planned expenditures.

D. Final Agreement Completion Report

The recipient shall prepare and submit three copies of a final/completion report to the AOTR which summarizes the accomplishments of this agreement, methods of work used, budget and disbursement activity, and recommendations regarding unfinished work and/or program continuation. The final/completion report shall also contain an index of all reports and information products produced under this agreement. The report shall be submitted no later than the estimated completion date of this agreement.

E. Miscellaneous Documents

The Recipient shall prepare and disseminate, as directed in the annual work plan and by the Agreement Officer's Technical Representative, other reports and deliverables needed to accomplish the purpose of this agreement.

4. ENVIRONMENTAL COMPLIANCE

A. General

1. 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. The Recipient's environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this Request for Applications.
2. In addition, the contractor/recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID . In case of conflict between host country and USAID regulations, the latter shall govern.
3. No activity funded under this [contract/grant/CA] 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.")

B. Compliance with the IEE

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

C. Implementation Plans

1. As part of its initial Work Plan, and all Annual Work Plans thereafter, the [*contractor/recipient*], in collaboration with the USAID Agreement Officer's Technical Representative and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this cooperative agreement_to determine if they are within the scope of the approved Regulation 216 environmental documentation.
2. If the Recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.
3. Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

D. Mitigation Measures and Monitoring

When the approved Regulation 216 documentation is (1) an IEE that contains one or more Negative Determinations with conditions and/or (2) an EA, the [*contractor/recipient*] shall:

1. Unless the approved Regulation 216 documentation contains a complete environmental mitigation and monitoring plan (EMMP) or a project mitigation and monitoring (M&M) plan, the recipient shall prepare an EMMP or M&M Plan describing how the recipient will, in specific terms, implement all IEE and/or EA conditions that apply to proposed project activities within the scope of the award. The EMMP or M&M Plan shall include monitoring the implementation of the conditions and their effectiveness.
2. Integrate a completed EMMP or M&M Plan into the initial work plan.
3. Integrate an EMMP or M&M Plan into subsequent Annual Work Plans, making any necessary adjustments to activity implementation in order to minimize adverse impacts to the environment.

5. USAID DISABILITY POLICY

The following provision is incorporated into this RFA.

USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)

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

http://pdf.dec.org/pdf_docs/PDABQ631.pdf

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

[END OF PROVISION]

SECTION VII – AGENCY CONTACTS

The Agreement Officer for this Award is:

Charles E. Mosby,
Agreement Officer
Box 32481,
351 Independence Avenue
Lusaka, Zambia

The Acquisition and Assistance Specialist for this Award is:

Cecilia Kasoma
Acquisition and Assistance Specialist
USAID /Zambia
Box 32481,
351 Independence Avenue
Lusaka, Zambia

SECTION VIII – OTHER INFORMATION

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

The following additional information is provided in this Section:

1. BRANDING STRATEGY - ASSISTANCE (December 2005)

(a) Definitions

Branding Strategy means a strategy that is submitted at the specific request of a USAID Agreement Officer by an apparently successful applicant after evaluation of an application for USAID funding, describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens. It identifies all donors and explains how they will be acknowledged.

Apparently Successful Applicant(s) means the applicant(s) for USAID funding recommended for an award after evaluation, but who has not yet been awarded a grant, cooperative agreement or other assistance award by the Agreement Officer. The Agreement Officer will request that the Apparently Successful Applicants submit a Branding Strategy and Marking Plan. Apparently Successful Applicant status confers no right and constitutes no USAID commitment to an award.

USAID Identity (Identity) means the official marking for the Agency, comprised of the USAID logo and new landmark, which clearly communicates that our assistance is from the American people. The USAID Identity is available on the USAID website and is provided without royalty, license, or other fee to recipients of USAID-funded grants or cooperative agreements or other assistance awards or subawards.

(b) Submission. The Apparently Successful Applicant, upon request of the Agreement Officer, will submit and negotiate a Branding Strategy. The Branding Strategy will be included in and made a part of the resulting grant or cooperative agreement. The Branding Strategy will be negotiated within the time that the Agreement Officer specifies. Failure to submit and negotiate a Branding Strategy will make the applicant ineligible for award of a grant or cooperative agreement. The Apparently Successful Applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events and materials, and the like.

) Submission Requirements

At a minimum, the Apparently Successful Applicant's Branding Strategy will address the following:

(1) Positioning

What is the intended name of this program, project, or activity?

Guidelines: USAID prefers to have the USAID Identity included as part of the program or project name, such as a "title sponsor," if possible and appropriate. It is acceptable to "co-

brand" the title with USAID's and the Apparently Successful Applicant's identities. For example: "The USAID and [Apparently Successful Applicant] Health Center."

If it would be inappropriate or is not possible to "brand" the project this way, such as when rehabilitating a structure that already exists or if there are multiple donors, please explain and indicate how you intend to showcase USAID's involvement in publicizing the program or project. *For example: School #123, rehabilitated by USAID and [Apparently Successful Applicant]/ [other donors].* Note: the Agency prefers "made possible by (or with) the generous support of the American People" next to the USAID Identity in acknowledging our contribution, instead of the phrase "funded by." USAID prefers local language translations.

Will a program logo be developed and used consistently to identify this program? If yes, please attach a copy of the proposed program logo.

Note: USAID prefers to fund projects that do NOT have a separate logo or identity that competes with the USAID Identity.

(2) Program Communications and Publicity

Who are the primary and secondary audiences for this project or program?

Guidelines: Please include direct beneficiaries and any special target segments or influencers. *For Example: Primary audience: schoolgirls age 8-12, Secondary audience: teachers and parents—specifically mothers.*

What communications or program materials will be used to explain or market the program to beneficiaries?

Guidelines: These include training materials, posters, pamphlets, Public Service Announcements, billboards, websites, and so forth.

What is the main program message(s)?

Guidelines: *For example: "Be tested for HIV-AIDS" or "Have your child inoculated."* Please indicate if you also plan to incorporate USAID's primary message – this aid is "from the American people" – into the narrative of program materials. This is optional; however, marking with the USAID Identity is required.

Will the recipient announce and promote publicly this program or project to host country citizens? If yes, what press and promotional activities are planned?

Guidelines: These may include media releases, press conferences, public events, and so forth. Note: incorporating the message, "USAID from the American People", and the USAID Identity is required.

Please provide any additional ideas about how to increase awareness that the American people support this project or program.

Guidelines: One of our goals is to ensure that both beneficiaries and host-country citizens know that the aid the Agency is providing is "from the American people." Please provide any initial ideas on how to further this goal.

(3) Acknowledgements

Will there be any direct involvement from a host-country government ministry? If yes, please indicate which one or ones. Will the recipient acknowledge the ministry as an additional co-sponsor?

Note: it is perfectly acceptable and often encouraged for USAID to "co-brand" programs with government ministries.

Please indicate if there are any other groups whose logo or identity the recipient will use on program materials and related communications.

Guidelines: Please indicate if they are also a donor or why they will be visibly acknowledged, and if they will receive the same prominence as USAID.

(d) Award Criteria. The Agreement Officer will review the Branding Strategy for adequacy, ensuring that it contains the required information on naming and positioning the USAID-funded program, project, or activity, and promoting and communicating it to cooperating country beneficiaries and citizens. The Agreement Officer also will evaluate this information to ensure that it is consistent with the stated objectives of the award; with the Apparently Successful

Applicant's cost data submissions; with the Apparently Successful Applicant's project, activity, or program performance plan; and with the regulatory requirements set out in 22 CFR 226.91. The Agreement Officer may obtain advice and recommendations from technical experts while performing the evaluation.

2. MARKING PLAN – ASSISTANCE (December 2005)

(a) Definitions

Marking Plan means a plan that the Apparently Successful Applicant submits at the specific request of a USAID Agreement Officer after evaluation of an application for USAID funding, detailing the public communications, commodities, and program materials and other items that will visibly bear the USAID Identity. Recipients may request approval of Presumptive Exceptions to marking requirements in the Marking Plan.

Apparently Successful Applicant(s) means the applicant(s) for USAID funding recommended for an award after evaluation, but who has not yet been awarded a grant, cooperative agreement or other assistance award by the Agreement Officer. The Agreement Officer will request that Apparently Successful Applicants submit a Branding Strategy and Marking Plan. Apparently Successful Applicant status confers no right and constitutes no USAID commitment to an award, which the Agreement Officer must still obligate.

USAID Identity (Identity) means the official marking for the Agency, comprised of the USAID logo and new brandmark, which clearly communicates that our assistance is from the American people. The USAID Identity is available on the USAID website and USAID

provides it without royalty, license, or other fee to recipients of USAID funded grants, cooperative agreements, or other assistance awards or subawards.

Presumptive Exception exempts the applicant from the general marking requirements for a *particular* USAID-funded public communication, commodity, program material or other deliverable, or a *category* of USAID-funded public communications, commodities, program materials or other deliverables that would otherwise be required to visibly bear the USAID Identity. The Presumptive Exceptions are:

Presumptive Exception (i). USAID marking requirements may not apply if they would compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials, such as election monitoring or ballots, and voter information literature; political party support or public policy advocacy or reform; independent media, such as television and radio broadcasts, newspaper articles and editorials; and public service announcements or public opinion polls and surveys (22 C.F.R. 226.91(h)(1)).

Presumptive Exception (ii). USAID marking requirements may not apply if they would diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent (22 C.F.R. 226.91(h)(2)).

Presumptive Exception (iii). USAID marking requirements may not apply if they would undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications better positioned as “by” or “from” a cooperating country ministry or government official (22 C.F.R. 226.91(h)(3)).

Presumptive Exception (iv). USAID marking requirements may not apply if they would impair the functionality of an item, such as sterilized equipment or spare parts (22 C.F.R. 226.91(h)(4)).

Presumptive Exception (v). USAID marking requirements may not apply if they would incur substantial costs or be impractical, such as items too small or otherwise unsuited for individual marking, such as food in bulk (22 C.F.R. 226.91(h)(5)).

Presumptive Exception (vi). USAID marking requirements may not apply if they would offend local cultural or social norms, or be considered inappropriate on such items as condoms, toilets, bed pans, or similar commodities (22 C.F.R. 226.91(h)(6)).

Presumptive Exception (vii). USAID marking requirements may not apply if they would conflict with international law (22 C.F.R. 226.91(h)(7)).

b) Submission. The Apparently Successful Applicant, upon the request of the Agreement Officer, will submit and negotiate a Marking Plan that addresses the details of the public communications, commodities, program materials that will visibly bear the USAID Identity. The marking plan will be customized for the particular program, project, or activity under the resultant grant or cooperative agreement. The plan will be included in and made a part of the resulting grant or cooperative agreement. USAID and the Apparently Successful Applicant will negotiate the Marking Plan within the time specified by the Agreement Officer. Failure to submit and negotiate a Marking Plan will make the applicant ineligible for award of a grant or cooperative agreement. The applicant must include an estimate of all costs associated with branding and marking USAID programs, such as plaques, labels, banners, press events, promotional materials, and so forth in the budget portion of its application. These costs are subject to revision and negotiation with the Agreement Officer upon submission of the Marking Plan and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

(c) Submission Requirements. The Marking Plan will include the following:

(1) A description of the public communications, commodities, and program materials that the recipient will be produced as a part of the grant or cooperative agreement and which will visibly bear the USAID Identity. These include:

(i) program, project, or activity sites funded by USAID, including visible infrastructure projects or other programs, projects, or activities that are physical in nature;

(ii) technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities and other promotional, informational, media, or communications products funded by USAID;

(iii) events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences, and other public activities; and (iv) all commodities financed by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment, supplies and other materials funded by USAID, and their export packaging.

(2) A table specifying:

program deliverables that the recipient will mark with the USAID Identity,

(i) the type of marking and what materials the applicant will be used to mark the program deliverables with the USAID Identity, and

(iii) when in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking.

(3) A table specifying:

(i) what program deliverables will not be marked with the USAID Identity, and

(ii) the rationale for not marking these program deliverables.

(d) Presumptive Exceptions.

(1) The Apparently Successful Applicant may request a Presumptive Exception as part of the overall Marking Plan submission. To request a Presumptive Exception, the Apparently Successful Applicant must identify which Presumptive Exception applies, and state why, in light of the Apparently Successful Applicant's technical proposal and in the context of the program description or program statement in the USAID Request For Application or Annual Program Statement, marking requirements should not be required.

(2) Specific guidelines for addressing each Presumptive Exception are:

(i) For Presumptive Exception (i), identify the USAID Strategic Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why the program, project, activity, commodity, or communication is 'intrinsically neutral.' Identify, by category or deliverable item, examples of program materials funded under the award for which you are seeking exception 1.

(ii) For Presumptive Exception (ii), state what data, studies, or other deliverables will be produced under the USAID funded award, and explain why the data, studies, or deliverables must be seen as credible.

(iii) For Presumptive Exception (iii), identify the item or media product produced under the USAID funded award, product, is better positioned as an item or product produced by the cooperating country government.

(iv) For Presumptive Exception (iv), identify the item or commodity to be marked, or categories of items or commodities, and explain how marking would impair the item's or commodity's functionality.

(v) For Presumptive Exception (v), explain why marking would not be cost-beneficial or practical.

(vi) For Presumptive Exception (vi), identify the relevant cultural or social norm, and explain why marking would violate that norm or otherwise be inappropriate.

(vii) For Presumptive Exception (vii), identify the applicable international law violated by marking.

(3) The Agreement Officer will review the request for adequacy and reasonableness. In consultation with the Agreement Officer's Technical Representative and other agency personnel as necessary, the Agreement Officer will approve or disapprove the requested Presumptive Exception. Approved exceptions will be made part of the approved Marking Plan, and will apply for the term of the award, unless provided otherwise.

(e) Award Criteria: The Agreement Officer will review the Marking Plan for adequacy and reasonableness, ensuring that it contains sufficient detail and information concerning public communications, commodities, and program materials that will visibly bear the USAID Identity. The Agreement Officer will evaluate the plan to ensure that it is consistent with the stated objectives of the award; with the applicant's cost data submissions; with the applicant's actual project, activity, or program performance plan; and with the regulatory requirements of 22 C.F.R. 226.91. The Agreement Officer will approve or disapprove any

requested Presumptive Exceptions (see paragraph (d)) on the basis of adequacy and reasonableness. The Agreement Officer may obtain advice and recommendations from technical experts while performing the evaluation.

3. MARKING UNDER USAID-FUNDED ASSISTANCE INSTRUMENTS (December 2005)

(a) Definitions

Commodities mean any material, article, supply, goods or equipment, excluding recipient offices, vehicles, and non-deliverable items for recipient's internal use, in administration of the USAID funded grant, cooperative agreement, or other agreement or sub-agreement.

Principal Officer means the most senior officer in a USAID Operating Unit in the field, e.g., USAID Mission Director or USAID Representative. For global programs managed from Washington but executed across many countries, such as disaster relief and assistance to internally displaced persons, humanitarian emergencies or immediate post conflict and political crisis response, the cognizant Principal Officer may be an Office Director, for example, the Directors of USAID/W/Office of Foreign Disaster Assistance and Office of Transition Initiatives. For non-presence countries, the cognizant Principal Officer is the Senior USAID officer in a regional USAID Operating Unit responsible for the non-presence country, or in the absence of such a responsible operating unit, the Principal U.S Diplomatic Officer in the non-presence country exercising delegated authority from USAID.

Programs mean an organized set of activities and allocation of resources directed toward a common purpose, objective, or goal undertaken or proposed by an organization to carry out the responsibilities assigned to it.

Projects include all the marginal costs of inputs (including the proposed investment) technically required to produce a discrete marketable output or a desired result (for example, services from a fully functional water/sewage treatment facility).

Public communications are documents and messages intended for distribution to audiences external to the recipient's organization. They include, but are not limited to, correspondence, publications, studies, reports, audio visual productions, and other informational products; applications, forms, press and promotional materials used in connection with USAID funded programs, projects or activities, including signage and plaques; Web sites/Internet activities; and events such as training courses, conferences, seminars, press conferences and so forth.

Subrecipient means any person or government (including cooperating country government) department, agency, establishment, or for profit or nonprofit organization that receives a USAID subaward, as defined in 22 C.F.R. 226.2.

Technical Assistance means the provision of funds, goods, services, or other foreign assistance, such as loan guarantees or food for work, to developing countries and other USAID recipients, and through such recipients to subrecipients, in direct support of a development objective – as opposed to the internal management of the foreign assistance program.

USAID Identity (Identity) means the official marking for the United States Agency for International Development (USAID), comprised of the USAID logo or seal and new brandmark, with the tagline that clearly communicates that our assistance is “from the American people.” The USAID Identity is available on the USAID website at www.usaid.gov/branding and USAID provides it without royalty, license, or other fee to recipients of USAID-funded grants, or cooperative agreements, or other assistance awards.

(b) Marking of Program Deliverables

- (1) All recipients must mark appropriately all overseas programs, projects, activities, public communications, and commodities partially or fully funded by a USAID grant or cooperative agreement or other assistance award or subaward with the USAID Identity, of a size and prominence equivalent to or greater than the recipient’s, other donor’s, or any other third party’s identity or logo.
- (2) The Recipient will mark all program, project, or activity sites funded by USAID, including visible infrastructure projects (for example, roads, bridges, buildings) or other programs, projects, or activities that are physical in nature (for example, agriculture, forestry, water management) with the USAID Identity. The Recipient should erect temporary signs or plaques early in the construction or implementation phase. When construction or implementation is complete, the Recipient must install a permanent, durable sign, plaque or other marking.
- (3) The Recipient will mark technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities and other promotional, informational, media, or communications products funded by USAID with the USAID Identity.
- (4) The Recipient will appropriately mark events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities, with the USAID Identity. Unless directly prohibited and as appropriate to the surroundings, recipients should display additional materials, such as signs and banners, with the USAID Identity. In circumstances in which the USAID Identity cannot be displayed visually, the recipient is encouraged otherwise to acknowledge USAID and the American people’s support.
- (5) The Recipient will mark all commodities financed by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment, supplies, and other materials funded by USAID, and their export packaging with the USAID Identity.
- (6) The Agreement Officer may require the USAID Identity to be larger and more prominent if it is the majority donor, or to require that a cooperating country government’s identity be larger and more prominent if circumstances warrant, and as appropriate depending on the audience, program goals, and materials produced.
- (7) The Agreement Officer may require marking with the USAID Identity in the event that the recipient does not choose to mark with its own identity or logo.

(8) The Agreement Officer may require a pre-production review of USAID-funded public communications and program materials for compliance with the approved Marking Plan.

(9) Subrecipients. To ensure that the marking requirements “flow down” to subrecipients of subawards, recipients of USAID funded grants and cooperative agreements or other assistance awards will include the USAID-approved marking provision in any USAID funded subaward, as follows:

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

(10) Any ‘public communications’, as defined in 22 C.F.R. 226.2, funded by USAID, in which the content has not been approved by USAID, must contain the following disclaimer:

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

(11) The recipient will provide the Agreement Officer’s Technical Representative (AOTR) or other USAID personnel designated in the grant or cooperative agreement with two copies of all program and communications materials produced under the award. In addition, the recipient will submit one electronic or one hard copy of all final documents to USAID’s Development Experience Clearinghouse.

(c) Implementation of marking requirements.

(1) When the grant or cooperative agreement contains an approved Marking Plan, the recipient will implement the requirements of this provision following the approved Marking Plan.

(2) When the grant or cooperative agreement does not contain an approved Marking Plan, the recipient will propose and submit a plan for implementing the requirements of this provision within [Agreement Officer fill-in] days after the effective date of this provision. The plan will include:

(i) A description of the program deliverables specified in paragraph (b) of this provision that the recipient will produce as a part of the grant or cooperative agreement and which will visibly bear the USAID Identity.

(ii) the type of marking and what materials the applicant uses to mark the program deliverables with the USAID Identity,

(iii) when in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking,

- (3) The recipient may request program deliverables not be marked with the USAID Identity by identifying the program deliverables and providing a rationale for not marking these program deliverables. Program deliverables may be exempted from USAID marking requirements when:
- (i) USAID marking requirements would compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials;
 - ii) USAID marking requirements would diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent;
 - (iii) USAID marking requirements would undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications better positioned as “by” or “from” a cooperating country ministry or government official;
 - (iv) USAID marking requirements would impair the functionality of an item;
 - (v) USAID marking requirements would incur substantial costs or be impractical;
 - (vi) USAID marking requirements would offend local cultural or social norms, or be considered inappropriate;
 - (vii) USAID marking requirements would conflict with international law.
- (4) The proposed plan for implementing the requirements of this provision, including any proposed exemptions, will be negotiated within the time specified by the Agreement Officer after receipt of the proposed plan. Failure to negotiate an approved plan with the time specified by the Agreement Officer may be considered as noncompliance with the requirements is provision.
- (d) Waivers.
- (1) The recipient may request a waiver of the Marking Plan or of the marking requirements of this provision, in whole or in part, for each program, project, activity, public communication or commodity, or, in exceptional circumstances, for a region or country, when USAID required marking would pose compelling political, safety, or security concerns, or when marking would have an adverse impact in the cooperating country. The recipient will submit the request through the Agreement Officer’s Technical Representative. The Principal Officer is responsible for approvals or disapprovals of waiver requests.
 - (2) The request will describe the compelling political, safety, security concerns, or adverse impact that require a waiver, detail the circumstances and rationale for the waiver, detail the specific requirements to be waived, the specific portion of the Marking Plan to be waived, or specific marking to be waived, and include a

description of how program materials will be marked (if at all) if the USAID Identity is removed. The request should also provide a rationale for any use of recipient's own identity/logo or that of a third party on materials that will be subject to the waiver.

- (3) Approved waivers are not limited in duration but are subject to Principal Officer review at any time, due to changed circumstances.
- (4) Approved waivers "flow down" to recipients of subawards unless specified otherwise. The waiver may also include the removal of USAID markings already affixed, if circumstances warrant.
- (5) Determinations regarding waiver requests are subject to appeal to the Principal Officer's cognizant Assistant Administrator. The recipient may appeal by submitting a written request to reconsider the Principal Officer's waiver determination to the cognizant Assistant Administrator.
- (e) Non-retroactivity. The requirements of this provision do not apply to any materials, events, or commodities produced prior to January 2, 2006. The requirements of this provision do not apply to program, project, or activity sites funded by USAID, including visible infrastructure projects (for example, roads, bridges, buildings) or other programs, projects, or activities that are physical in nature (for example, agriculture, forestry, water management) where the construction and implementation of these are complete prior to January 2, 2006 and the period of the grant does not extend past January 2, 2006.



USAID | **ZAMBIA**
FROM THE AMERICAN PEOPLE

ATTACHMENTS

The following attachments and annexes are provided:

1. SF-424 Forms;
2. Certifications, Assurances and Other Statements; and

The SF-424 forms referenced in Section IV.2 above can be found at:
http://www.grants.gov/agencies/aapproved_standard_forms.jsp

**Certifications, Assurances and
Other Statements of the Recipient**

**USAID/Zambia: Request for Applications (RFA) No. 611-2010-06
Community Based Prevention Initiative for Orphans and Vulnerable
Children, Youth and other vulnerable Population Program (COPI-OVC)**

NOTE: When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term "Grant" means "Cooperative Agreement".

Part I – Certifications and Assurances

1. Assurance of Compliance with Laws and Regulations Governing Non- Discrimination in Federally Assisted Programs

Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.

(a) The recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the Cooperative Agreement for which application is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000- d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

(b) If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

(c) This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments

after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

2. Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. Certification Regarding Terrorist Financing, Implementing Executive Order 13224

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph one:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website : <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification-

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site:

<http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts. This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

4. Certification of Recipient

By signing below the recipient provides certifications and assurances for (1) the Assurance of Compliance with Laws and Regulations Governing Non- Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying and (3) the Certification Regarding Terrorist Financing Implementing Executive Order 13224 above.

RFA/APS No. _____
Application No. _____
Date of Application _____
Name of Recipient _____
Typed Name and Title _____
Signature _____
Date _____

Part II — Other Statements of Recipient

1. Authorized Individuals

The recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the recipient in connection with this application or grant:

Name	Title	Telephone No.	Facsimile No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Taxpayer Identification Number (TIN)

If the recipient is a U.S. organization, or a foreign organization which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., please indicate the recipient's TIN number: _____

3. Data Universal Numbering System (DUNS) Number

(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.
- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.
- (7) Number of people employed by the recipient.
- (8) Company affiliation.

(c) Recipients located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dbisma.com. The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: _____

4. Letter of Credit (LOC) Number

If the recipient has an existing Letter of Credit (LOC) with USAID, please indicate the LOC number: _____

5. Type of Organization

The recipient, by checking the applicable box, represents that – (a) If the recipient is a U.S. entity, it operates as a corporation incorporated under the laws of the State of, an individual, a partnership, a nongovernmental nonprofit organization, a state or local governmental organization, a private college or university, a public college or university, an international organization, or a joint venture; or (b) If the recipient is a non-U.S. entity, it operates as a corporation organized under the laws of _____ (country), an individual, a partnership, a nongovernmental nonprofit organization, a nongovernmental educational institution, a governmental organization, an international organization, or a joint venture.

[END OF CERTIFICATIONS, ASSURANCES AND OTHER STATEMENTS]

Part III - ACRONYMS

AB	Abstinence and Being Faithful
AIDS	Acquired Immune Deficiency Syndrome
ART	Anti-retroviral treatment
ARV	Anti-retroviral
CATF	Community AIDS Task Force
CBIOVP	Community-Based Initiative for Orphans and Vulnerable Populations
CDC	Centers for Disease Control and Prevention
CIDRZ	Centre for Infectious Disease Research in Zambia
COP	Country Operating Plan
CT	Counseling and Testing
DATF	District AIDS Task Force
DHS	Demographic and Health Survey
DOD	Department of Defense
DOS	Department of State
EID	Early Infant Diagnosis
FP	Family Planning
GBV	Gender-Based Violence
GHI	Global Health Initiative (of the US Government)
GFATM	Global Fund to Fight AIDS, Tuberculosis and Malaria
GFSR	Global Food Security Response (of the US Government)
GIPA	Greater Involvement of People Livings with HIV/AIDS
GRZ	Government of the Republic of Zambia
HBC	Home-Based Care
HBHC	PEPFAR Acronym for Adult Care and Support
HIV	Human Immunodeficiency Virus
HKID	PEPFAR Acronym – Care for Orphans and Vulnerable Children
HMIS	Health Management Information Services
HTXS	PEPFAR Acronym for ART Services (including Adherence Support)
HVAB	PEPFAR Acronym for Abstinence and Fidelity
HVCT	PEPFAR Acronym for Voluntary Counseling and Testing
HVOP	PEPFAR Acronym for Condoms and Other Prevention
IEC	Information, Education, and Communication
LOP	Life of Project
MC	Male Circumcision
MCDSS	Ministry of Community Development and Social Services
M&E	Monitoring and Evaluation
MOE	Ministry of Education
MOH	Ministry of Health
MTCT	PEPFAR Acronym for PMTCT
MSYCD	Ministry of Sport, Youth and Child Development
NAC	National HIV/AIDS/STI/TB Council
NCHS	National Center for Health Statistics
NFNC	National Food and Nutrition Commission
NGO	Non-governmental organization
OGAC	Office of the Global AIDS Coordinator
OVC	Orphans and vulnerable children
PCAZ	Palliative Care Association of Zambia
PEPFAR	Presidential Emergency Plan for AIDS Relief

PLWHA	People living with HIV/AIDS
PMP	Performance Monitoring Plan
PMTCT	Prevention of mother-to-child transmission
PPP	Public Private Partnerships
PSS	Psychosocial Support
PWP	Prevention with Positives
RAPIDS	Reaching AIDS-affected Populations with Integrated Development and Support
RFA	Request for Application (for a cooperative agreement)
RFP	Request for Proposal
RFTOP	Request for Task Order Proposal
RH	Reproductive Health
SO5	USAID-Zambia Strategic Objective 5 (private sector competitiveness)
SO7	USAID-Zambia Strategic Objective 7 (improve health of Zambians)
SO9	USAID-Zambia Strategic Objective 9 (reduce impact of HIV/AIDS)
STA	Senior Technical Advisor
SUCCESS	Scaling Up Community Care and Expanding Social Safety Nets
TB	Tuberculosis
TC	Testing and Counseling
TWG	Technical Working Group
UNAIDS	Joint United Nations Programme on AIDS
UNFPA	UN Fund for Population Activities
UNICEF	United Nations Children's Fund
USAID	United States Agency for International Development
USG	United States Government

[End of RFA]