



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

Issuance Date: October 11, 2008

Deadline for Questions: October 20, 2008 (08:00 a.m. Addis Ababa time)

Closing Date: November 13, 2008 (08:00 a.m. Addis Ababa time)

Subject: Support to Teachers Colleges on Prevention of HIV/AIDS (STOP)
RFA No.: 663-A-09-001

Dear Prospective Applicants:

The United States Agency for International Development (USAID) is seeking applications for an Assistance Agreement for funding a program entitled “**Support to Teachers Colleges on Prevention of HIV/AIDS (STOP)**” as more specifically described in Section C-Program Description for a three-year period. The authority for this RFA is found in the Foreign Assistance Act of 1961, as amended.

The Recipient will be responsible for ensuring achievement of the program objectives as described in the program description. Please refer to the Program Description for a complete description 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 organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for for-profit organizations), may be paid under the agreement.

Subject to the availability of funds, USAID intends to provide approximately \$1,800,000 to be allocated over the three-year period.

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

For the purposes of this program, this RFA is being issued and consists of this cover letter and the following:

1. Section A – Agreement Application Instructions;
2. Section B – Evaluation Criteria;
3. Section C – Program Description;
4. Section D – Certifications, Assurances, and other Statements of Applicant/Grantee
5. Section E - Branding Strategy and Marking Plan

The award will be a Cooperative Agreement based on the successful application. Award will be made to that responsible applicant whose application offers the greatest value to the Government.

When awarding a cooperative agreement under this RFA, USAID must make a determination that the recipient complied with all applicable federal and USAID regulations and policies. When awarding a cooperative agreement under this RFA, USAID must make a determination that the recipient complied with all applicable federal and USAID regulations and policies.

For the purposes of this RFA, the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer."

If you decide to submit an application to be considered for award, it must be received by the closing date and time indicated at the top of this cover letter at the place designated below for receipt of applications. Applications and modifications thereof shall be submitted in envelopes with the name and address of the applicant and USAID-ETHIOPIA 663-A-09-001-RFA inscribed thereon, to the Acquisition & Assistance Management (AAM) Office as noted below:

The Offerors should submit the proposal either:

(i) Electronically - Option 1 – proposal by email compatible with MS WORD and Excel to caddis@usaid.gov

request for acknowledgement without proposal to [Getachew Wondimagegnehu@usaid.gov](mailto:Getachew.Wondimagegnehu@usaid.gov)

(ii) Electronically – Option 2 - The federal grant process is now web-enabled, allowing for applications to be received on-line. This RFA and any future amendments can be downloaded from the following web site: <http://www.grants.gov>. In order to use this method, an applicant must first register on-line with Grants.gov. If you have difficulty registering or accessing the RFA, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via e-mail at support@grants.gov for technical assistance. The Contact Center hours of operation are Monday-Friday, 7 a.m. to 9 p.m., Eastern Time; help is unavailable on Federal Holidays. USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. If this option is selected, please send an email of information only to caddis@usaid.gov .

(iii) Via regular mail to US Postal Address – sending 3 paper copies of a technical proposal and one original and 2 copies of a cost proposal to: AAM Office-RFA-663-A-09-001, USAID/Ethiopia, 2030 Addis Ababa Place, Washington D.C. 20521-2030. NOTE: Pouch can take up to two (02) weeks; also all mail is subject to US Embassy electronic imagery scanning methods, physical inspections, and is not date and time stamped prior to receipt by USAID Acquisition & Assistance Office; or

(iv) Local - Hand delivery/Int'l Courier Address (including commercial courier) of 3 paper copies of a technical proposal and one original and 2 copies of a cost proposal to USAID/Ethiopia, AAM Office-RFA-663-A-09-001, River Side Building, Off Haile Gebereselasie & Olympia Road, Addis Ababa, tel. 251-11-5510088.

Regardless of the method used Applicants are requested to submit both technical and cost portions of their applications in separate volumes. Technical Proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

NOTE 1: **Facsimile Submissions** are not authorized.

NOTE 2: Delivery to the post office or air courier representative does not constitute meeting the statutory requirement that proposals are received on time at the designated office. For purposes of recording the official receipt of applications, the date/time stamp of the procurement office at USAID/Ethiopia will govern. Applicants should retain for their records one copy of the application and all enclosures that accompany their application.

To be eligible for award, the applicant must provide all required information in its application, including the requirements found in any attachments to the Grants.gov opportunity.

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 cooperative agreement(s) 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.

In the event of an inconsistency between the documents comprising this RFA, it shall be resolved by the following descending order of precedence:

- (a) Section B – Selection Criteria;
- (b) Section A – Agreement Application Instructions;
- (c) Section C – Program Description;
- (d) This Cover Letter.

Questions:

Any questions concerning this RFA should be submitted in writing via email to caddis@usaid.gov, with copy to Getachew Wondimagegnehu at Gwondimagegegnehu@usaid.gov and reference the RFA number in the subject line. Answers to all questions received by the time specified will be issued as an amendment to the RFA. For all inquiries and questions, please provide a contact person's name, phone number and email address. **To allow adequate response time, questions must be received by Monday, October 20, 2008, 08:00 a.m. Addis Ababa time.**

Sincerely,

Cynthia L. Shartzter
Agreement Officer

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SECTION A – AGREEMENT APPLICATION PREPARATION

TECHNICAL APPLICATION FORMAT – PREPARATION GUIDELINES

The technical application will be the most important item of consideration in selection for award of the proposed activity. It should demonstrate the applicant’s capabilities and expertise with respect to achieving the goals of this program. It should be specific, complete and presented concisely. The application should take into account and be arranged in the order of the technical evaluation criteria.

I. TECHNICAL APPLICATION

Application Format & Contents: The technical application may contain the following sections, as more fully explained below: Cover Page, Table of Contents, Executive Summary, Technical Application/Applicant Program Description including an Illustrative Implementation Plan - First Year Annual Work Plan outline (detailed to be submitted within 30 days upon award) and Monitoring and Evaluation Plan, and Annexes (Curriculum Vitae/Résumés, Past Performance References, and Letters of Commitment from implementing partners, including supporting letters from respective Regional States and Teachers Colleges). The technical application may not exceed 30 pages in length, Times New Roman 12 pt font, exclusive of the three annexes (curriculum vitae/résumés, past performance references, and letters of commitment from any implementing partners).

The technical application will be the most important item of consideration in selection for award of the proposed activity. It should demonstrate the applicant’s capabilities and expertise with respect to achieving the goals of this program. It should be specific, complete and presented concisely. The application should take into account and be arranged in the order of the technical evaluation criteria found in Section B.

A Technical Evaluation Panel will evaluate the technical applications in accordance with the evaluation criteria in Section B. The format for the technical application is the following:

1. Cover Page:

Include proposed Project title, **Support to Teacher’s Colleges on Prevention of HIV/AIDS, RFA Number, 663-A-09-001**”, name of organization(s) submitting application, authorized individual, telephone and fax numbers, e-mail, and address.

2. Executive Summary (no more than 3 pages):

This section should allow technical reviewers to quickly understand the critical elements of the application, highlighting the most salient features of the applicants’ technical vision and approach, the key personnel and management plan proposed, and the capabilities of the partners to accomplish the desired results.

3. Technical Application - Applicant Program Description (no more than 30 pages)

The technical application must provide an explanation of the proposed approach to continue to improve and meet the minimum results described in the Performance Indicators and Targets Section of the USAID Program Description and address the Evaluation Criteria. This section should include:

a. Proposed program approach.

b. Coordination with others' previous experiences:

It is strongly requested that Applicants share best practices from each others' previous experiences and areas of expertise and look towards outside expertise for areas where value can be added through specialized services/skills. One component of the overall evaluation criteria will consider how Applicants demonstrate past impact in focus areas.

USAID/Ethiopia urges applicants to link with other USAID funded initiatives in education, health, HIV/AIDS, wherever possible to maximize impact.

c. Gender Considerations

USAID/Ethiopia considers the impact of gender equality, as a cross cutting issue, on the overall socioeconomic status of individuals, households and communities. In recognition of the impact of gender inequality on all the project interventions, applicants are encouraged to promote women's participation at the community and national level by providing them with equal access to and control over resources and mainstream the issue at different levels. Accordingly, USAID/Ethiopia requests applicants to demonstrate how gender mainstreaming will be implemented and gender inequality is addressed with in the context of the program.

d. Management Plan/Implementation Schedule

Applications must include a detailed management plan/implementation schedule in support of proposed activities. The management plan must include descriptions of the following elements:

- Participating Organizations - Proposed prime organization, other organizations, if any, and their relationships should be clearly described. This should include a description of the comparative advantage that each organization brings to this activity. Applications proposing a consortium or joint-venture-like mechanism rather than a prime/sub need to include a description of the management procedures to be followed regarding each member. Note that the USAID will only commit to a bilateral relationship so consortium and joint-venture arrangements must designate (authorize) one legal entity/individual able to bind all partners in the offer to the Government;
- Organizational Structure - Proposed overall staffing plan for the project team, including positions, roles and responsibilities of project staff, and a visual representation of proposed staffing structure through an organizational chart; where possible, describe arrangements for the location of all project personnel.

The application should propose a qualified technical team. Its composition will depend on the proposed technical approach and the result may be a combination of short and long-term technical expertise.

i. Key Personnel: Applications should include an explanation on how the background and expertise of proposed personnel would complement each other and benefit to the program. Applicant must include as part of its application a statement signed by each person proposed as key personnel confirming present intention to serve in the stated position, their present availability to serve for the term proposed, and the full contact information of all employers of each proposed key personnel since 2006.

ii. Short-Term Technical Assistance The Application shall describe short-term technical and advisory assistance that will be needed over the life of project to supplement or complement the work of the long-term advisors and depending on the technical approach.

- Backstopping – if applicable to the proposed technical approach, and in accordance with desired results, the Application should describe regional and/or headquarters resources that will be made available to ensure maximum technical and administrative interaction.
- Policies and Procedures - Proposed policies and procedures for managing and directing the effort to ensure productivity, quality, cost control, and early identification and resolution of difficulties. Standard corporate policies and practices documentation submitted for Agreement Officer responsibility determination may be referenced, however the intent here is to highlight (unique) policies that may be created specifically in responding to the RFA;
- Implementation Planning – This must illustrate how the application intends to implement a management plan that contributes to the achievement of the stated results. The application should contain a detailed Mobilization Plan defining how quickly the recipient will be able to mobilize and assume responsibility. The second section should be a less detailed initial Annual Work plan that includes how the recipient envisions assuming responsibilities of project activities.
- A detailed work plan submission will be expected within 30 days of the award.

4. Annexes - Past Performance

The U.S. Government will evaluate the quality of the applicant's past performance. This evaluation is separate and distinct from the Agreement Officer's responsibility determination. The assessment of the applicant's past performance will be used to evaluate the relative capability of the applicant and other competitors to successfully carryout the program. Past performance of significant and critical sub partners and other types of partnership in offerors' application will be considered to the extent warranted by their involvement in the proposed effort.

Application must provide a list of Federal awards (prime contracts and grants) active in calendar year 2005, 2006 and or 2007. Include at least one reference (e.g. name, title, organization name, phone and fax number, and email address) for each award. Performance as a subcontractor and/or sub grantee may also be provided with contact (reference) information of a knowledgeable representative from the prime and the U.S. Federal agency – cognizant technical office(r).

The U.S. Government reserves the right to obtain information for use in the evaluation of past performance from any and all sources outside of the U.S. Government. Applicants lacking relevant past performance history will receive a neutral rating for past performance. However, the application of an applicant with no relevant past performance may not represent the most advantageous application to the U.S. Government.

II. COST APPLICATION AND FORMAT

Cost proposals should be submitted under separate cover from the technical application. The budget should reflect the proposed approach for all components described in the statement of work for the three-year period, including all core staff proposed. The budget should also reflect all cost sharing to be provided by the applicant. Actual funding for this agreement will be negotiated based on the cost of the proposed approach and staff over the five-year period, subject to the availability of funds.

Certain documents are required to be submitted by an applicant in order for an Agreement Officer to make a determination of responsibility. However, it is USAID policy not to burden applicants with undue reporting requirements if that information is readily available through other sources.

While there is no page limit on the Financial Plan/Business Management Application, applicants are encouraged to be as concise as possible, but still provide the necessary detail to address the following:

- A. A copy of the applicant's business/cost application on a compact disk, formatted in MS Excel.
- b. Present the summary budget by year for proposed activity including uses of USAID funds and any other cost share. Clearly indicate the applicant's commitment to match funds separate from other donor support. The portion of this matching fund which will qualify as cost-share under 22 CFR 226 should be clearly identified.
- C. Include a detailed budget, in US dollars, with an accompanying budget narrative which can facilitate USAID's determination that costs are allowable, allocable and reasonable. The budget must be submitted using Standard Form 424 and 424A which can be downloaded from the USAID web site: http://www.usaid.gov/procurement_bus_opp/procurement/forms/sf424/;
- D. A current Negotiated Indirect Cost Rate Agreement is required for the prime and sub-recipients.
- E. Required certifications and representations (as attached) are required for the prime and sub-recipients.
- F. Applicants who do not currently have a Negotiated Indirect Cost Rate Agreement (NICRA) from their cognizant agency shall also submit the following information:
 1. The applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
 2. Budget, cash flow and organizational chart; and
 3. A copy of the organization's accounting manual.
- G. Applicants should submit any additional evidence of responsibility deemed necessary for the Agreement Officer to make a determination of responsibility. This information is required for the prime and sub-recipients. The information submitted should substantiate that the Applicant:
 1. Has adequate financial resources or the ability to obtain such resources as required during the performance of the award;
 2. Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, nongovernmental and governmental;
 3. Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;
 4. Has a satisfactory record of integrity and business ethics; and
 5. Is otherwise qualified and eligible to receive a grant under applicable laws and regulations (e.g., EEO).

While there are no assigned points for the cost evaluation criteria, USAID will evaluate the total cost proposed for the principal tasks identified in this RFA for realism, completeness and reasonableness to:

- Assess the accuracy with which proposed costs represent the most probable and realistic cost of performance;
- Reflect a clear understanding of the requirements; and
- Ensure costs are consistent with the various elements of the applicant's technical application.

1. Professional Long-term Salaries

The applicant shall propose the level-of-effort for all long-term professional personnel. For each key personnel position, the application shall provide the functional labor category, the candidate's name, the

number of workdays (level of effort), the fixed daily rate and the total annual salary amount. For other long-term professionals whose salary will be charged as a direct cost to the agreement, the application shall provide the functional labor category and position grade, the number of workdays (level-of-effort) for each, the fixed daily rate, and the total annual salary amount. Yearly budgets should reflect annual salary increases on the appropriate anniversary date(s), or on the date on which the applicant normally provides salary increases to all employees, according to applicant policy.

2. Professional Short-term Salaries

The applicant shall propose an overall level-of effort for all short-term professional personnel. The application will provide estimates for short-term professionals whose salaries will be charged as a direct cost to the agreement in the deliverables section of the application. The estimates will summarize the number of estimated workdays (level-of-effort) for short-term technical assistance, fixed daily rate estimates, and the total dollar amounts.

3. Fringe Benefits

Fringe benefits, if not included in the applicant's indirect costs, should be expressed as a percentage of salaries. The accompanying narrative should include a detailed breakdown comprised of all items of fringe benefits (e.g. unemployment insurance, workers compensation, health and life insurance, retirement, severance pay, FICA, etc.).

4. Indirect Costs

The detailed budget breakdown will be structured in such a way as to clearly and easily identify the rate(s) being used, the base(s) to which the rate(s) is (are) applied, and the resulting amount of dollars. If the applicant uses more than one type of rate (e.g. overhead and G and A), the detailed budget breakdown shall

be structured so as to permit easy identification of the bases to which the rates apply. If the applicant has a NICRA (Negotiated Indirect Cost Rate Agreement), it should be submitted.

5. Travel, Transportation and Per Diem

The application will provide estimated travel and transportation costs, indicated by the number of trips, domestic and international, duration of travel, the number of individuals traveling, mode of transportation, unit prices, and the subtotal of all travel and transportation costs. Estimated per diem cost will be in accordance with Section 925 of the Standardized Regulations (Government civilians, Foreign Areas). The breakdown of per diem costs will be tied to the travel itinerary and work days, and will specify, location(s), number of days in each location, the per diem rate for each location, and the subtotal for all per diem costs. The application should include the total cost of travel, transportation, and per diem. Currently local travel per diem in Ethiopia per Mission guidance is \$35 (\$15 for lodging and \$20 for M&IE).

6. Program Activities

The total direct costs for program activities includes support for all core funded activities. Cost estimates for any additional program activities, other than those listed in this section, must be specifically identified and an explanation of the basis for the cost must be included in the application. Direct costs, which do not directly support program implementation, should be included in the "Other Direct Costs" line item as appropriate.

7. Other Direct Costs (ODCs)

The detailed budget breakdown will present the basis for all other items of direct costs. ODCs include costs such as allowances, communications, passports/visas, medical exams/inoculations (for international travel),

DBA insurance, medical evacuation services, purchase of nonexpendable property, lease/rentals of nonexpendable property, report preparation/ reproduction, publications, office rent, etc. For all items of ODCs, a breakdown of the individual cost categories and the basis for each cost estimate must be indicated.

H. Applicants that have never received a grant, cooperative agreement or contract from the U.S. Government are required to submit a copy of their accounting manual. If a copy has already been submitted to the U.S. Government, the applicant should advise which Federal Office has a copy.

I. Cost sharing - Cost share is encouraged but not required.

IN ADDITION TO THE AFOREMENTIONED GUIDELINES, THE APPLICANT IS REQUESTED TO TAKE NOTE OF THE FOLLOWING:

A. RFA/APS/FOA Clause: Single-Partner Funding Limit

The President's Emergency Plan for AIDS Relief (PEPFAR) seeks to promote sustainability for programs through the development, use, and strengthening of local partners. The diversification of partners also ensures additional robust capacity at the local and national levels.

To achieve this goal, the Office of the Global AIDS Coordinator (OGAC) establishes an annual funding guideline for grants and cooperative agreement planning. Within each annual PEPFAR country budget, OGAC establishes a limit for the total amount of U.S. Government funding for HIV/AIDS activities provided to a single partner organization under all grant and cooperative agreements for that country. For U.S. Government fiscal year (FY) 2009, the limit is no more than 8 percent of the country's FY 2009 PEPFAR program funding (excluding U.S. Government management and staffing costs). The total amount of funding to a partner organization includes any PEPFAR funding provided to the partner, whether directly as prime partner or indirectly as sub-grantee. In addition, subject to the exclusion for umbrella awards and drug/commodity costs discussed below, all funds provided to a prime partner, even if passed through to sub-partners, are applicable to the limit. PEPFAR funds provided to an organization under contracts are not applied to the 8 percent/\$2 million single partner ceiling.

PEPFAR publishes the single-partner funding limits annually as part of guidance for preparing the Country Operational Plan (COP). U.S. Government Departments and agencies must use the limits in the planning process to develop Requests for Applications (RFAs), Annual Program Statements (APSs), or Funding Opportunity Announcements (FOAs). However, as PEPFAR country budgets are not final at the COP planning stage, the single partner limits remain subject to adjustment. The current limit applicable to this RFA is \$24 million. Please note that the current limit is based on an estimated country budget developed for planning purposes; thus, the limit is also an estimate and subject to change based on actual appropriations and the final approved country budget.

Exclusions from the \$24 million single-partner ceiling are made for (a) umbrella awards, (b) commodity/drug costs, and (c) Government Ministries and parastatal organizations. A parastatal organization is defined as a fully or partially state-owned corporation or government agency.

For umbrella awards, Grants officers will determine whether an award is an umbrella for purposes of exception from the cap on an award-by-award basis. Grants or cooperative agreements in which the primary objective is for the organization to make sub-awards and at least 75 percent of the grant is used for sub-awards, with the remainder of the grant used for administrative expenses and technical assistance to sub-awardees, will be considered umbrella awards and, therefore, exempted from the cap. Agreements that merely include sub-grants as an activity in implementation of the award but do not meet these criteria will not be considered umbrella awards, and the full amount of the award will count against the cap. All

commodity/drug costs will be excluded from partners' funding for the purpose of the cap. The remaining portion of awards, including all overhead/management costs, will be counted against the cap.

Applicants should be aware that evaluation of proposals will include an assessment of grant/cooperative agreement award amounts applicable to the applicant by U.S. Government fiscal year in the relevant country. An applicant whose grants or cooperative agreements have already met or exceeded the maximum, annual single-partner limit may submit an application in response to this RFA/APS/FOA. However, applicants whose total PEPFAR funding for this country in a U.S. Government fiscal year exceeds the 8 percent/\$2 million single partner ceiling at the time of award decision will be ineligible to receive an award under this RFA/APS/FOA unless the U.S. Global AIDS Coordinator approves an exception to the cap.

Applicants must provide in their proposals the dollar value by U.S. Government fiscal year of current grants and cooperative agreements (including sub-grants and sub-agreements) financed by the Emergency Plan, which are for programs in the country(ies) covered by this RFA. For example, the proposal should state that the applicant has \$X in FY0X grants and cooperative agreements (for as many fiscal years as applicable) in country X.

For additional information concerning this RFA, please contact the Grants Officer for this RFA.

- B. 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 art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.
- C. Acknowledgement of Amendments to the RFA** - Applicants shall acknowledge receipt of any amendment to this RFA by signing and returning the amendment. The Government must receive the acknowledgement by the time specified for receipt of applications.
- D. Preparation of Applications:**
- i. Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant's risk.
 - ii. Each applicant shall furnish the information required by this RFA. The applicant shall sign the application and print or type its name on the Cover Page of the technical and cost applications. Erasures or other changes must be initialed by the person signing the application. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.
 - iii. 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:
 - a. Mark the title page with the following legend:

"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, a grant is awarded to this applicant as a result of - or in connection with - the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in pages_?___; and
 - b. Mark each sheet of data it wishes to restrict with the following legend:

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

E. Submission of Applications:

1. After you have sent your application by email, please immediately check your own email to confirm that the attachments you intended to send were indeed sent. If you discover an error in your transmission, please send the material again and note in the subject line of the email that it is a "corrected" submission. Please do not wait for USAID to advise you that certain documents intended to be sent were not sent, or that certain documents contained errors in formatting, missing sections, etc. Each applicant is responsible for its submissions, so please inspect your own emails.
2. Please do not send the same email to us more than one time unless there has been a change, and if so, please note that it is a corrected email. If you send multiple copies of the same email, we do not know if there has been any change from one email to the next.
3. Your organization should appoint one person to send in the email submissions. If we receive email submissions from more than one person in your organization, we do not know who the authorized person is, and we cannot tell whether there has been a change from one email to the next without considerable effort on our part.
4. If you send your application by multiple emails, please indicate in the subject line of the email whether the email relates to the technical or cost proposal, and the desired sequence of multiple emails (if more than one is sent) and of attachments (e.g. "no. 1 of 4", etc.). For example, if your organization's name is ABXY Consulting, and your cost proposal is divided and being sent in as two emails, the first email should have a subject line which says: " 663-08-047-RFA: ABXY, Cost Proposal, Part 1 of 2". If you do not do this clearly, we may not be sure of the correct order of the separate parts of your application. Our preference would be that each technical and each cost proposal be submitted as a single email attachment, e.g. that you consolidate the various parts of a technical proposal into a single document before sending it. But if this is not possible, please provide instructions on how the multiple parts are supposed to fit together, especially the sequence. What is obvious to you as the preparer of the document may not be obvious to us. Your application may not get optimal treatment if we are confused regarding the order and composition of your application.
5. The hard copies of Applications and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the Cover Letter of this RFA, and (2) showing the time specified for receipt, the RFA number, and the name and address of the applicant.
6. Faxed applications will not be considered; however, applications may be modified by written or faxed notice, if that notice is received by the time specified for receipt of applications.

F. Receipt of Applications - Applications must be received at the place designated and by the date and time specified in the cover letter of this RFA.

G. Award

1. The Government may award one or more Cooperative Agreement(s) resulting from this RFA to the responsible applicant(s) whose application conforms to this RFA and offers the greatest value (see Section B). The Government may (a) reject any or all applications, or (b) accept other than the lowest cost application.

2. The Government may award Cooperative Agreement(s) resulting from this RFA on the basis of initial applications received, without discussions. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. As part of its evaluation process, however, USAID may elect to discuss technical, cost or other preaward issues with one or more applicants. Alternatively, USAID may proceed with awardee selection based on its evaluation of initial applications received and/or commence negotiations solely with one applicant.
3. Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/sub-awards issued under this Agreement.
4. Foreign Government Delegations to International Conferences - Funds in this [contract, agreement, amendment] 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 [<http://www.info.usaid.gov/pubs/ads/300/refindx3.htm>] or as approved by the Agreement Officer.

H. Authority to Obligate the Government:

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

- I. The Recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the contractor/recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/sub awards issued under this agreement.

J. Environmental compliance: the Applicant will submit **An Initial Environmental Examination (IEE)** or appropriate environmental documentation for the proposed activities under this RFA in accordance with the USAID environmental regulation for approval.

SECTION B – SELECTION CRITERIA

1. Evaluation criteria for the Award

1.1 Evaluation Procedures

The technical portion of Applications will be evaluated by a Technical Evaluation Committee in accordance with the Technical Evaluation Criteria (100 points) set forth in section 1.6 below. Thereafter, the cost management portion of the application of the Applicant(s) achieving the highest technical score(s) will be reviewed and costs will be evaluated for general reasonableness, allowability, and allocability.

To the extent that they are necessary, negotiations will then be conducted with the Applicant whose application have a reasonable chance of being selected for award, and submission of revised application may be requested. An award will be made to the responsible and responsive Applicant whose application offer the greatest value, based on technical and other factors set forth in section 1.6 below.

1.2 Technical Approach

The Recipient should demonstrate a sound analytical basis for proposed approaches, strategies and interventions to support Teachers' Colleges on prevention of HIV/AIDS. Proposals shall clearly state:

- the CA outputs that will be achieved with realistic milestones and targets defined;
- innovative, cost-effective, technically and culturally sound approaches, which can be endorsed by the respective regional education offices and teachers' colleges, that will be used to achieve the CA outputs, milestones and targets;
- local and international expertise required to achieve the CA outputs; and mechanisms to be used to integrate its activities effectively with the Government of Federal Republic of Ethiopia (GFDRE), other donors and other implementing partners of USAID.

1.3 Management/Institutional Capacity

Identification of innovative approaches and strategies that will lead to the achievement of the program goals is very important. But those strategies will not be implemented unless there is adequate management/institutional capacity. Therefore, the Recipient shall include in their proposal an organizational chart that is appropriate to undertake the proposed strategies and interventions. The organizational chart that will be proposed should also demonstrate lines of authority and staff responsibility, and a brief position description for each member of the technical staff.

1.4 Past Performance

The Recipient should provide references for similar work completed during the past three years that includes the type of contract/agreement, name of organization, program/project manager contact information, dollar value, period of performance and summary description of the work performed. It should also demonstrate past collaboration with host country governments at the national, regional and local levels.

1.5 Institutional Experience

The following institutional experience of the recipient will be reviewed by the TEC:

- Developing, implementing, managing and evaluating similar HIV/AIDS prevention activities in education;
- Promoting and coordinating participation of beneficiaries; and
- Collaborating closely with various levels of host country education and health systems.

1.6 Technical Evaluation Criteria (100)

Applications must demonstrate technically, culturally, and economically sound, appropriate, cost effective and feasible approaches to achieve the objective of CA, i.e. *to Support to Teachers Colleges on Prevention of HIV/AIDS (STOP)*.

The criteria below are presented by major category, with relative order of importance, so that the Applicants will know which areas require emphasis in the preparation of their applications. The criteria below reflect the requirements of this particular solicitation. The sub-criteria are listed in descending order of importance.

Applicants should note that these criteria: (1) serve as the standard against which all applications will be evaluated, and (2) serve to identify the significant matters which Applicants should address in their applications.

CRITERIA FOR APPLICATION EVALUATION

TECHNICAL CRITERIA

A. *Quality and Responsiveness (60 points maximum)*

1. *Technical Approach (30 points)*

- Sound analytical basis for proposed approaches, gender analysis, strategies and interventions, including an understanding of the cultural, demographic, and socio-economic factors related to Support to Teachers Colleges on Prevention of HIV/AIDS.
- Clear summary of what is to be accomplished:
 - which CA outputs will be achieved, with realistic milestones and targets defined, and linkages with the program objectives demonstrated;
 - how the CA outputs, milestones and targets will be achieved, demonstrating innovative, cost-effective, technically and culturally sound approaches that can be endorsed by the respective regional education offices and teachers' colleges.
- A plan that clearly shows the number of beneficiaries in the colleges to be served per the colleges.
- Overall quality and ability of the Applicant to effectively bring various skills, disciplines and data-informed choices to the local context, i.e. regional and college context.
- Ability of the Applicant to build on the work currently being done by the GFDRE, other USAID partners, other donors, local NGOs and colleges.

2. *Management Plan (20 points)*

- Appropriate plan for coordinating, managing and integrating applicant's approach with other ESDP and USAID education partners engaged in teacher education.
- Appropriate systems to manage diverse activities expeditiously, soundly and at reasonable cost.
- Appropriate systems to incorporate and nurture participation of the host government institutions (Ministry of Education, regional state education and health bureaus, and the teacher training colleges) in planning, implementing and managing the program

Explicit "exit strategy" that demonstrates how impact and critical processes will be continued after the CA termination date.

3. *Monitoring and Evaluation Plan (10 points)*

The overall quality of the monitoring and evaluation plan will be considered. Factors of review will include the appropriateness of milestones and targets and data gathering activities for monitoring CA outputs within in the context of USAID Basic Education Program and PEPFAR guidelines.

B. Qualifications and Experience of Proposed Personnel and Staffing Pattern (20 points)

- Ability to effectively bring disciplines, functional skills, and experiences of proposed staff to bear on the proposed program.
- Qualifications of proposed personnel and appropriateness for the responsibilities of each position.
- Achieving representative gender balance in hiring and gender balance in retention of professionals throughout the life of the CA.

C. Institutional Experience (10 points)

The following institutional experience of the Applicant will be considered.

- Developing, implementing, managing and evaluating similar comprehensive HIV/AIDS prevention activities in education institutions;
- Promoting and coordinating participation of beneficiaries; and collaborating closely with various levels of host country education, health and HIV/AIDS prevention and control systems.

D. Past Performance (10 Points)

The Recipient should provide references for similar work completed during the past three years that includes the type of contract/agreement, name of organization, program/project manager contact information, dollar value, and period of performance and summary description of the work performed. It should also demonstrate past collaboration with host country governments at the national, regional and higher education levels.

COST EVALUATION CRITERIA**Cost Effectiveness and Realism:**

Proposed costs shall be analyzed for cost realism, the degree to which costs are allowable, allocable, and reasonable for the proposed task with reference to USAID's cost principles. Consideration will be given to the proposed costs, the assessed applicant understands of the RFA requirements, and consistency with the technical application.

SECTION C – PROGRAM DESCRIPTION

Support to Teachers Colleges on Prevention of HIV/AIDS

1. Background

Recent Ethiopian Demographic Health Survey (EDHS) statistics reveal a lower national prevalence and more concentrated HIV epidemic in Ethiopia than previously believed. EDHS 2005 data on ABC-related behavioral indicators provide a starting point to address additional HIV prevention needs and approaches. The EDHS survey indicates a predominantly urban epidemic that is likely to be concentrated within well-defined populations. Further, the 2005 EDHS revealed higher-risk sex is common among more-educated youth. One-quarter of the young women with at least secondary education and almost three-quarters of young men with at least secondary education reported having high-risk sex in the past year compared to only 3% of young women and 15% of young men with no education.

1.1 USAID/Ethiopia PEPFAR for Education Wraparound

USAID/Ethiopia has nearly two years of experience “wrapping” its education and HIV/AIDS programs. The OVC support program, supported by PEPFAR, provides scholarships for five thousand children in one hundred primary schools around the country. In 2009, the program will expand to 400 primary schools with a target of 40,000 children.

The OVC support integrates health and education services in a seamless fashion to address the needs of the OVC holistically. It provides a menu of essential services based upon an initial mapping exercise to identify needs, gaps, and opportunities. Essential services include food and nutritional support, shelter and care, protection, health care needs of OVC, health care for HIV positive children, education and psychosocial services. It also includes a referral system and utilizes locally based Social Service Coordinators to link with existing community institutions including churches and mosques, health facilities, local associations, and NGOs.

PEPFAR wraparound HIV education activities are under implementation in 1,800 primary schools with USAID’s Community Schools Partnership Program (CSPP). CSPP will work with Parent-Teacher Associations (PTA) and other community groups to enhance critical linkages between and among the primary education and health care systems.

At the primary school level, the PEPFAR-funded Health Communications Partnership (HCP) collaborates closely with the Ministry of Education to assure the Ministry’s Beacon Schools Program includes strong Abstinence/Be Faithful programming in primary education. HCP will also expand its Youth Action Kit coverage to more secondary schools leveraging Ministry of Education resources. Several other USAID/Ethiopia PEPFAR partners expect to leverage local partner and community resources through comprehensive ABC prevention program in primary (AB) and secondary (ABC) in-school activities. Other USAID/Ethiopia Partners will leverage local partner resources to promote AB-only programs in primary and secondary schools. At the tertiary level, PEPFAR Ethiopia will leverage Ministry of Education resources for higher education through its continued support to university students at Addis Ababa University for a comprehensive ABC program.

Gender mainstreaming is also considered a central issue in the planning, monitoring and evaluation of all wraparound programs to ensure quality and minimize. It ensures that girls and women are adequately represented and empowered and actively involved in planning, implementation, monitoring and decision-making.

1.2 Teachers Colleges

In Ethiopia, there are currently 24 Teachers' Colleges that prepare primary school teachers with a student population of more than 50,000 and about 3,500 academic and administrative staff annually. Female students constitute about half of the student population. The Teachers' Colleges are located in regional capitals and main towns and some of them are along the high-risk corridor and are hubs for transportation, trucking and commerce. Due to urbanization, these students are exposed to various hot spots in the communities where they live that increase their exposure to risk. The students come to these colleges from all corners of the country. The colleges are no longer providing boarding services or housing for students. As a result, students with limited or no resources are forced to live in rented houses in the community surrounding the campuses. Often high-risk sexual behavior occurs in this living situation placing young girls at increased risk for HIV. Other factors that contributed to high-risk behavior include:

- absence of immediate parental control,
- maturity level and desire for new experiences (most of them are age 17-21 years),
- peer pressure,
- change of environment with many of the students coming from rural areas and,
- the need to "fit-in" to urbanization.

Anecdotal evidence from the Teacher Training Colleges has revealed that many female college students are exposed to unwanted pregnancy and are prone to abortion with an adverse impact on their health status. Sexually transmitted infections (STIs) are often common among the boys. There are no appropriate interventions by bilateral and multilateral agencies, or by NGOs to mitigate the problem in Teachers' Colleges. Therefore, the interventions in teacher training colleges on behavior change that promotes safer sex behaviors, including abstinence, being faithful, reducing sexual partners, and avoiding concurrent or high-risk partnerships, removal of stigma and discrimination, and encouraging comprehensive care and support are very important, pertinent and timely.

2. Program Context

Based on the new prevalence information and behavioral data of the EDHS, PEPFAR Ethiopia's prevention strategy prioritizes expansion of ABC outreach activities to most-at-risk populations, and focuses expanded/new HIV prevention activities for both the general population and high-risk groups in urban areas and along major transportation corridors. Prevention for youth and the general population remains a priority, and much has been accomplished through several existing programs funded by USAID. This Program will work through existing structures to combine approaches, including life skills for youth, addressing harmful social norms - linking to male norms, facilitating community dialogues, and other outreach activities to support AB behavior. The program also addresses other prevention strategies and issues such as stigma and discrimination towards PLWHA, tackling existing gender balances, promoting correct and consistent condom use, early treatment of STIs, and uptake services like voluntary counseling and testing (VCT) and linking to other services. The program is designed to reduce risky behaviors and encourage comprehensive HIV/AIDS prevention support in Teacher Colleges and the associated wider community. It will also promote abstinence among the Teacher Colleges' students and reinforce teachers' abilities to impart HIV/AIDS prevention messages in the classroom.

2.1 Goals, Objectives and Activities

The overall goal of the Program is to promote HIV/AIDS prevention within the 24 Teachers Training Colleges wider community, including regular, evening, and summer students, faculty, and administration workers.

Objective 1: Promote the reduction of risky sexual behaviors among 150,000 students and 3,500 faculty and administrative staff in 24 Teacher Training Colleges through the provision of life-skills and knowledge within the life of the project.

Illustrative Activities

The illustrative activities will include but not be limited to:

- Assessment of HIV services , knowledge, and behavior,
- Introduction of the program to stakeholders,
- Adapt HIV/ AIDS/STI/TB tool kit and IEC materials for students, faculty and administrative staff,
- Adapt teaching and learning manuals on HIV/AIDS prevention and care for primary schools that would be used by prospective graduating teachers when they go to their place of assignment (The graduates can serve as resource or focal persons and change agents in their schools and communities);
- Curriculum review by stakeholders, and incorporate HIV/AIDS education into the curriculum.
- Implement prevention and care education based on tool kits and behavior change communication (BCC) /Information, Education, and Communication (IEC) materials developed through education, entertainment, and interpersonal reinforcement.

Indicators:

- Number of HIV/AIDS prevention tool kits adapted and distributed to students and staff (disaggregated by sex).
- Number of individuals trained to promote HIV/AIDS prevention through other behavior change beyond abstinence and or being faithful using the tool kits (disaggregated by sex).

Objective 2: Establish and strengthen HIV/AIDS Resource Centers that will provide policymakers, students, faculty and administrative staff access to current information and services for HIV/AIDS in the 24 Teacher training Colleges.

Illustrative Activities

The illustrative activities will include but not be limited to:

- Establish and or strengthen, and equip 24 College HIV/AIDS Resource centers or liaison offices to fully implement activities to reach regular, evening, and summer students, faculty, and administrative staff,
- Strengthen capacity of the Teacher' college focal persons or liaison officers, management committee, clubs , etc, and
- Linkage to VCT and referral to ART, palliative care, PMTCT and other services whether at College health facility or facilities based nearby in town.
- Identification of youth friendly health care services or creation of youth friendly services at college health facilities.

- Establish HIV/AIDS clubs to address stigma and discrimination.
- Following PEPFAR guidelines, distribute condoms and teach proper condom use to teachers and appropriate age groups

Indicators:

- Number of Colleges with youth friendly health care services.
- Number of targeted condom service outlets.
- Number of individuals referred to ART, palliative care and PMTCT service facilities (disaggregated by sex).
- Number of individuals who received voluntary counseling and testing for HIV and received their test results (disaggregated by sex).
- Number of College HIV/AIDS Resource centers established and or strengthened, equipped and functional.

Objective 3: Develop/design a Teacher Training College HIV prevention policy and strategy, including a workplace policy/guideline.

Illustrative Activities

The illustrative activities may include:

- Review relevant documentation that will inform policy/strategy development process,
- Identify and consult with key stakeholders ,
- Conduct and facilitate consensus building meetings and workshops in the process of developing policy and strategy,
- Produce a policy and strategy including workplace guidelines,
- Build the capacity of pertinent management teams, students groups and staff, (including Teachers' College policy decision-makers) for the implementation of the policy and strategy, and development of action plans including budget,
- Strengthen alliances and coordination between Teachers' Colleges and college outreach schools and
- Strategic meetings with HAPCO, MOE and MOH, Regional: HAPCO, Education and Health – bridging the current gap between health and education offices and teachers' colleges.

Indicators:

- Number of colleges with HIV-related policy, strategy and workplace guideline in place, which is functional.
- Number of colleges that implemented annual action plans including budget for comprehensive HIV/AIDS prevention program.
- Number of colleges that provide technical assistance to college outreach schools.

2.2 Geographic focus and target beneficiaries

USAID/Ethiopia has been supporting teacher education development programs in pre-service and in-service teacher training in all nine regional states and, Addis Ababa and Dire dawa city administrations. These colleges will be targeted by this program. Accordingly, Afar (Semera), Amhara (Debre Berhan, Debere Markos, Dessie and Gondar) , Benishangul Gumuz (Gelgel Beles), Gambella (Gambella), Harari (Harar), Oromiya (Assela, Dembidolo, Haromaya, Hagereselam, Jimma, Metu, Nekepte and Robe), SNNP (Arba

Minch, Awassa ,Bonga, and Hosaenna) Somali (Jijiga) and Tigray (Abi Adi, Adwa and Mekele) will be the target colleges. It will be anticipated that the colleges' neighboring primary schools linked through out-reach program of the colleges and teachers undergoing in-service trainings will also benefit from this program. The target beneficiaries will be all regular, evening, and summer students (in-service teacher training participants), faculty, and administrative workers. The regional Education Bureaus and neighboring Wereda Education Offices will also benefit from the program. Applicants shall bring supporting letters from respective Regional State Education Bureaus and Teachers' Colleges.

2.3 Sustainability

- To ensure sustainability, the project will work with existing Teachers' Colleges and government structures, such as the education and health offices addressing HIV/AIDS. The multi-level capacity building strategy (i.e. at individual, college and government level) is designed to sustain the initiatives proposed in this document. Through policy dialogue, the Teachers' Colleges and local governments will be encouraged to allocate resources along annual action plans.
- Ensure that policy and guidelines are effectively implemented by the Colleges and also corresponding budgets and personnel are linked to activities for sustainability.
- Ensure student groups and or clubs are integrated with higher level administration and college structure.

2.4 Gender

Throughout the project and in each of the proposed program interventions, particular attention will be given to addressing the unique gender aspects of HIV in Ethiopia, especially the needs of female students attending Teachers' Colleges. Life-skills education will address gender and the needs of both male and female in order to equip them with the knowledge to avoid gender-based discrimination and abuse. To address and minimize female students' vulnerability to exploitation and abuse, the Program will develop targeted awareness and protection education for female adolescents.

3. Desired results and requirements

3.1 Desired results

The key outputs that the grantee shall achieve by the end of the third year are:

- 150,000 individuals trained to promote HIV/AIDS prevention through other behavior change beyond abstinence and or being faithful.
- Policy, strategy and work place guideline on HIV/AIDS in place and functional in each targeted college.
- HIV/AIDS resource centers functional in 24 teachers colleges.
- Youth friendly health services functional in 24 targeted teachers colleges.
- Condom service outlets functional in targeted colleges.
- 100,000 HIV/AIDS prevention tool kits adapted and distributed to graduating students.
- 100,000 students trained on use of HIV/AIDS prevention tool kits.
- HIV/AIDS education curriculum integrated into teachers colleges training programs (pre-service and in-service programs).

- 100,000 individuals received voluntary counseling and testing for HIV.
- Annual action plans including budget for HIV/AIDS program implemented in all targeted teachers colleges.
- Adequate capacity to manage and plan HIV/AIDS program created in each targeted college.
- Active participation of students in decision-making, management and planning of HIV/AIDS program created in all targeted colleges.
- Gender, particularly female students and staff addressed in all HIV/AIDS program activities.
- Coordination strengthened between teachers colleges , MOE, MOH, HAPCO and PEPFAR partners at Federal, Regional and local level.
- Technical assistance provided to college outreach schools on HIV/AIDS prevention program.

3.2 Monitoring results

The Recipient will develop and present the performance monitoring plan to USAID within 60 days of the Award. The Recipient will be responsible for providing activity and financial reports to USAID/Ethiopia on a quarterly basis. The Recipient will provide a cumulative accomplishment report at the end of the third year of the project. The recipient is also required to submit annual and quarterly progress reports to USAID and host government partners, namely, Ministry of Education (MOE), regional state education bureaus (RSEB) and Teachers Colleges not later than thirty days after the close of each quarter. Moreover, USAID (using an independent evaluator) will undertake an evaluation towards the end of the second year of the Program to assess the overall implementation of the Program.

The specific data required are of two types: i) those that report on progress toward milestones and targets under this CA; and ii) those to measure the overall achievements of the program.

The first type of data should include reporting on the outputs of the Program accomplished in each quarter. The second type will focus on reporting on the results of the Program. In both reports, data on students, teachers and other staff, etc., will be disaggregated by sex.

The Recipient will be expected to work with USAID and its other implementing partners to assure all data it is collecting and providing use harmonized systems. Such harmonized systems are essential if data collected by different partners in different teacher training colleges is to be aggregated for USAID's reporting purposes.

3.3 Branding requirements

Markings under this CA shall comply with the USAID "Graphic Standards Manual" available at www.usaid.gov/branding, or any successor branding policy.

The Program under this CA will be known as Support to Teachers Colleges on Prevention of HIV/AIDS (STOP HIV/AIDS)

USAID/Ethiopia envisions that this Program will be promoted among targeted audiences to increase awareness that 1) the Program is to support HIV/AIDS in teachers' colleges and 2) that this assistance is from the American people. The target audience includes students, teachers and teacher education institutions. Proper branding of the project is essential in order to market or position the project among the target audience.

As required by the ADS 320, the USAID Identity should be of equal or greater prominence than all other logos and symbols.

Branding Implementation Plan (BIP) and Marking Plan (MP)

The Recipient will prepare two plans concurrently. The first will be the Branding Implementation Plan (BIP) describing how the recipient will implement the Branding Strategy. The BIP should detail how the project will be promoted to beneficiaries and host-country citizens. It should outline the events and materials the Recipient will organize and produce to assist USAID in delivering the message that the assistance is from the American people.

The second will be the Marking Plan to enumerate all of the public communications, commodities, program materials and other items that will be co-marked with the USAID the Recipients identities.

Branding Implementation Plans and Marking Plans should all be unique, and address the specific circumstances, implementation challenges and working environments that each USAID award faces.

4. Program Management

4.1 Substantial involvement

USAID shall be substantially involved during the performance of the Cooperative Agreements awarded in the following areas:

- Concurrence on the selection of sub award recipients and/or the substantive provision of the sub awards for approval by the Agreement Officer.
- Approval of the recipient's implementation and monitoring plan.
- Designation of key positions and approval of key personnel;
- Carrying out monitoring to permit specified program comments or guidance because of interrelationships with other projects.

4.2 Work plans and reports

The Recipient will develop and present the first plan to USAID within 30 days of the award and the successive annual plans on the first week of July of each year to fit to the planning cycle of the Government of Ethiopia. The work plan has to include detail on its estimated deployment of Recipient's resources (personnel, equipment, budget) necessary to achieve proposed targets. The Recipient is required to submit concurrence letter from beneficiaries (RSEB) along with its work plan.

The Recipient is also required to submit quarterly progress reports to USAID and host government partners, namely, the Ministry of Education (MOE) regional state education bureaus (RSEB) and Teachers Colleges not later than thirty days after the close of each quarter. Similarly the Recipient shall submit an annual report covering activities of the previous Ethiopian fiscal year to USAID and host government partners not later than July 31 of each year.

The Recipient shall be required to present both the implementation plans and reports to the USAID Basic Education Program Technical Working Group meeting. The TWG shall discuss the implementation plans and reports, and may give suggestions for improvement.

The Recipient also shall be required to provide quarterly financial report to USAID per the guidelines of USAID.

4.3 Designation of Key Positions and Personnel

The Recipient's proposal must define technical qualifications and experience, and position descriptions for any key positions and personnel that it proposes. Persons who are in positions that are considered to be essential to the successful implementation of the Program shall be designated as key personnel. The number of those key positions should not be more than five or five percent of the recipient employees working under the award, whichever is greater. The Recipient should get USAID's approval for replacement of specified key personnel.

The Recipient should include a discussion of proposed headquarters supervision, support, and quality control efforts under the CA. Any direct level of effort attributable to headquarters activities is expected to be focused primarily on that required for sourcing information and technical expertise to support the field team.

The Chief of Party shall be authorized to represent the Recipient in all matters pertaining to the execution of the Program Description with the possible exception of CA amendments, for which authority shall be delegated at the discretion of the recipient. The Chief of Party will serve as the Recipient's Representative in Ethiopia for the purposes of the CA.

4.4 Coordination with USAID, PEPFAR and host government

4.4.1 Relationships with USAID, PEPFAR and other implementing partners: The program will leverage and wrap-around resources from PEPFAR and other partners to provide services, and ensure that all activities are collaboratively programmed to avoid redundancy. The program will be linked with comprehensive ABC activity implementing partners.

The program will link with USAID/Ethiopia Basic Education Program teacher development project entitled Improving Quality of Primary Education Program (IQPEP), which will be in place later this year.

4.4.2 Coordination with International Foundation for Education and Self-Help (IFESH) and Peace Corps

Most of the IFESH volunteers are assigned to work in Teachers' Colleges which are ideal situations for preparing future teachers of Ethiopia. One of the most important component of IFESH programs is to support efforts to reduce the threat of HIV/AIDS. In fact, currently the two main cross-cutting issues to be addressed by all IFESH volunteers during their tenures in Teachers' Colleges are Gender equality and HIV/AIDS prevention and care education.

Accordingly, IFESH, through its volunteers, has already accumulated a very rich experience in organizing events such as HIV/AIDS Day, peer-education, mentoring, role modeling, integrating HIV/AIDS into classroom activities, collecting posters and sharing information, disseminating messages on T-shirts, and integrating with all co-curricular activities in teacher training colleges. Particularly, events organized for girls such as Big Sisters program (matching senior female students with new comers), speeches by HIV positive persons to share their live experience, and US student teams traveling to Ethiopia, etc. were found more interesting in attracting attention of many students and staff. Therefore, this program taps the human resources of IFESH during implementation.

Peace Corps (PC) is also working in PEPFAR activities and this program may coordinate with PC for technical assistance.

4.4.3 Roles and relationship with the ministries of Education and Health, regional state education and health bureaus (REB and RHB)), HAPCO and other relevant Government Institutions:

The program will establish a very close work relationship with relevant government entities – the Federal Ministry of Education (MOE), Ministry of Health, HAPCO, the regional government education and health bureaus, teacher training colleges and woreda education and health offices.

The Recipient is expected to work closely with the key Ethiopian and international partners involved in the implementation of USAID’s Basic Education Program and PEPFAR to assure that HIV/AIDS educational activities are collaboratively programmed. In this regard, USAID requires that the work plans be accompanied by written concurrence from the regional state education bureaus (RSEBs) for activities that would be carried out in the teacher training colleges.

USAID intends that coordination and decision-making regarding ongoing implementation of USAID’s HIV/AIDS education activities will be assured through a consultative process that will involve the joint Host Government-USAID Technical Working Group (TWG). The core TWG for the Basic Education Program includes members of the USAID core team plus representatives of relevant departments of the Ministry of Education (the Education Sector Development Program and Planning Department /ESDPP/, the General Education Curriculum Framework Department, and Education Programs and Teacher Education Department) and MOFED. The expanded TWG, in addition to members of the core TWG, includes representatives from the Department of Information Communication and Technology, the General Education Quality Assurance and Examinations Agency, and the 11 education bureaus of regional states and city administrations. The Head of the Education Sector Development Program and Planning Department (ESDPP) in the MOE chairs the TWG. The TWG meets quarterly and provides a broad-based forum for consultation and input as the project progresses, to assure that USAID maintains its core values of customer service and participation throughout the life-of-plan.

The USAID Education and HIV/AIDS Teams will undertake coordination on a more routine basis. The teams will consult with the Ministry of Education and Health, REBs/RHBs and the teachers’ colleges whenever necessary to facilitate the success of the program. The education team will provide day-to-day management of USAID’s PEPFAR education wraparound programs, with frequent informal small meetings and/or telephone conversations and emails with the implementing partner.

Key stakeholders include but are not limited to the Federal MOE; MOH, Bureaus/offices/representatives of education and health in regions, teacher training colleges and other governmental agencies in regions; other national and international partners; other USAID teams, particularly the HIV/AIDS team; and other branches of the federal and regional governments that may be necessary to the achievement of the CA objectives.

The Recipient will also collaborate closely with USAID to establish processes and/or systems for broad-based customer consultation to ensure that USAID maintains its core values of customer service and participation throughout the life-of-plan.

SECTION D - CERTIFICATIONS, ASSURANCES, OTHER STATEMENTS OF RECIPIENT REQUIRED FOR COOPERATIVE AGREEMENT AWARD

Note: When these Certification, 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

- (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 grant 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 were 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 grant, 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 sub recipients 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.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement 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 DRUG-FREE WORK PLACE REQUIREMENTS

(a) Instructions for Certification

- (1) By signing and/or submitting this application or grant, the recipient is providing the certification set out below.
- (2) The certification set out below is a material representation of fact upon which reliance was placed when the agency determined to award the Cooperative Agreement. If it is later determined that the recipient knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- (3) For recipients other than individuals, Alternate I applies.
- (4) For recipients who are individuals, Alternate II applies.

(b) Certification Regarding Drug-Free Workplace Requirements

Alternate I

(1) The recipient certifies that it will provide a drug-free workplace by:

(A) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the applicant's/grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(B) Establishing a drug-free awareness program to inform employees about--

1. The dangers of drug abuse in the workplace;
2. The recipient's policy of maintaining a drug-free workplace;
3. Any available drug counseling, rehabilitation, and employee assistance programs; and
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(C) Making it a requirement that each employee to be engaged in the performance of the Cooperative Agreement be given a copy of the statement required by paragraph (b)(1)(A);

(D) Notifying the employee in the statement required by paragraph (b)(1)(A) that, as a condition of employment under the Cooperative Agreement, the employee will--

1. Abide by the terms of the statement; and
2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

(E) Notifying the agency within ten days after receiving notice under subparagraph (b)(1)(D)1. from an employee or otherwise receiving actual notice of such conviction;

(F) Taking one of the following actions, within 30 days of receiving notice under subparagraph (b)(1)(D)2., with respect to any employee who is so convicted--

1. Taking appropriate personnel action against such an employee, up to and including termination; or
2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(G) Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (b)(1)(A), (b)(1)(B), (b)(1)(C), (b)(1)(D), (b)(1)(E) and (b)(1)(F).

(2) The recipient shall insert in the space provided below the site(s) for the performance of work done in connection with the specific Cooperative Agreement:

Place of Performance (Street address, city, county, state, zip code)

Alternate II

The recipient certifies that, as a condition of the Cooperative Agreement, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the Cooperative Agreement.

4. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS -- PRIMARY COVERED TRANSACTIONS [3]

(a) Instructions for Certification

1. By signing and submitting this application, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this application is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "application," and "voluntarily excluded," as used in this clause, have the meaning set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. [4] You may contact the department or agency to which this application is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this application that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," [5] provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier

covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the methods and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealing.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

(b) Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(A) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(B) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(C) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(B) of this certification;

(D) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this application.

5. 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, (3) Certification regarding drug-free work place requirements, and 4) Certification regarding debarment, Suspension, and other Responsibility matters – Primary Covered Transactions.

RFA/APS No. _____

Application No. _____

Date of Application _____

Name of Recipient _____

Typed Name and Title _____

Signature _____

Date _____

PART II - KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____ (MM/DD/YYYY)

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

PART III - PARTICIPANT CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

1. I hereby certify that within the last ten years:

- a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
- b. I am not and have not been an illicit trafficker in any such drug or controlled substance.

- c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.
- 2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: _____

Name: _____

Date: _____

Address: _____

Date of Birth: _____

NOTICE:

- 1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.
- 2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

PART IV - CERTIFICATION OF COMPLIANCE WITH THE STANDARD PROVISIONS ENTITLED “CONDOMS” AND “PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING.”

Applicability: This certification requirement only applies to the prime recipient. Before a U.S. or non-U.S. non-governmental organization receives FY04-FY08 HIV/AIDS funds under a grant or cooperative agreement, such recipient must provide to the Agreement Officer a certification substantially as follows:

“[Recipient's name] certifies compliance as applicable with the standard provisions entitled “Condoms” and “Prohibition on the Promotion or Advocacy of the Legalization or Practice of Prostitution or Sex Trafficking” included in the referenced agreement.”

RFA/APS No. _____

Application No. _____

Date of Application _____

Name of Applicant/Subgrantee _____

Typed Name and Title _____

Signature _____

PART V - SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

Applicability: All RFA's must include the attached Survey on Ensuring Equal Opportunity for Applicants as an attachment to the RFA package. Applicants under unsolicited applications are also to be provided the survey. (While inclusion of the survey by Agreement Officers in RFA packages is required, the applicant's completion of the survey is voluntary, and must not be a requirement of the RFA. The absence of a completed survey in an application may not be

a basis upon which the application is determined incomplete or non-responsive. Applicants who volunteer to complete and submit the survey under a competitive or non-competitive action are instructed within the text of the survey to submit it as part of the application process.)

PART VI - 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.	Email Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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:

TIN: _____

3. CONTRACTOR IDENTIFICATION NUMBER - 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:

LOC: _____

5. PROCUREMENT INFORMATION

- (a) **Applicability.** This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the grant, and not to assistance provided by the recipient (i.e., a subgrant or subagreement) to a subgrantee or sub recipient in support of the sub grantee’s or sub recipient’s program. Provision by the recipient of the requested information does not, in and of itself, constitute USAID approval.

- (b) **Amount of Procurement.** Please indicate the total estimated dollar amount of goods and services which the recipient plans to purchase under the grant:

\$ _____

- (c) **Nonexpendable Property.** If the recipient plans to purchase nonexpendable equipment which would require the approval of the Agreement Officer, please indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. Nonexpendable equipment for which the Agreement Officer’s approval to purchase is required is any article of nonexpendable tangible personal property charged directly to the grant, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

TYPE/DESCRIPTION (Generic)	QUANTITY	ESTIMATED UNIT COST
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- (d) **Source, Origin, and Componentry of Goods.** If the recipient plans to purchase any goods/commodities which are not of U.S. source and/or U.S. origin, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source and/or origin. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Any commodity whose source is a non-Free World country is ineligible for USAID financing. The "origin" of a commodity is the country or area in which a commodity is mined, grown, or produced. A commodity is produced when: through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity results, which is substantially different in basic characteristics or in purpose or utility from its components. Merely packaging various items together for a particular procurement or relabeling items does not constitute production of a commodity. Any commodity whose origin is a non-Free World country is ineligible for USAID financing. "Components" are the goods which go directly into the production of a produced commodity. Any component from a non-Free World country makes the commodity ineligible for USAID financing.

TYPE/ DESCRIPTION (Generic)	QUANTITY	EST. UNIT COST	GOODS COMPONENTS	PROBABLE SOURCE	GOODS	PROBABLE COMPONENTS	ORIGIN
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(e) Restricted Goods. If the recipient plans to purchase any restricted goods, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source and/or origin. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals, Pesticides, Rubber Compounding Chemicals and Plasticizers, Used Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

TYPE/ DESCRIPTION (Generic)	QUANTITY	ESTIMATED UNIT COST	PROBABLE SOURCE	PROBABLE ORIGIN	INTENDED USE
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(f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in the U.S., please indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier. Any supplier whose nationality is a non-Free World country is ineligible for USAID financing.

TYPE/ DESCRIPTION (Generic)	QUANTITY	ESTIMATED UNIT COST	PROBABLE SUPPLIER (Non-US Only)	NATIONALITY	RATIONALE for Non-US
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(g) Proposed Disposition. If the recipient plans to purchase any nonexpendable equipment with a unit acquisition cost of \$5,000 or more, please indicate below (using a continuation page, as necessary) the proposed disposition of each such item. Generally, the recipient may either retain the property for other uses and make compensation to USAID (computed by applying the percentage of federal participation in the cost of the original program to the current fair market value of the property), or sell the property and reimburse USAID an amount computed by applying to the sales proceeds the percentage of federal participation in the cost of the original program (except that the recipient may deduct from the federal share \$500 or 10% of the proceeds, whichever is greater, for selling and handling expenses), or donate the property to a host country institution, or otherwise dispose of the property as instructed by USAID.

TYPE/DESCRIPTION (Generic)	QUANTITY	ESTIMATED UNIT COST	PROPOSED DISPOSITION
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6. PAST PERFORMANCE REFERENCES

On a continuation page, please provide a list of the most recent and/or current U.S. Government and/or privately-funded contracts, grants, cooperative agreements, etc., and the name, address, and telephone number of the Contract/Agreement Officer or other contact person.

7. 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.

8. ESTIMATED COSTS OF COMMUNICATIONS PRODUCTS

The following are the estimate(s) of the cost of each separate communications product (i.e., any printed material [other than non-color photocopy material], photographic services, or video production services) which is anticipated under the grant. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.

FORMATS\GRNTCERT: Rev. 06/16/97 (ADS 303.6, E303.5.6a) When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term "Grant" means "Cooperative Agreement". The recipient must obtain from each identified subgrantee and sub-contractor, and submit with its application/proposal, the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Transactions, set forth in Attachment A hereto. The recipient should reproduce additional copies as necessary. See ADS Chapter E303.5.6a, 22 CFR 208, Annex1, App A. For USAID, this clause is entitled "Debarment, Suspension, Ineligibility, and Voluntary Exclusion (March 1989)" and is set forth in the grant standard provision entitled "Debarment, Suspension, and Related Matters" if the recipient is a U.S. nongovernmental organization, or in the grant standard provision entitled "Debarment, Suspension, and Other Responsibility Matters" if the recipient is a non-U.S. nongovernmental organization.

SECTION E - SPECIAL PROVISIONS

(A) SUPPORTING USAID’S DISABILITY POLICY IN CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS

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 non-discrimination 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://www.usaid.gov/about/disability/DISABPOL.FIN.html>
- (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 with the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women and children with disabilities. Questions about USAID’s Disability Policy can be directed to Lynne Schaberg, PPC/P at 202-712-1891 or Lloyd Feinberg, DCHA/DG, 202-712-5725.
- (c) USAID encourages Recipients to follow this policy to the maximum extent possible. By signing below, the Recipient acknowledges that it is aware of this policy and will apply it to the maximum extent practicable.

Signature: _____

Name: _____

Date: _____

(B) DEPARTMENT OF STATE GUIDANCE ENTITLED – SECTION 579 IMPLEMENTATION – TAXATION OF US FOREIGN ASSISTANCE

“Reporting of Foreign Taxes

- a. The recipient must annually submit a report by April 16 of the next year.
- b. Contents of Report. The report must contain:
- (i) Contractor/recipient name.
 - (ii) Contact name with phone, fax and email.
 - (iii) Agreement number(s).
 - (iv) Amount of foreign taxes assessed by a foreign government [each foreign government must be listed separately] on commodity purchase transactions valued at \$500 or more financed with U.S. foreign assistance funds under this agreement during the prior U.S. fiscal year.

- (v) Only foreign taxes assessed by the foreign government in the country receiving U.S. assistance is to be reported. Foreign taxes by a third party foreign government are not to be reported. For example, if an assistance program for Lesotho involves the purchase of commodities in South Africa using foreign assistance funds, any taxes imposed by South Africa would not be reported in the report for Lesotho (or South Africa).
 - (vi) Any reimbursements received by the Recipient during the period in (iv) regardless of when the foreign tax was assessed and any reimbursements on the taxes reported in (iv) received through March 31.
 - (vii) Report is required even if the recipient did not pay any taxes during the report period.
 - (viii) Cumulative reports may be provided if the recipient is implementing more than one program in a foreign country.
- c. Definitions. For purposes of this clause:
- (i) "Agreement" includes USAID direct and country contracts, grants, cooperative agreements and interagency agreements.
 - (ii) "Commodity" means any material, article, supply, goods, or equipment.
 - (iii) "Foreign government" includes any foreign governmental entity.
 - (iv) "Foreign taxes" means value-added taxes and custom duties assessed by a foreign government on a commodity. It does not include foreign sales taxes.
- d. Where. Submit the reports as email attachment to etvatreport@usaid.gov
- e. Subagreements. The recipient must include this reporting requirement in all applicable subcontracts, subgrants and other subagreements.
- f. For further information see <http://www.state.gov/m/rm/c10443.htm>.

(C) IMPLEMENTATION OF E.O. 13224 -- CERTIFICATION REGARDING TERRORIST FINANCING

Before making the award of a grant or cooperative agreement to a non-governmental organization, the Agreement Officer must obtain a certification from both U.S. and non-U.S. organizations, substantially as follows:

"As a condition of entering into the referenced agreement, [name of organization] hereby certifies that it has not provided and will not provide material support or resources to any individual or entity that it knows, or has reason to know, is an individual or entity that advocates, plans, sponsors, engages in, or has engaged in terrorist activity, including but not limited to the individuals and entities listed in the Annex to Executive Order 13224 and other such individuals and entities that may be later designated by the United States under any of the following authorities: § 219 of the Immigration and Nationality Act, as amended (8 U.S.C. § 1189), the International Emergency Economic Powers Act (50 U.S.C. § 1701 et seq.), the National Emergencies Act (50 U.S.C. § 1601 et seq.), or § 212(a)(3)(B) of the Immigration and Nationality Act, as amended by the USA Patriot Act of 2001, Pub. L. 107-56 (October 26, 2001)(8 U.S.C. §1182). [Name of organization] further certifies that it will not provide material support or resources to any individual or entity that it knows, or has reason to know, is acting as an agent for any individual or entity that advocates, plans, sponsors, engages in, or has engaged in, terrorist activity, or that has been so designated, or will immediately cease such support if an entity is so designated after the date of the referenced agreement.

For purposes of this certification, "material support and resources" includes currency or other financial securities, financial services, lodging, training, safe houses, false documentation or identification,

communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

For purposes of this certification, "engage in terrorist activity" shall have the same meaning as in section 212(a)(3)(B)(iv) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1182(a)(3)(B)(iv)).

For purposes of this certification, "entity" means a partnership, association, corporation, or other organization, group, or subgroup.

This certification is an express term and condition of the agreement and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term."

Solicitation No. _____

Application/Proposal No. _____

Date of Application/Proposal _____

Name of Applicant/Sub-grantee _____

Typed Name and Title _____

Signature _____

Please indicate concurrence to standard provisions that can be viewed at USAID website www.usaid.gov/pubs/ads/300/303.pdf

Also, as per AAPD 02-04, dated March 20, 2002, it is mandatory to incorporate the following Standard Provisions in all solicitations and awards:

“PROHIBITIONS ON TRANSACTIONS WITH INDIVIDUALS OR ORGANIZATIONS ASSOCIATED WITH TERRORISM:

The Contractor/Recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the contractor/recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/sub awards issued under this contract/agreement."

D Non-Federal Audits

In accordance with 22 C.F.R. Part 226.26 Recipients and subrecipients are subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 U.S.C. 7501–7507) and revised OMB Circular A–133, “Audits of States, Local Governments, and Non-Profit Organizations.” Recipients and subrecipients must use an independent, non-Federal auditor or audit organization which meets the general standards specified in generally accepted government auditing standards (GAGAS) to fulfill these requirements.

SECTION F – BRANDING STRATEGY AND MARKING PLAN

1. BRANDING STRATEGY (ASSISTANCE)

A Branding Strategy describes 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.

POSITIONING

Naming

How is the project/program named? What is the intended name? Is it acceptable to co-brand the title with the USAID's and the 'apparently successful applicant? How will the materials and communications be positioned (i.e. as from the American People, jointly-sponsored by USAID and the host country, or in some other way.)

Logo

Will a program logo be developed and used consistently to identify this program? Will other logos be used to co-brand with the USAID logo? Are there examples shown?

PROGRAM COMMUNICATIONS AND PUBLICITY

Audiences

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

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

Messages

What is the main program message?

Visibility

What is the desired level of visibility? Will the recipient announce and promote publicity this program or project to host country citizens? If yes, what press and promotional activities are planned? Please provide any additional ideas about how to increase awareness that the American people support his project or program.

ACKNOWLEDGEMENTS

Will there be any direct involvement from a host country ministry? If yes, please indicate which one or ones.

Will the recipient acknowledge the ministry as an additional sponsor?

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

Who are the other donors and how will they be acknowledged?

2. Marking Plan (Assistance)

A Marking Plan details the public communications, commodities and program materials intended to visibly bear the USAID Identity.

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

- a. program, project or activity sites funded by USAID, including visible infrastructure projects or other programs, projects or activities that are physical in nature;
- b. technical assistance, studies, reports, papers, publications, audio-visual productions, public services announcements, websites/internet activities and other promotional, informational, media or communications products funded by USAID.
- c. Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences, and other public activities
- d. 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:

- a. the program deliverables that the recipient will mark with the USAID identity
- b. the type of marking and what materials the application will be used to mark the program deliverables with the USAID Identity
- c. when in performance period the applicant will mark the program deliverables, and where the applicant will place the marking.

3. A table specifying:

- a. what program deliverables will not be marked with the USAID Identity
- b. and the rationale for not marking these program deliverables

3. 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.

(c) **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.

4. 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 subagreement.

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 Development (USAID). The contents are the responsibility of [insert recipient name] and do not necessarily reflect the views of USAID or the United States Government."

(11) The recipient will provide the Cognizant Technical Officer (CTO) 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 ___ 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 Cognizant Technical Officer. 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.



5. Branding and Language Guidance for the President's Emergency Plan for AIDS Relief (PEPFAR) Partners in Ethiopia

The following branding and language guidance applies to programs supported by the Emergency Plan in Ethiopia, whether funding is provided through the Centers for Disease Control and Prevention (CDC), the United States Agency for International Development (USAID), Department of Defense (DoD), or the United States Embassy.

Branding:

- Use the country-specific PEPFAR logo (above) with the appropriate U.S. funding agency logo on public communications which discuss PEPFAR programs. This includes, but is not limited to, publications, brochures, information materials, success stories, posters, banners, public service print announcements, websites, press releases, fact sheets and videos. You may have seen this logo in different forms; without the flags or with text underneath. We are requesting you only use the logo above, henceforth referred to as the country-specific PEPFAR logo.
- PEPFAR-funded partners are encouraged to “brand” events such as conferences, special events and workshops with the country-specific PEPFAR logo. When branding is not practical, verbal acknowledgement is requested.
- Partners are encouraged but not required to “brand” commodities, purchased with Emergency Plan funds, such as office or medical equipment. Please follow these guidelines if you do so.
- All agencies and partners receiving HIV/AIDS dollars from the U.S. government are encouraged to “co-brand” with the appropriate U.S. funding agency. This entails following the country-specific PEPFAR logo with the USAID or CDC Identity. It is the program’s choice to recognize a further partnership with an additional U.S. agency that may provide non-financial support, i.e. technical assistance. When co-branding with other US agency logos, the PEPFAR logo should always be placed first.
- PEPFAR projects may also be co-branded with the Government of Ethiopia or its entities. This should be determined at the beginning of a project and be consistent throughout its duration. It is appropriate to place the Government of Ethiopia logo before the PEPFAR logo.
- When co-branding with multiple logos, all logos should be of equal size and prominence. It is preferable for multiple logos to be placed in a horizontal line on a white background. Note that when you use more than five logos, branding loses its impact.
- Your activity manager can provide you with an electronic copy of the country-specific PEPFAR logo.
- Be sure to follow also the branding policies of USAID and CDC. For example, USAID has different branding policies and marking requirements for implementing partners: one for Acquisition Awards

to contractors, and one for Assistance Awards to U.S. NGOs receiving grants and cooperative agreements. More information can be found at <http://www.usaid.gov/branding/>. The CDC logo must always be used in conjunction with the Health and Human Services (HHS) Logo; to the right or below the HHS logo. Contact your activity manager for specific guidance from these agencies.

Language:

- Along with branding, all agencies and partners are asked to consider how they phrase documents concerning the Emergency Plan to reflect its interagency nature. For example, in any press release about USG HIV/AIDS funding, agency names should be replaced with "The U.S. President's Emergency Plan for AIDS Relief," "President Bush's Emergency Plan for AIDS Relief," "the American people" and/or "the U.S. government" in that order of preference.
- PEPFAR is the acronym for the President's Emergency Plan for AIDS Relief. While used frequently in the "AIDS world" as short hand for the U.S. government's initiative to fight international HIV/AIDS, it should be used sparingly in documents prepared for broader external audiences. "Emergency Plan" is the preferred second reference for the "President's Emergency Plan for AIDS Relief" in a press release or announcement. This helps to ensure that the emergency nature of the initiative gets consistently communicated (and not lost in an acronym) to those less familiar with the program. Other acceptable second references include "the American people" and "the U.S. government".
- Fifteen of 123 PEPFAR assisted countries are "focus countries", accounting for nearly 50 percent of HIV/AIDS infections worldwide. A focus country is not a country in which the U.S. has special interest; the USG is interested in HIV/AIDS in every country. A focus country is one in which the USG has committed the resources needed to support the full national scale-up of prevention, treatment and care programs. Ethiopia is a focus country and should be referred to as such.
- Please use this descriptive statement wherever possible and appropriate:

“The President’s Emergency Plan for AIDS Relief (PEPFAR) is the largest commitment ever by any nation for an international health initiative dedicated to a single disease – a five-year, \$18.8 billion, multifaceted approach to combating HIV/AIDS around the world through programs to prevent HIV infection, and provide comprehensive care and treatment to those affected and infected by HIV/AIDS.”

Resources:

PEPFAR Coordinator’s Office: Yared Belete, BeleteY@state.gov 011 517 4002
 U.S. Embassy: Darragh Paradiso, ParadisoDT@state.gov 011 517 4244
 USAID/Ethiopia: Kimberly Flowers, kiflowers@usaid.gov cell 0911 500 414
 CDC Ethiopia: Sofia Yilma, Yilmas@et.cdc.gov work 011 466 9566

VENDOR: Estifano, MIRAME PLC, mirameplc@ethionet.et cell 0911 203 955, 011 550 4517
 (located behind Dembel City Center)

Effective 4/2007; updated 7/2008

PEPFAR Office: 251-11 517 4102; Fax: 251-11 1242432; email: PEPFARETHIOPIA@state.gov