



Issuance Date: **December 30, 2009.**  
Closing Date: **February 15, 2010.**  
Closing Time: **1600 East African Time.**

**Subject: Request for Applications (RFA) Number USAID-TANZANIA-10-004-RFA**

## **Coordinated Orphans and Vulnerable Children Care Program**

The United States Agency for International Development (USAID) is seeking applications for an Assistance Agreement for funding a program for **Coordinated Orphans and Vulnerable Children Care Program**. The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended.

The Recipient will be responsible for ensuring achievement of the program objective for **Coordinated Orphans and Vulnerable Children Care Program**. Please refer to the Program Description for a complete statement of goals and expected results.

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

Subject to the availability of funds, USAID intends to provide approximately **\$59,000,000** in total USAID funding to be allocated over the **five years** 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 - Grant Application Format;
2. Section B - Selection Criteria;
3. Section C – Program Description;
4. Section D - Certifications, Assurances, and Other Statements of Applicant/Grantee;

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, it should 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 RFA # (referenced above) inscribed thereon, to:

(By U.S. Mail)  
Agreement Officer  
USAID/Tanzania  
2140 Dar es Salaam Place  
Washington D.C. 20521-2140

(Non U.S. Mail)  
Agreement Officer  
USAID/Tanzania  
686 Old Bagamoyo Road  
P.O. Box 9130  
Dar es Salaam, TANZANIA

Application **must also** be sent as email attachments to Kenneth P. LuePhang, Agreement Officer ([kluephang@usaid.gov](mailto:kluephang@usaid.gov)) with a copy to Samuel S. Kiranga, Acquisition Specialist ([skiranga@usaid.gov](mailto:skiranga@usaid.gov)) and to Monica Gindo ([mgindo@usaid.gov](mailto:mgindo@usaid.gov)) **OR** submitted through [www.grants.gov](http://www.grants.gov) as explained below.

The federal grant process is now web-enabled, allowing for applications to be received on-line. USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. Hard copy applications must be submitted. Applicants are requested to submit both technical and cost portions of their applications in separate volumes. 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. Award will be made to that responsible applicant(s) whose application(s) offers the greatest value.

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 grant(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.

Beginning November 1, 2005, the preferred method of distribution of USAID RFA's and submission/receipt of applications is electronically via Grants.gov which provides a single source for Federal government-wide competitive grant opportunities. This RFA and any future amendments can be downloaded from the Agency Web Site. The World Wide Web Address is <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 1-800-518-472 or via e-mail at [support@grants.gov](mailto:support@grants.gov) for technical assistance. It is the responsibility of the recipient of the application document to ensure that it has been received from Fedgrants.gov in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion processes.

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 II - Selection Criteria;
- (b) Section I - Grant Application Format;
- (c) the Program Description;
- (d) This Cover Letter.

Any questions concerning this RFA should be submitted in writing to Kenneth P. LuePhang, Agreement Officer, ([kluephang@usaid.gov](mailto:kluephang@usaid.gov)) with a copy to Samuel S. Kiranga ([skiranga@usaid.gov](mailto:skiranga@usaid.gov)) and Monica Gindo ([mgindo@usaid.gov](mailto:mgindo@usaid.gov)). The latest date for receiving questions is **COB January 27, 2010**. Applicants should retain for their records one copy of all enclosures which accompany their application.

Sincerely,

<signed>  
Kenneth P. LuePhang  
Agreement Officer  
USAID/Tanzania

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## SECTION A - GRANT APPLICATION FORMAT

### PREPARATION GUIDELINES

All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Section II addresses the technical evaluation procedures for the applications. Applications which are submitted late or are incomplete run the risk of not being considered in the review process. "Late applications will not be considered for award" or "Late applications will be considered for award if the Agreement Officer determines it is in the Government's interest."

Applications shall be submitted in two separate parts: (a) technical and (b) cost or business application. Technical portions of applications should be submitted in original and two copies, and cost portions of applications in original and two copies.

Cost and technical proposals must reflect IEE or EA preparation costs and approaches. The recipient will be expected to comply with all conditions specified in the approved IEE and/or EA. If an IEE, as developed by the recipient and approved by USAID, includes a Positive Determination for one or more activities, the recipient will be required to develop and submit an EA addressing these activities.

The application should be prepared according to the structural format set forth below. Applications must be submitted no later than the date and time indicated on the cover page of this RFA, to the location indicated on page 3 of the cover letter accompanying this RFA.

**Technical applications** should be specific, complete and presented concisely. The applications should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. The applications should take into account the technical evaluation criteria found in Section II.

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

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

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

Applicants should retain for their records one copy of the application and all enclosures which accompany their application. Erasures or other changes must be initialed by the person signing the application. To facilitate the competitive review of the applications, USAID will consider only applications conforming to the instructions provided.

## **COST APPLICATION FORMAT**

The Cost or Business Application is to be submitted under separate cover from the technical application. Certain documents are required to be submitted by an applicant in order for an Grant 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.

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

A. A copy of the program description that was detailed in the applicant's program description, on a CDROM, formatted in MS WORD, and a budget in MS EXCEL.

B. Include a budget with an accompanying budget narrative which provides in detail the total costs for implementation of the program your organization is proposing. The budget must be submitted using Standard Form 424 and 424A which can be downloaded from the USAID web site, <http://www.usaid.gov/forms/sf424.pdf>

- the breakdown of all costs associated with the program according to costs of, if applicable, headquarters, regional and/or country offices;
- the breakdown of all costs according to each partner organization involved in the program;
- the costs associated with external, expatriate technical assistance and those associated with local in-country technical assistance;
- the breakdown of the financial and in-kind contributions of all organizations involved in implementing this Cooperative Agreement;
- potential contributions of non-USAID or private commercial donors to this Cooperative Agreement;
- your procurement plan for commodities (note that contraceptives and other health commodities will not be provided under this Cooperative Agreement).

C. A current Negotiated Indirect Cost Rate Agreement;

D. Required certifications and representations (as attached):

E. Cost share is encouraged but not a requirement.

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. copies of 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. projected budget, cash flow and organizational chart;
3. A copy of the organization's accounting manual.

G. Applicants should submit any additional evidence of responsibility deemed necessary for the Grant Officer to make a determination of responsibility. 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).

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.

In addition to the aforementioned guidelines, the applicant is requested to take note of the following:

I. 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.

J. 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.

K. 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.

L. Submission of Applications:

1. Applications and modifications thereof shall be submitted in sealed envelopes or packages, **and** by email or by electronic submission through the Grant.gov website (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.

2. 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.

M. Preparation of Applications:

1. 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.

2. 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.

3. 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 sheets ; 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."

N. Explanation to Prospective Applicants - Any prospective applicant desiring an explanation or interpretation of this RFA must request it in writing within three weeks of receipt of the application to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of a Grant will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

O. Grant Award:

1. The Government may award one Grant resulting from this RFA to the responsible applicant whose application conforming to this RFA offers the greatest value (see also Section II of this RFA). The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application (see Section III, Selection Criteria), (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

2. The Government may award one or more Grant(s) 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.

3. Neither financial data submitted with an application nor representations concerning facilities or financing, will form a part of the resulting Grant(s).

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

Q. 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/subawards issued under this contract/agreement.

R. 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 [CO/AO/CTO].

S. 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 brandmark, 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.

## T. MARKING PLAN – ASSISTANCE (December 2005)

**(a) Definitions**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (i) program, project, or activity sites funded by USAID, including visible infrastructure projects or other programs, projects, or activities that are physical in nature;
- (ii) technical assistance, studies, reports, papers, publications, audiovisual productions, public service announcements, Web sites/Internet activities and other promotional, informational, media, or communications products funded by USAID;
- (iii) events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences, and other public activities; and
- (iv) all commodities financed by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment, supplies and other materials funded by USAID, and their export packaging.

(2) A table specifying:

- (i) the program deliverables that the recipient will mark with the USAID Identity,
- (ii) the type of marking and what materials the applicant will be used to mark the program deliverables with the USAID Identity, and
- (iii) when in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking.

(3) A table specifying:

- (i) what program deliverables will not be marked with the USAID Identity, and
- (ii) the rationale for not marking these program deliverables.

**(d) Presumptive Exceptions.**

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

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

- (i) For Presumptive Exception (i), identify the USAID Strategic Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why the program, project, activity, commodity, or communication is ‘intrinsically neutral.’ Identify, by category or deliverable item, examples of program materials funded under the award for which you are seeking an exception.
- (ii) For Presumptive Exception (ii), state what data, studies, or other deliverables will be produced under the USAID funded award, and explain why the data, studies, or deliverables must be seen as credible.
- (iii) For Presumptive Exception (iii), identify the item or media product produced under the USAID funded award, and explain why each item or product, or category of item and product, is better positioned as an item or product produced
  - (i) by the cooperating country government.
- (iv) For Presumptive Exception (iv), identify the item or commodity to be marked, or categories of items or commodities, and explain how marking would impair the item’s or commodity’s functionality.
- (v) For Presumptive Exception (v), explain why marking would not be costbeneficial or practical.
- (vi) For Presumptive Exception (vi), identify the relevant cultural or social norm, and explain why marking would violate that norm or otherwise be inappropriate.
- (vii) For Presumptive Exception (vii), identify the applicable international law violated by marking.

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

**(e) Award Criteria:** The Agreement Officer will review the Marking Plan for adequacy and reasonableness, ensuring that it contains sufficient detail and information concerning public communications, commodities, and program materials that will visibly bear the USAID Identity. The Agreement Officer will evaluate the plan to ensure that it is consistent with the stated objectives of the award; with the applicant’s cost data submissions; with the applicant’s actual project, activity, or program performance plan; and with the regulatory requirements of 22 C.F.R. 226.91. The Agreement Officer will approve or disapprove any requested Presumptive Exceptions (see paragraph (d)) on the basis of adequacy and reasonableness. The Agreement Officer may obtain advice and recommendations from technical experts while performing the evaluation.

#### U. 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](http://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 [Agreement Officer fill-in] days after the effective date of this provision. The plan will include:

- (i) A description of the program deliverables specified in paragraph (b) of this provision that the recipient will produce as a part of the grant or cooperative agreement and which will visibly bear the USAID Identity.
- (ii) the type of marking and what materials the applicant uses to mark the program deliverables with the USAID Identity,
- (iii) when in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking,

(3) The recipient may request program deliverables not be marked with the USAID Identity by identifying the program deliverables and providing a rationale for not marking these program deliverables. Program deliverables may be exempted from USAID marking requirements when:

- (i) USAID marking requirements would compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials;

- (ii) USAID marking requirements would diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent;
- (iii) USAID marking requirements would undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications better positioned as “by” or “from” a cooperating country ministry or government official;
- (iv) USAID marking requirements would impair the functionality of an item;
- (v) USAID marking requirements would incur substantial costs or be impractical;
- (vi) USAID marking requirements would offend local cultural or social norms, or be considered inappropriate;
- (vii) USAID marking requirements would conflict with international law.

(4) The proposed plan for implementing the requirements of this provision, including any proposed exemptions, will be negotiated within the time specified by the Agreement Officer after receipt of the proposed plan. Failure to negotiate an approved plan with the time specified by the Agreement Officer may be considered as noncompliance with the requirements is provision.

**(d) Waivers.**

(1) The recipient may request a waiver of the Marking Plan or of the marking requirements of this provision, in whole or in part, for each program, project, activity, public communication or commodity, or, in exceptional circumstances, for a region or country, when USAID required marking would pose compelling political, safety, or security concerns, or when marking would have an adverse impact in the cooperating country. The recipient will submit the request through the 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.

**V. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)**

(a) The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of

individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following website: <http://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 within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women and children with disabilities.”

**W. ORGANIZATIONS ELIGIBLE FOR ASSISTANCE (ASSISTANCE) (JUNE 2005)**

An organization that is otherwise eligible to receive funds under this agreement to prevent, treat, or monitor HIV/AIDS shall not be required to endorse or utilize a multisectoral approach to combatting HIV/AIDS, or to endorse, utilize, or participate in a prevention method or treatment program to which the organization has a religious or moral objection.

**X. CONDOMS (ASSISTANCE) (JUNE 2005)**

Information provided about the use of condoms as part of projects or activities that are funded under this agreement shall be medically accurate and shall include the public health benefits and failure rates of such use and shall be consistent with USAID’s fact sheet entitled, “USAID: HIV/STI Prevention and Condoms. This fact sheet may be accessed at:

[http://www.usaid.gov/our\\_work/global\\_health/aids/TechAreas/prevention/condomfactsheet.html](http://www.usaid.gov/our_work/global_health/aids/TechAreas/prevention/condomfactsheet.html)

## SECTION B - SELECTION CRITERIA

The criteria presented below have been tailored to the requirements of this particular RFA. Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, applicants should organize the narrative sections of their applications in the same order as the selection criteria.

The technical applications will be evaluated in accordance with the Technical Evaluation Criteria set forth below. Thereafter, the cost application of all applicants submitting a technically acceptable application will be opened and costs will be evaluated for general reasonableness, allowability, and allocability. To the extent that they are necessary (if award is made based on initial applications), negotiations will then be conducted with all applicants whose application, after discussion and negotiation, has a reasonable chance of being selected for award. Awards will be made to responsible applicants whose applications offer the greatest value, cost and other factors considered.

Awards will be made based on the ranking of proposals according to the technical selection criteria identified below.

These criteria identify significant areas applicants should address in their proposals and serve as the standard against which all proposals will be evaluated.

Applicants will be assessed on the quality of the overall design and the extent of understanding of the Program Description, a technical approach that is comprehensive and feasible, and a proposed management plan that is able to implement the program.

### **. Personnel (20 points)**

Key Personnel will be evaluated with a higher level of importance (15 points) than Other Proposed Personnel (5 points)..

#### **a. Key Personnel:**

Program Director

Deputy Director

Administrative/Financial Director

Breadth and depth in technical expertise and experience in management, design and implementation of complex programs; and individually and collectively, strong leadership skills and ability to build collaborative relationships. (Expertise, experience, and attributes will be verified in part on past performance and references provided in annexes, and may be verified through interviews, at the discretion of the technical review panel.)

#### **b. Other Proposed Personnel**

The staffing pattern and the number and type of positions proposed are responsive to technical and management requirements and principal challenges, with an optimal configuration for efficiency and cost containment. The application's staffing plan demonstrates that the proposed specialists have technical and operational experience in the subject areas for which they are proposed and that the technical areas needed to achieve the main results of this activity are covered by proposed technical specialists.

### **2. Technical Understanding and Approach (15 points)**

Overall Technical Approach (15 points)The technical approach demonstrates overall merit (clarity, analytical depth, state-of-the-art technical knowledge, understanding of effective programming

approaches, and responsiveness) and feasibility of approach and strategies to achieve the project's objectives; demonstrates a thorough understanding of the interrelationships of the objectives, suggested approaches, opportunities, and constraints to achieving improved outcomes and impact.

### **3. Sustainability (15 points)**

#### **a) Human Capacity Development (8 points)**

The technical approach demonstrates feasible strategies to strengthen Tanzanian technical capacity for sustained results. It provides timelines and delineates methods to develop the capacity of local organizations and to transfer capacity and skills from international to local institutions. The technical approach also outlines methodologies to monitor and document the transfer of skills and responsibilities.

#### **b) Sustainable and innovative approaches: (7 points)**

Applicants demonstrates understanding and creative use of partnerships and alliance with the private for-profit and non-governmental sectors to increase the impact of USAID's investments and proposes innovative ways for sustaining the program after USAID's investment and propose innovative ways for sustaining the program after USAID's funding is over will be evaluated favorably, Examples for this may include leveraging, program income and cost sharing in monetization or cash terms.

### **4. Management Approach (10 points)**

#### **a) Program and Personnel Management (5 Points)**

The application describes effective management and administrative arrangements that are well thought out and appropriate for this project's implementation including organizational structure and location of office(s); plans for mentoring Tanzanian staff; how the project will take advantage of each partner's strengths; clear lines of authority between prime, partners and in-country partners; how personnel will be managed among the prime, partners, and in-country offices; feasible and cost-effective approaches for interaction with USAID Missions, Cooperating Agencies and in-country partners.

#### **b) Financial Management (5 Points)**

The proposed approach for financial management describes effective strategies to contain costs; how financial disbursement to local partners will be managed; the lines of authority between prime and sub partners; and where approval authority is located for expenditures of funds. Specifically, applicants should demonstrate how they will manage interventions expected of partner's effectively, strengthen the financial management capacity of the sub partners, and ensure cost effectiveness of the interventions by improving costing of services and outputs. Applicants should present a succession plan indicating that by the end of the program the local sub-grantees will be capacitated to perform all financial management functions.

### **5. Institutional Capability (10 points)**

The application demonstrates institutional capability to plan, implement, and support complex programming and the range of activities outlined in the RFA; produce results and innovations in developing countries; and work with multiple partners and to report results and financial information to each partner and the USAID Mission. The technical proposal will become a part of the resulting cooperative agreement between USAID and the successful applicant(s). The application further demonstrates the institutional capability of the proposed prime recipient to manage the proposed institutional relationships including the ability to identify subcontractors and sub grantees; allocate the time each partner will devote to the project; and minimize nonproductive costs.

## **6. Past Performance (20 points)**

The application demonstrates the past performance capability of the prime and any principal partners in effectively undertaking a similar or related project, in complexity, scale and diversity, to the OVC Care Program.

Notes:

- Applicant(s) will be evaluated on past performance over the past 10 years.
- Firms lacking relevant past performance history shall be given a “neutral” past performance rating that neither rewards nor penalizes those applicants.
- A principal partner is any partner proposed to accomplish at least 15% of the activities of the Award, as determined by budget share
- Applicants will be evaluated based on demonstrated experience/past performance working in challenging locations/difficult areas

## **7. Gender Considerations (10 Points)**

Proposed activities lessen orphaned girls' and boys' vulnerability to sexual abuse, exploitation, and HIV; address the inequitable burden of care on women and girls to assume responsibility for heading households by providing them with the appropriate resources and support; strengthen inheritance and property rights of women and orphans; and engage men and boys in OVC care.

## **II. Potential Bonus Scores = 20 Points**

### **Tanzanian staff (5 points):**

Qualified Tanzanian staff proposed for important positions and/or well conceived plans for mentoring Tanzanian staff for eventual placement in important positions will be awarded additional points

### **Public/Private Partnerships (PPP) (10 points)**

A PPP mobilizes and leverages the ideas, efforts and resources of governments, businesses and civil society. They are proposed alliances that will stimulate and expand the USAID OVC program's reach and impact and/or address issues that would not otherwise be addressed. Points will be awarded based on the proposed PPP's perceived contribution to the achievement of results and its appropriateness to the project's technical and or programmatic objectives. Cost sharing or matching grants through PPP are strongly encouraged but scoring of proposed PPP will emphasize the potential for leveraging of resources and ideas for impact rather than solely monetary value.

### **Post-Award Sustainability (5 points)**

Applicants who propose innovative ways for sustaining the OVC services program after the completion of this USAID's award will be awarded bonus points. Examples for this may include leveraging, program income, and cost sharing, as well as a systematic exit plan to ensure integration of the initiated interventions into local government/councils development plans and local development plans.

## SECTION C - PROGRAM DESCRIPTION

### A. Summary

The United States Agency for International Development (USAID) is seeking assistance through multiple Cooperative Agreements (CA) with as many as **five organizations or consortiums** to implement its Orphans and Vulnerable Children's Care Program. Provided authorization is continued and subject to funds availability, the awards will be for approximately five years (FY 2010 – FY 2014) with an estimated total budget of \$59 million.

### B. Background

Overview: In 2006, an estimated 12 million children under the age of 18 had lost one or both parents to AIDS in sub-Saharan Africa region. This number is expected to increase to 15.7 million by 2010 (*UNICEF, 2006*). Additionally, millions of other children live with chronically ill parents/guardians unable to care for their basic needs and in dire poverty with at least 48% living below the poverty line (*World Bank, 2008*). Children affected by the HIV/AIDS epidemic ravaging throughout sub-Saharan Africa face unique problems including lack of adequate care and support, stigma and discrimination, sexual abuse, exploitation, trafficking and other psychological issues.

In Tanzania, approximately two million children (or approximately 10% of children less than 18 years of age) are Orphans and/or Vulnerable Children (OVC). Over 40% of orphanhood is estimated to be due to AIDS, and many additional children are vulnerable due to a chronically ill parent who is unable to provide proper care. Forty percent of all children under age 18 are living in households at or below the national poverty level. Over 50% of OVC live in households with grandparents (60+) as their primary guardian (*RAAAP, 2004*), about 30% live with other relatives or caregivers, and 12% are in child-headed households of which only 1% get support from relatives. Given the vulnerabilities of such a large number of children for multiple reasons, the Government of the United Republic of Tanzania (GoT) has adopted "most vulnerable children (MVC)" as those to be identified and targeted at the community level for care and support. Programs address vulnerability in an all-inclusive manner and do not target specific groups of children.

Gender, age, cross generational sex, and gender based violence are important considerations in the context of the Tanzanian pandemic. In the generalized pandemic, more women than men from 15-49 years are infected with HIV (6.6% versus 5%, respectively)<sup>1</sup> and almost 10% of sexually active 15-19-year-old females had sex in the past year with a male partner ten or more years older. Some surveys indicate that up to a third of ever-partnered Tanzanian women experience sexual violence at the hands of a partner and more than 30% of young women experience forced sexual debut. However, despite these astonishing statistics, a recent study suggests that only a few implementing partners implement small scale prevention and care activities with OVC who are generally highly vulnerable to abuse and violence<sup>2</sup>.

The Tanzanian National Costed Plan of Action (NCPA) outlines specific needs of MVC, and identifies resource gaps in meeting these needs. The U.S. Government (USG) and other donors, most notably the Global Fund for AIDS, Tuberculosis and Malaria (GFATM) and UNICEF, work together to fill these gaps in a way that facilitates a sustainable response. The NCPA was officially launched in a high profile

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<sup>1</sup> Tanzania HIV/AIDS and Malaria Indicator Survey 2007-08, Nov. 3008

<sup>2</sup> Rapid Assessment of OVC – HIV Prevention Linkages in Tanzania (draft) July 2009.

event with the First Ladies of Tanzania and the United States in February 2008. Immediately following the launch, the Ministry of Health and Social Welfare (MOHSW) allocated funds from the central government budget to support a country-wide dissemination of the NCPA. The implementation of the NCPA is coordinated by the MOHSW through the Department of Social Welfare, whose mandate is to ensure wellbeing of vulnerable and marginalize groups. The USG, other donors and implementing partners work in concert with the GoT to support NCPA implementation. PEPFAR OVC programs harmonize with the elements of the NCPA applicable to children affected by HIV/AIDS. (The NCPA is attached as Appendix 1.)<sup>3</sup>

Tanzania has been actively pursuing decentralization through devolution of responsibility and accountability from central GoT ministries to local government authorities (LGA). Although LGA have started to play a significant role, the degree to which central GoT ministries have devolved their roles and responsibilities to them varies by sector. The Department of Social Welfare (DSW), the branch of the MOHSW which has primary responsibility for MVC/OVC, has been particularly slow for various reasons to release resources to LGA. In the case of OVC programming, the most salient LGA bodies and actors include the Council Multi-Sectoral AIDS Committees (CMAC), the Council HIV/AIDS Coordinators (CHAC), the District Executive Directors (DED) and the Community Most Vulnerable Children's Committees (MVCC). In addition to the MOHSW and the DSW, multiple GoT ministries and agencies have MVC responsibilities, including the Prime Minister's Office - Regional Administrative and Local Government Authorities (PMORALG), Ministry of Education and Vocational Training (MOEVT), and the Tanzanian Commission on AIDS (TACAIDS).

The community-based MVCC structure, however, is the most critical one to the provision of services and support to households affected by HIV and AIDS. The MVCC model has been used since 2002 when UNICEF initiated the first committees in 17 districts and over 5,000 have been formed to date in communities in a number of regions. Qualitative evidence indicates that coverage and sustainability can be most effectively achieved when the MVCC are empowered and equipped to coordinate OVC services at village level. This includes overseeing identification of children, assessing and prioritizing needs, and providing services and support to both children and caregivers. However, many of the MVCC formed are not working and the majority of those working still need capacity building to achieve empowerment and to create linkages with other HIV and AIDS, health, and development interventions.

Critically, it is anticipated that the GoT and the USG will sign the "Five-Year Partnership Framework in Support of the Tanzanian National Response to HIV and AIDS, 2009-2013" after concluding the negotiations. This document delineates six Partnership Framework Goals which include the maintenance and expansion of prioritized care, treatment, and support services existing at initiation of Framework and also includes ensuring existing and additional care, treatment, and support services adhere to a minimum quality standard and package of services. The USG also commits to fund and/or support the introduction of innovations and new care, treatment, and support services. OVC services are considered an integral part in this delineation of service goals. HIV and AIDS including OVC are also a focus of the assistance approaches delineated in the new "U.S. Government to Tanzania Country Assistance Strategy FY2009 – 2013."

### **C. U.S. Government Involvement in OVC Service Provision:**

In 2004, the USG program in Tanzania supported fewer than 12,000 OVC. However, in 2005 with the advent of PEPFAR, the number of OVC supported by the USG tripled and since then has increased more than eight fold. Table 1 delineates the number of OVC served from 2004 to 2009 by USG supported programs.

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<sup>3</sup> For additional GoT references concerning MVC/OVC, refer to <http://www.ustawi.go.tz/>

**Table 1: Number of OVC served by USG programs by Year**

| Year | Number of OVC Served |
|------|----------------------|
| 2004 | 11,989               |
| 2005 | 34,419               |
| 2006 | 145,290              |
| 2007 | 221,315              |
| 2008 | 290,341              |
| 2009 | 370,954 <sup>4</sup> |

Three of the 26 USG-supported OVC programs in Tanzania are Track 1.0 cooperative agreements funded centrally by AID/W ending on June 31, 2010. A recent global assessment (attached as Appendix 3) of these mechanisms concluded that future OVC service delivery agreements should be competed, awarded and managed bilaterally rather than through a central mechanism. Thus responsibility for continuation of service coverage in the geographical areas covered by these Track 1.0 mechanisms will now fall on USAID/Tanzania. USAID/Tanzania has responsibility for 21 or the majority of the 29 PEPFAR/Tanzania OVC programs. The other mechanisms are managed by CDC, the Peace Corps, and DOD. Six out of the 21 managed by USAID are OVC service delivery mechanisms and these six mechanisms will end in September 2011. This means that a total of nine USG supported OVC service delivery programs serving approximately 267,837 OVC will terminate on or before the end of FY11. Given the magnitude of project closures in a relatively brief time frame, multiple procurements over the next two fiscal years to ensure uninterrupted OVC service coverage would necessitate a large and unnecessary expenditure of resources. Hence the present attempt to combine procurements to maximize efficiency. This procurement will also reduce the number of USAID management units for direct OVC service provision from nine to five units.

PEPFAR supported OVC service delivery programs funded through the Center for Disease Control and Prevention (CDC), the Department of Defense (DOD), and USAID are ongoing in all 26 regions of The United Republic of Tanzania and in 83 out of 135 district councils. DOD is the prime USG partner supporting OVC programs in three regions, CDC in two regions, and USAID in the other 21 regions with only slight USG partner overlap in several regions. The majority of districts in regions where USAID operates receive support for OVC service delivery but the extent of service provision often varies from district to district and full service coverage does not extend to all levels.

The GFATM supports service provision in 24 districts with some overlap with USG supported regions. As with the USG, GFATM does not cover all wards in districts within its regions. UNICEF is present in seven districts but restricts activities to implementing the national MVC identification process and system strengthening, while service provision is the responsibility of communities and local government councils. Thus there are two major MVC/OVC service provision donors, GFATM and the USG, and USAID supports the bulk of USG programming in this area. The list of USG OVC Implementing partners is included as Appendix 4.

The global evaluation of Track 1.0 OVC programs cited above did not assess the work of Track 1.0 partners in Tanzania. However, the service delivery models used by Track 1.0 partners were consistent across countries and evaluation results are consistent with observations and reports on Track 1.0 Tanzanian programs. To develop strategies for the next five years of OVC activities, USAID also conducted extensive participatory consultations with a variety of stakeholders including GoT representatives, other donors, USG implementing partners, and beneficiaries. (A copy of “Consultative Process for PEPFAR Phase 2- OVC 5 Years’ Strategy” is included as Appendix 5 and “Community

<sup>4</sup> As of the Annual Program Report, September last quarter of FY 09

Consultation on PEPFAR Two OVC Strategy Development” as Appendix 6.) Important findings from these various data collection methods included:

- USG interventions including Track 1.0 programs have contributed substantially to the achievement of national MVC/OVC targets and scale up.
- The GoT has received substantial assistance to support the NCPA and other MVC/OVC systems development and/or strengthening but considerable work remains.
- PEPFAR resulted in increased USG coordination with GoT counterparts, especially the MOHSW-DSW including coordination on the national roll-out of the NCPA and the Data Management System (DMS). However Track 1.0 strategies were not always consistent with host GoT priorities
- PEPFAR has contributed to greater donor and implementing partner coordination but increased effort and mapping of services is needed to be more cost effective, avoid duplication and broaden district service coverage.
- PEPFAR supported OVC coverage reaches into all regions but district coverage and reach into rural areas is variable.
- The USG has a memo of understanding with PMORALG to support roll out of NCPA and the DMS in the LGA. However, technical assistance is needed at the LGA level to implement and manage these initiatives.
- The majority of MVCC, which are the critical structures to MVC/OVC and household care and support, are in critical need of the systems and skills needed to oversee identification of children, assessment and priority setting.
- The capacity of over 100 civil society organizations (CBO) and faith-based organizations (FBO) has been enhanced through their operation as USAID implementing partner (IP) sub-grantees and over 5,000 community volunteers have received training to support OVC services.
- Although the increase in the number of OVC provided with critical services has been commendable, the manner in which these services have been provided is generally unsustainable in the long run.
- The past emphasis on provision of services to individual OVC should be realigned to an emphasis on building community and household capacity to support services.
- Stakeholders at all levels have concluded that household economic strengthening including income generating skills for older OVC is key for long term, sustainable support of OVC.
- There is scant attention given to the differentiated needs of girls and boys and the specific needs of female caregivers.
- Potentially important models have been created both for support to the MVCC and for economic strengthening.
- MVC/OVC advocacy and interventions against stigma and discrimination received important national level exposure and contributed to raising the MVC/OVC profile but overall their profile remains low.
- Although much has been done to strengthen GoT involvement, there is a need for a strong and functional national MVC/OVC coordinating body.

PEPFAR II (2009-2014), which was authorized by the U.S. Congress in 2008, emphasizes local institutional capacity building, government ownership, and sustainability. It also emphasizes a focus on outcomes rather than outputs. In terms of OVC, outcomes are achieved when the needs of a child are not just recognized and subsequently met, but met in a sustainable fashion. A one-off donation of commodities such as food or educational support, for example, while useful does not generally address the actual issues underlying OVC or household needs.

It is anticipated that the GoT and the USG will sign the “Five-Year Partnership Framework in Support of the Tanzanian National Response to HIV and AIDS, 2009-2013” The Partnership Framework’s six goals include the maintenance and expansion of prioritized support services and also ensure that support services adhere to a national minimum quality standard and package of services. (Consult Appendix 6 for a copy of the National Guidelines for Improving Quality of Care, Support, and Protection for Most

Vulnerable Children in Tanzania.) The USG also commits to fund and/or support the introduction of innovations and new support services. OVC services are subsumed under these support goals.

#### **D. Purpose**

In keeping with the MVC needs outlined in the Government of Tanzania's National Costed Plan of Action (see Appendix 1), the purpose of this USAID Request for Applications (RFA) is to fund services that will improve the quality of life and well being of OVC by empowering households and communities to provide that care and support in the 21 regions (mainland and island) in which USAID is the prime PEPFAR OVC program implementer. The recipients of this solicitation will be directly responsible for a) OVC service provision; b) coordination and collaboration with GoT entities and other donors at the zonal, regional, and LGA level; and c) collaboration with national level entities serving the interests of MVC/OVC. Another USG mechanism is in place with responsibility for supporting the Government's national level policies and guidelines involving MVC/OVC and for national level coordination. The recipients of this RFA will work closely with that implementing partner to ensure that GoT policies and procedures are implemented at the LGA level and, conversely, to provide grass roots data on the impact of those policies and the needs of MVC/OVC and their households.

Based on data elicited from evaluations and intensive stakeholder consultations, the project will be designed to achieve this objective through the employment of several cost-efficient, tightly integrated, sustainable and interrelated strategies:

1) Provision of comprehensive services strategically aligned to OVC and their household needs. Service provision will remain the priority focus of USAID programming in this area and of this RFA specifically. The procurement will continue the emphasis on the provision of comprehensive, quality services including health care (general health needs, specific health needs of HIV+ OVC), HIV prevention, education and vocational training, food and nutrition, protection, psychosocial support, shelter and care, and economic strengthening based on OVC and household needs. Implementers will be required to use the national quality standard services delivery package for all interventions and to provide comprehensive age and gender based care either through support of direct service provision or meaningful referral linkages (e.g. to other HIV/AIDS services, for food assistance, to the new economic strengthening procurement). The provision of comprehensive, quality services to more OVC while also ensuring a more comprehensive geographical coverage must be achieved through more cost-efficient programmatic and management practices and economies of scale. OVC funding is expected to remain static or even diminish over the life of this program.

2) Sustainability: Empowering beneficiaries and communities and host GoT entities to ensure local ownership and capacity to continue the initiated program support is critical. The program strategy should strive towards sustainability of the intervention through community and beneficiary involvement at all levels, i.e. design, implementation and evaluation. The strategy should aim at building and strengthening capacity of local organizations including the for profit sector as well as the local government authorities to ensure buy-in including budgeting to complement the interventions. As MVCC are the central structures to the development of a national community led, sustained response to MVC/OVC support, recipients of this procurement will focus on support to strengthen MVCC. The MVCC strengthening effort must also link to and complement the new LGA capacity building mechanism (AIDSTAR II) which focuses on ensuring financial and programmatic accountability. The recipients will work with AIDSTAR II on issues of OVC coordination in the LGA and on implementation and management of the NCPA and DMS at the local level. However, this mechanism will have sole responsibility for building MVCC capacity to address MVC/OVC needs.

Several promising MVCC strengthening models have been developed but have had only limited implementation. These and other effective and scalable models including those incorporating public-private partnerships are needed to build MVCC capacity to bring together and coordinate all local

stakeholders including MVC/OVC and their households, identify and assess the service needs of children and households, map the AIDS, health and other relevant development services in their council areas being offered, advocate for LGA funding for MVC/OVC, provide support to service providing CBO/FBO, develop alliances with the private for profit sector, etc.

3. Coordination of all stakeholders: Coordination of donors, USG programs in multiple sectors, and other stakeholders, which is needed to ensure efficiency and avoid duplication of effort, is key to long term sustainability and is a central characteristic of this procurement. For instance, both GFATM and PEPFAR support service provision in some of the same regions and even the same districts. These efforts must be better coordinated and linked to avoid duplication, increase efficiencies, and decrease the cost of doing business. For example, coordination should be such that only one donor supports activities in a given district and coverage should extend beyond the urban center into the rural areas to ensure universal coverage. Other efficient and/or cost reduction donor supported strategies should be exercised; for example, co-location of implementing partner offices and joint trainings in co-located regions. As part of start-up activities, recipients will be requested to map all GoT and donor activities in their zones of responsibility.

4. Local Capacity Building: While urgent needs often necessitate the direct, immediate provision of food, medicine, and other basic social services to save the lives of vulnerable children, sustainability requires fortifying the abilities of OVC households and OVC themselves, communities, local government, and indigenous institutions including the for-profit sector to continue supporting vulnerable children and their families after external assistance is no longer available. For instance, the majority of national NGO and especially CBO/FBO will remain in the communities after donor support of MVC activities decreases or comes to an end. Thus it is critical to strengthen the ability of local organizations and graduate them to the technical and management level of international implementing partners. Likewise the core competencies of the for-profit sector are often overlooked as reservoirs of management and economic strengthening technical assistance. Like the CBO/FBO, the for-profit community members will remain in these communities long after external assistance ends. Before the end of this procurement, all these local organizations should be providing the technical and system strengthening support to community level organizations such as the MVCC which is presently being provided by international implementing partners.

Finally, innovation is needed to create strategies to replace direct material supports (e.g. food, education, health services, shelter) with more cost effective, sustainable, and community controlled interventions. Again, several models have been successfully implemented in PEPFAR supported projects but these models have yet to be brought to scale and further innovation is necessary.

5) Primary focus on the OVC household rather than individual OVC: Families and communities are both involved in raising children. As discussed above, emergency situations often necessitate direct provision of material needs. However, in addition to supporting communities, another central characteristic of this procurement will be support for interventions that strengthen the capacity of families and secondarily that of OVC themselves, to better provide for long term OVC needs. In the past, for example, “OVC caregivers” were generally defined as community volunteers who were often overburdened with responsibilities resulting in high attrition rates. Under this procurement, the strengthening of the capacity of service providing CBO/FBO (e.g. church/mosque service groups, women’s group) and their volunteers will continue, but the focus will be on building the capacity of the caregivers within the household structure i.e., parents, grandparents, older OVC, and/or other family members, as stipulated in the Draft Report on OVC Economic Strengthening Strategy, Technical Guidance for PEPFAR II Programming. (See Appendix 7 for a copy of this document.) OVC households and the OVC themselves, including OVC household heads, will be capacitated to provide at least in part for their own needs. For example, several models for household and individual OVC economic strengthening have been developed and have the potential for scale up but additional models and expertise are needed. Implementers will be expected to identify locally relevant income generating activities (e.g.

group savings and loans, marketing of local agricultural output, strategic alliances with the for profit sector), and, if expertise exists within their organization or partnerships, implement these activities. However, another procurement is underway focusing specifically on OVC economic strengthening and all OVC program implementers will be expected to link with this procurement for technical assistance as needed and for state-of-the-art interventions.

6) Meaningful Linkages and Referrals to Other AIDS, Health and Development Services: In the past, partners have tried to play complementary roles, leverage resources, and make linkages and referrals to other services. However there is still underutilized potential for linking OVC programs to prevention, care and treatment, and other health, education, and development interventions within a given region or district. A major responsibility of the implementers of this procurement will be creating meaningful linkages to create truly comprehensive services meeting a wider range of OVC needs. In part, this means creating more and better linkages and referrals to other critical AIDS services. For instance, many MVC/OVC are exposed to HIV and need to be referred to counseling and testing and, as necessary, to care and treatment services. The vulnerability of MVC/OVC also necessitates, for example, stronger linkages to prevention programs, especially age and gender appropriate and child friendly prevention interventions, including those for older MVC/OVC. Their vulnerability also necessitates strong linkages and innovative partnerships with other programs that reach into OVC communities and household, e.g. home based care, education, and school feeding programs.

Moreover, as discussed above, implementers will be required to link with the economic strengthening procurement to develop or strengthen income generating skills and activities within their areas. The proposed secondary and vocational school scholarship mechanism is another example where meaningful and mutually beneficial project linkages could be made. For example, the regional and zonal teams could identify promising primary school students for secondary school scholarships or highly motivated OVC household heads who would be excellent candidates for vocational training scholarships and refer them to the scholarship implementing partner. The scholarship qualified students will continue to receive non-education support from the service delivery partner identifying them. However, all supported secondary and technical education for OVC will be channeled to the specific scholarship partner to ensure coordination and monitoring. Recipients of these RFA awards will have responsibility only for primary education assistance. Important additional opportunities for wrap-around programming are offered by the school feeding programs and the Cash for Work/Food for Work programs implemented by the World Food Program as part of the Financial Crisis Initiative. Applicants are strongly encouraged to outline the strategies and approaches they will use to increase meaningful linkages and referrals (i.e. how they will operationalize these linkages and referrals) to these other development services to create truly multi-sectoral OVC programs. As mentioned above, as part of start-up activities, recipients will be requested to map all GoT and USG and other donor activities with potential for linkages and referrals in their zones of responsibility.

7) Gender and Age Specific Programming: All aspects of program design for this procurement must consider issues of gender and age to ensure the differing needs of boys and girls at various developmental stages are addressed. Both girls and boys regardless of age face discrimination and violence, exacerbated when they are living outside of family care. Within HIV/AIDS-affected communities, the girl child often faces a disproportionate level of risk and vulnerability for exploitation, physical and sexual abuse, trafficking, HIV infection and burdens of caring for family members. Programs must address these risks and excessive burdens of care along with their root causes and implement activities that are appropriate to the various age groups. Females of all ages also bear a disproportionate care burden including care of OVC. Program design must address this

## **E. Activity Description**

The three Track 1.0 OVC service delivery projects funded by AID/W spanned five years of implementation and are ending in June, 2010. The two major OVC USAID/Tanzania supported projects (contribute about half of the total OVC targets) also spanned five years and are ending in FY 11. OVC service delivery will be continued by this procurement but will emphasize the interrelated strategies listed directly above. There will also be major differences in project startup times in the various regions and differences in the spatial implementation of services. This procurement will also increase efficiency of USAID/Tanzania OVC service provision by reducing regional coverage overlapping among partners.

This RFA represents a new approach to project funding and implementation distinguished by two factors. First, this procurement will comprise multiple cooperative agreements (CA) and these agreements will be awarded based on a new “zonal” approach. Second, due to the project end dates across two fiscal years and even different project end dates within some regions, start-up times in each zone and within certain regions will be staggered according to the need maintain uninterrupted service delivery. All awards will be in place at least one month before the end dates of present projects to ensure uninterrupted services.

- 1) Zonal Approach: In the past, implementing partners (IPs) were often spread across several regions and seldom covered all districts in a region. This was an inefficient way to provide services which favored urban centers and resulted in a deficiency in district level services. For example, several IPs maintained offices in the same regions and regional capitals, but district coverage in these regions remained incomplete.

This RFA defines a zone as “three to four regions grouped together by USAID to form a bounded geographical area of OVC service delivery intervention.” Table 2 delineates the Division of OVC Activities by Zone. Each zone consists of several adjacent regions with varying degrees of resource and logistical challenges.. In this new zonal approach, an applicant must apply for a minimum of one zone and may apply for two or more zones. Furthermore, USAID reserves the right to negotiate with potential awardees regarding the zones they will cover. An applicant must provide individual budgets for each proposed zone.

The recipient of a given zone will be required to ensure district coverage within each region in the zone, as well as ensuring that the zone’s data are entered in the national MVC Data management system and implemented activities are linked to the national coordination system. Working in tandem with local MVCC, this may be accomplished either through a) linkages with other donor supported programs or b) through direct support. In the beginning, the Zonal Recipient may have sub-agreements with international IPs most critically to continue uninterrupted service delivery or to supply short-term needed specialized technical assistance. However, within the first quarter on the ground, the Recipient will propose economical and cost effective administrative and management strategies to the USG team that tie activities across the zone together in the most cost efficient and sustainable manner. These strategies will include plans to develop local institutional development; to transfer of service delivery responsibilities from international IPs including presently funded USAID recipients and the Zonal Recipient to local institutions; and a zonal specific exit strategy with a timeline.

**Table 2: Division of OVC Activities by Zones**

| <b>Zone</b>     | <b>Central</b> | <b>Coast</b>              | <b>Northern</b> | <b>Lake</b> | <b>Southern</b> |
|-----------------|----------------|---------------------------|-----------------|-------------|-----------------|
| <b>Regions:</b> | Dodoma         | Dar es Salaam             | Arusha          | Mara        | Lindi           |
|                 | Singida        | Coast                     | Tanga           | Mwanza      | Mtwara          |
|                 | Iringa         | Zanzibar (5) <sup>5</sup> | Manyara         | Kagera      |                 |
|                 |                | Morogoro                  | Kilimanjaro     | Tabora      |                 |

- 2) **Phased Commencement of Project Implementation:** As mentioned above, some projects end in FY 10 and others in FY 11. There are even regions with several USAID supported projects each ending in different fiscal years. Multiple, separate procurement mechanisms to cover each of these individual contingencies would inhibit the design of a comprehensive, integrated strategy and demand the unnecessary expenditure of human and financial resources.

In response to this situation (i.e. project activity end dates stretched across two fiscal years, different project end dates within some regions), start-up times in each zone and within certain regions will be staggered according to the need to maintain uninterrupted service delivery. For example, there is a Track 1.0 project in the Arusha region ending in June, 2010 while a USAID/Tanzania funded project in the same region ends in September of 2011. Therefore the Northern Zonal Recipient will be required first to ensure that there is an uninterrupted continuation of the services supplied by the Track 1.0 project. This may entail, for instance, either a sub-agreement to a qualified local institution or a short-term sub-agreement to the international IP until local institutional capacity is enhanced and an effective transfer of responsibilities can be achieved. Second, as discussed above in the Zonal Approach section, the Recipient will be required to develop a strategy within the first quarter's implementation that includes plans with an appropriate timeline to transfer service delivery responsibilities from existing USAID CA including those ending in September of 2011 to local institutions. Given the circumstances in a given geographical area and the level of local institutional capacity, the strategy may necessitate innovative approaches to maintain uninterrupted OVC services. The commencement date of the project implementation in each zone will differ, to provide more time for evaluation and design for the follow on procurements.

The following objectives and approaches will guide implementation:

**Objectives:**

- Contribute substantially to the national MVC/OVC program in a manner consistent with GoT priorities including use of GoT guidelines, the Standard Package of OVC Services, the Data Management System, etc.
- Strengthen the capacity of LGA and MVCC to support OVC and their households in a sustainable manner
- Strengthen the provision of comprehensive and quality OVC services strategically aligned to OVC and their household needs
- Achieve results above and beyond outputs to those that make positive and quantifiable changes in the lives of OVC and their households
- Strengthen the capacity of families, communities and OVC themselves to support OVC care over the long term.
- Increase local ownership and coordination of all stakeholders including the for-profit sector to ensure efficiency and avoid duplication
- Respond to the demand of stakeholders at all levels to support more sustainable programming
- Expand OVC access to the continuum of care and comprehensive services by supporting integrated networks of referrals and services

<sup>5</sup> The five regions in Zanzibar are: North Unguja, South Unguja, Urban West, North Pemba, and South Pemba

- Transfer of technical assistance and administrative and management functions from international IPs to local organizations before the end of the implementation period
- Strengthen GoT leadership in management and coordination of OVC activities at all local governmental levels

#### Approaches:

- Build upon the successes of USG service delivery programs and address the challenges identified during implementation.
- Reinforce the capacity of LGA to support OVC activities and to implement and manage the roll out of the DMS and the NCPA.
- Empower and equip the MVCC to oversee identification of children, assess and prioritize individual and household needs, and coordinate the provision of services and support to both children and caregivers.
- Realign major emphasis from direct provision of services to individual OVC to one which primarily builds community and household capacity to provide care and support, i.e. a community and family rather than a child centered approach.
- Maintain consistent dialogue with other donors and their implementing partners and with complementary USG interventions such as the economic strengthening and the LGA capacity building mechanisms.
- Utilize interventions that are sensitive both to gender and age/developmental stage differences.
- Build the capacity of local organizations to provide technical, administrative and managerial services to the MVCC, CBO and FBO and develop an exit plan to transfer their functions by the end of the implementation period
- Create a learning environment that creates synergies and transfers knowledge and skills throughout and across the zones.
- Focus on quality of care in relation to expansion of services
- Increase the gender-sensitivity of OVC programming to ensure responsiveness to the differentiated needs of girls and boys and those of female caregivers.
- Integrate age appropriate prevention and care services into OVC programming
- Develop appropriate M&E processes to document the results of interventions with a focus on impact issues and including data feedback to its grass-roots collectors
- Economic strengthening of households and older OVC to meet OVC needs in a sustainable fashion

## **F. Anticipated Results and Monitoring Plans**

The proposed activity is a continuation and expansion of USAID OVC programming under Track 1.0 and direct Mission CA. It fits the agency's Foreign Assistance Framework within the Investing in People Objective, Health Program Area 3.1 with a primary focus on **Element 3.1.1: HIV/AIDS** and specifically on **Sub-Element 3.1.1.8: Orphans and Vulnerable Children**. It also conforms to the goals delineated in the "Five-Year Partnership Framework in Support of the Tanzanian National Response to HIV and AIDS, 2009-2013" and the focus of the new "U.S. Government to Tanzania Country Assistance Strategy FY2009-2013."

### **Monitoring and Evaluation**

Effective oversight, management, and monitoring and evaluation are critical elements of effective OVC programming in the long and short term. The program will be expected to monitor and report on the relevant OVC indicators as outlined under PEPFAR guidelines in monitoring and reporting and listed below, which form the basis for HIV/AIDS programming for all USG funded programs.

- Number of eligible OVC provided with a minimum of one CORE care service disaggregated by sex and age: <6, 6 – 14, 15 – 17, 18+ years of age
- Number of OVC households provided with economic opportunity/strengthening disaggregated by sex
- Number of eligible clients who received food and/or nutrition services disaggregated by sex and age

Given the emphasis on local capacity development and sustainability, recipients will also be expected to report on the following indicators:

- Number of local organizations with management and financial systems in place that meet requirements to for direct USG funding
- Number of local organizations assuming roles and responsibilities of international partners

Bidders are also encouraged to suggest indicators they would use to monitor local capacity building and sustainability.

### **Semi-Annual and Annual Reports**

Semi-annual and annual reporting is a requirement for all PEPFAR funded programs. The recipient will set targets on an annual basis. Semi annual and annual reporting will be required on progress and achievements of the program. The reports will summarize progress in relation to agreed targets, specify any challenges encountered, indicate how these are being addressed and develop appropriate action plans. At a minimum, it is expected that semi-annual and annual results reporting will be in line with PEPFAR/USG guidelines for OVC. Every IP will receive credit for and report on its activities and IP will be expected to construct systems that feed data back to the grass roots partners who collected it in a user friendly manner to be used in strategic planning at every level. All results will feed into the overall achievements of the program.

The Recipients will be expected to conduct studies and assessments, both qualitative and quantitative, to increase knowledge in particular areas of OVC interest and also document changes in OVC target populations brought about by the program. Baseline assessments in new geographic and programmatic areas will be required. Also required are externally conducted periodic and end of program Basic Program Evaluations to document impacts, both intended and unintended, and lessons learned and best practices.

### **Products and Consultant Reports**

The Recipient shall additionally provide USAID/Tanzania with a copy of any report or product – studies, trip reports, curriculum developed – within 30 days of completion.

All OVC partners of the USG adhere to the national guidelines, aligned with the President’s Emergency Program for AIDS Relief (PEPFAR) guidance, for identifying OVC and determining their priority needs.

As part of its initial Work Plan, and all Annual Work Plans thereafter, the recipients, in collaboration with the USAID Agreement Officer Technical Representative and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under these CAs to determine if they are within the scope of the approved Regulation 216 environmental documentation.

If the recipients plan any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.

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

## **ABBREVIATIONS AND ACRONYMS**

|         |  |
|---------|--|
| AID/W   | Agency for International Development/Washington D.C.                               |
| ART     | Antiretroviral Therapy   |
| CA      | Cooperative Agreement  |
| CDC     | Center for Disease Control   |
| CBO     | Community based organizations  |
| DOD     | U.S. Department of Defense   |
| DSW     | Department of Social Welfare   |
| FBO     | Faith based organizations  |
| FY      | Fiscal Year  |
| GBV     | Gender Based Violence  |
| GFATM   | Global Fund to Fight HIV/AIDS, Tuberculosis, and Malaria                           |
| GoT     | Government of the United Republic of Tanzania                                      |
| IPs     | Implementing Partners  |
| LGA     | Local government authorities   |
| MOHSW   | Ministry of Health and Social Welfare  |
| MVC     | Most Vulnerable Children   |
| MVCC    | Most Vulnerable Children Committees  |
| NCPA    | National Costed Plan of Action   |
| PEPFAR  | President's Emergency Plan for AIDS Relief   |
| PMORALG | Prime Minister's Office - Regional Administrative and Local Government Authorities |
| RFA     | Request for Applications   |
| OVC     | Orphans and vulnerable children  |
| USAID   | U.S. Agency for International Development  |
| USG     | United States Government   |

**SECTION D**

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT

CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF RECIPIENT [1][2]

Please, fill-in the provided certifications which have been uploaded separately.

# Survey on Ensuring Equal Opportunity for Applicants

OMB No. 1890-0014 Exp. 1/31/2006

**Purpose:** The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

**Instructions for Submitting the Survey:** If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

**Applicant's (Organization) Name:** \_\_\_\_\_

**Applicant's DUNS Number:** \_\_\_\_\_

**Grant Name:** \_\_\_\_\_ **CFDA Number:** \_\_\_\_\_

1. Does the applicant have 501(c)(3) status?

Yes  No

2. How many full-time equivalent employees does the applicant have? (Check only one box).

3 or Fewer  15-50  
 4-5  51-100  
 6-12  over 100

3. What is the size of the applicant's annual budget? (Check only one box.)

Less than \$150,000  
 \$150,000 - \$299,999  
 \$300,000 - \$499,999  
 \$500,000 - \$999,999  
 \$1,000,000 - \$4,999,999  
 \$5,000,000 or more

4. Is the applicant a faith-based/religious organization?

Yes  No

5. Is the applicant a non-religious community based organization?

Yes  No

6. Is the applicant an intermediary that will manage the grant on behalf of other organizations?

Yes  No

7. Has the applicant ever received a government grant or contract (Federal, State, or local)?

Yes  No

8. Is the applicant a local affiliate of a national organization?

Yes  No

## Survey Instructions on Ensuring Equal Opportunity for Applicants

**Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.**

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
3. Annual budget means the amount of money our organization spends each year on all of its activities.
4. Self-identify.
5. An organization is considered a community-based organization if its headquarters/service location shares the same zip code as the clients you serve.
6. An "intermediary" is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.
7. Self-explanatory.
8. Self-explanatory.

### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651.

**If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Joyce I. Mays, Application Control Center, U.S. Department of Education, 7th and D Streets, SW, ROB-3, Room 3671, Washington, D.C. 20202-4725.