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ISSUANCE DATE: Thursday, September 23, 2021

DEADLINE FOR QUESTIONS: Tuesday, October 5, 2021 by 8:00 AM Nepal Standard Time (NPT, 5.45 hours ahead of Coordinated Universal Time (UTC))

APPLICATION CLOSING DATE AND TIME: Tuesday, November 9, 2021 by 17:00 PM Nepal Standard Time (NPT, 5.45 hours ahead of Coordinated Universal Time (UTC))

SUBJECT: Notice of Funding Opportunity (NOFO) Number: 72036721RFA00005

PROGRAM TITLE: USAID's Adolescent Reproductive Health (ARH)

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 98.001

Dear Potential Applicants,

As per the Foreign Assistance Act (FAA) of 1961, as amended, the United States Agency for International Development (USAID) Mission in Nepal is seeking applications for a cooperative agreement from qualified entities to implement the USAID's Adolescent Reproductive Health (ARH) Activity.

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

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

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D.4.6.1.9. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process.

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

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

Thank you for your interest in USAID programs.

Sincerely,

Maria Televantos
Agreement Officer
USAID/Nepal

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ABBREVIATIONS, ACRONYMS, AND INITIALISMS

The following terms, acronyms, and initialisms are used in this NOFO with their meanings provided below:

Acronym or Initialism	Meaning
%	Percentage
ADS	USAID Automated Directives System
AFR	Adolescent Fertility Rate
AI	Artificial Intelligence
AO	Agreement Officer
AOR	Agreement Officer's Representative
ARH	Adolescent Reproductive Health
BEO	Bureau Environmental Officer
CCN	Cooperating Country National
CDCS	Country Development Cooperation Strategy
CEFM	Child Early and Forced Marriage
CFR	Code of Federal Regulations
COP	Chief of Party
COVID-19	Novel Coronavirus Disease 2019
CPR	Contraceptive Prevalence Rate
CSO	Civil Society Organization
CSR	Corporate Social Responsibility (CSR)
CV	Curriculum Vitae
DCOP	Deputy Chief of Party
DEC	Development Experience Clearinghouse
DDL	Development Data Library
DHS	Demographic and Health Survey
DFID	Department for International Development
DIS	Development Information System
DO	Development Objective
DPR	Disaster Preparedness and Response
DRR	Disaster Risk Reduction
DSSR	Department of State Standardized Regulations
DUNS	Data Universal Numbering System
ECP	Emergency Contraception Pills
EO	Executive Order
EPRP	Emergency Preparedness and Response Plan
FAR	Federal Acquisition Regulations
F&A	Facilities and Administration
FCHVs	Female Community Health Volunteers
FY	Fiscal year
FP	Family Planning
FP/RH	Family Planning/Reproductive Health
FSW	Female Sex Worker

FWD	Family Welfare Division
GESI	Gender Equity and Social Inclusion
GGMS	Ghat Ghar Ma Swasthya
GIS	Geographic Information System
GON	Government of Nepal
GBV	Gender-Based Violence
HIV	Human Immunodeficiency Virus
HIV/AIDS	Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome
HO	Health Office
HTSP	healthy timing and spacing of pregnancies
ICT	Information, Communications Technology
INGOs	International Non-Governmental Organizations
IP	Implementing Partner
IPN	Implementing Partner Notices
IR	Intermediate Result
IUD	Intrauterine Devices
KM	Knowledge Management
LARCs	Long Acting Reversible Contraception
LINKAGES	Linkages Across the Continuum of HIV Services for Key Populations Affected by HIV
LMICs	Low-to Middle Income Countries
LTTA	Long-Term Technical Assistance
M	Million
MCPR	Modern Contraceptive Prevalence Rate
MCH	Maternal and Child Health
MICS	Multiple Indicator Cluster Survey
M&E	Monitoring & Evaluation
MEL	Monitoring, evaluation & Learning
MICS	Multiple Indicator Cluster Survey
MNCH	Maternal Newborn and Child Health
MOHP	Ministry of Health and Population
MTDC	Modified Total Direct Costs
NDHS	Nepal Demographic and Health Survey
NOFO	Notice of Funding Opportunity
NICRA	Negotiated Indirect Cost Rate Agreement
NGO	Non-Governmental Organization
NPI	New Partnership Initiative
OAA	Office of Acquisition and Assistance
ODC	Other Direct Cost
OMB	Office of Management and Budget
PDF	Portable Document Format
PEP	Post Exposure Prophylaxis
PEPFAR	President's Emergency Plan for AIDS Relief
POC	Points of Contact
PrEP	Pre-Exposure Prophylaxis
QA	Quality Assurance

QI	Quality Improvement
QoC	Quality of Care
RAI	Remote Area Initiative
RCE	Request for Categorical Exclusion
RH	Reproductive Health
RF	Result Framework
RFA	Request for Application
RMNCH	Reproductive Maternal Neonatal and Child Health
SAM	Systems for Award Management
SBC	Social and Behavioral Change
SC	Selection Committee
SF	Standard Form
SLC	School Leaving Certificate
SMC	School Management Committee
SSBH	Strengthening System for Better Health
STF	Sajhedari Support to Federalism
STTA	Short Term Technical Assistance
TA	Technical Assistance
TCN	Third Country National
TEA	Total Estimated Amount
TIN	Tax Identification Number
TG	Transgender
TFR	Total Fertility Rate
UN	United Nations
UNFPA	United Nations Population Fund
UNICEF	United Nations Children's Fund
USAID	United States Agency for International Development
USAID/W	United States Agency for International Development/Washington
USAID/GH	United States Agency for International Development/Global Health
USD	United States Dollar
USN	United States National
USG	United States Government
UTC	Coordinated Universal Time
VSC	Voluntary Surgical Contraception
WASH	Water, Sanitation and Hygiene

[END ABBREVIATIONS, ACRONYMS, AND INITIALISMS]

SECTION A: PROGRAM DESCRIPTION

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

A.1 PURPOSE

The purpose of Adolescent Reproductive Health (ARH) is to empower adolescents to reach their full capacity by choosing and practicing healthy reproductive behaviors¹. This will be achieved by expanding the demand, supply, and use of quality, adolescent-responsive reproductive health (RH) services and products across selected municipalities in Nepal through a systems strengthening approach. By achieving the above, ARH will contribute to IR 3.1 of the 2021-2025 CDCS (“quality of health services improved”), IR 3.2 (“equitable access to health services improved”), IR3.3 (“health systems capacity to prepare and recover from shocks improved”), and IR 4.4 (“resilience of women increased”). ARH will be a major contributor to key indicators, including “new acceptors of FP among adolescents in targeted districts”, “% of health workers complying with service delivery standard protocols for FP”, and “community demand for and adoption of high-impact interventions and healthy behaviors increased”.

A.2 INTRODUCTION

USAID's Adolescent Reproductive Health (ARH) is a five year activity in Nepal.

A.3 BACKGROUND AND CONTEXT

A.3.1 COUNTRY DEVELOPMENT CONTEXT

Nepal has a population of just under 30 million, and there is a great disparity between living conditions across regions. In 2011, 15 percent of the population lived below the international poverty line of \$1.90 per day². Nepalis are spread across challenging geographic terrain and face multiple climate-related and geological hazards including earthquakes, floods and landslides. Communications and transportation infrastructure are improving, but rural areas remain isolated. Nepal's population is young (median age 24) and very diverse, with some 125 recognized social and ethnic groups^{3[1]}. Health indicators among ethnic and religious minority groups tend to be poorer than among other groups. Marginalized and disadvantaged groups suffer from multiple dimensions of poverty and social injustice. Nepali society is patriarchal and has a deeply-rooted caste system that affects equity and shapes who accesses the health system, as well as health-seeking behavior. Discrimination against women is common across all social groups. Primary school enrollment and literacy are improving, but female attainment of secondary level certificates remains a challenge.

¹ Includes delaying marriage, delaying first pregnancy, healthy timing and spacing of pregnancy, seeking FP/RH services, use of contraceptives, prevention of HIV/AIDS, prevention and treatment of other STIs, menstrual health, prevention and management of gender based violence, and others as appropriate.

² World Bank (2011) “Nepal: National Living Standards Survey”

³ Government of Nepal, Central Bureau of Statistics (2015) “Nepal in Figures”

Since the end of the 10-year civil war in 2006, Nepal has been slowly moving towards building a more open and democratic society with a new Federal Constitution agreed on in September 2015. The country shifted to a decentralized form of government (federalism), under which three levels of government [central (federal), provincial and local] have both separate and concurrent responsibilities as per the constitution. The seven provinces of Nepal are governed by provincial governments which form the second layer of government, between the federal government and the local governments. The provincial governments function as per the Constitution of Nepal to facilitate bridging between the federal and the local governments in terms of management and resource mobilization. The local governments, called (urban) municipalities or rural municipalities, now have more authority and responsibility over the allocation and management of resources. Federal, provincial, and municipal funding are all allotted for health services. Municipalities also oversee private health services. Some local governments are going through a learning curve in the process of institutionalizing this new degree of autonomy and responsibility for the provision of basic health services. By working directly with local (municipal) governments in the selected municipalities, ARH will provide an opportunity for these local governments to strengthen some of their management, financial planning and other systems; and thus, improve access, quality and sustainability of health services.

A.3.2 FAMILY PLANNING/REPRODUCTIVE HEALTH CONTEXT

Nepal has made extensive progress in family planning (FP) and RH, with a decline of 25% in the total fertility rate (TFR) since 2006.⁴ Overall, 53% of married women between the ages of 15-49 years old use some type of FP; 43% of women use a modern method, and 10% rely on traditional methods to prevent unintended pregnancy. However, the modern contraceptive prevalence rate has stagnated since 2006. Much work still needs to be done to address the needs of all women (unmet FP need of 24%), but it is adolescents who have been left behind the most (unmet need of 35%)⁵. Despite 24.5% of adolescent aged 15-19 old acknowledging being sexually active in the past 12 months, only 4% report using a modern method of contraception^{6,7}, and a full 36% of 19-year-olds have started childbearing.⁸ Contraceptive discontinuation exposes young people to potential unintended pregnancy, with three out of five women, including adolescent girls, discontinuing their method within twelve months.⁹ Adolescents between the ages of 10-19 represent 22.2% of the population (6.6 million), and those aged 15-19 are 11% of the population (some three million)¹⁰.

Important factors driving the low use of contraception by adolescents are sociocultural norms that place stigma on sexual activity before marriage, norms that put pressure on adolescents to marry young and start childbearing soon thereafter, and a lack of FP services that are responsive to the needs and preferences of adolescents.

⁴ Nepal Demographic and Health Survey (NDHS) 2016 November 2017. TFR has gone down from 2.6 to 2.3 since 2006. P 95

⁵ NDHS 2016

⁶ Ibid page 115

⁷ There is no reliable data on use of FP disaggregated by marital status.

⁸ UNICEF 2014 Multiple Indicator Cluster Survey, p 116

⁹ NDHS 2016, p 115

¹⁰ Nepal 2011 census.

Child, early, and forced marriage (CEFM) remains a national problem. There are strong parental pressures for adolescents, particularly girls, to marry young and bear children; causes may include social and cultural traditions and economic pressure. While there are laws protecting girls against child, early and forced marriage, and mandatory reporting of incidents¹¹, enforcement of these laws is weak and inconsistent at best. The most recent NDHS found that despite the existing legal framework the proportion of young women ages 15-19 who are married is 27% compared to 6% for boys in that age group¹². Overall, 13% of women are married by age 15¹³. Once married, women face strong family pressure to bear a child. Another driver of girls marrying early, especially among marginalized groups and low income households, is the existing dowry tradition, despite the fact that dowry is outlawed in Nepal.

Nepal has an extensive health infrastructure network, to the village level. Services offered include FP/RH. As many as eight contraceptive methods are available at public health facilities across the country, and at nongovernmental “youth-friendly” clinics and other outlets. Adolescent utilization of FP services is still low, even at public sector facilities accredited as “youth-friendly”: UNFPA found a 12% utilization rate by adolescents in the 77 accredited clinics they support, representing a small percentage of adolescents who report being sexually active. The 2015 National Health Facility Survey found that in practice only one out of three facilities surveyed held management meetings with community participation, and it is not clear whether youth leaders have played a role in designing youth-friendly services.

Private sector clinics are registered/certified by Health Offices and listed in the respective Municipalities prior to providing services, whereas pharmacies are registered/certified by the Department of Drug Administration and listed in the respective Municipalities prior to dispensing pharmaceuticals. Neither are consistently inspected; and in-service refresher training for private providers has not been systematically rolled out or required.

Free contraceptives are widely available at public service delivery points, including static facilities and through Female Community Health Volunteers (FCHVs). Nepal also has a country-wide subsidized commercial retail sales program targeting the general population and a wide range of contraceptive products, including emergency contraception (ECP), which are available through the private sector at different price points¹⁴. Sixty percent of the few adolescents who use FP obtain services at public health facilities, while 35% purchase services from private facilities¹⁵. However, most girls hesitate to go to health facilities and pharmacies to obtain contraceptives, resulting in unintended pregnancy and dropping out from school, especially in rural areas¹⁶.

Adolescent fertility is higher in rural areas - where 22% of girls aged 15-19 have begun childbearing, compared to 13% in urban areas. Adolescent pregnancy decreases with increased education: 33% of young women aged 15-19 with no education have begun childbearing compared to 7% of women

¹¹ USAID CEFM 2017 Adolescent Girls' Empowerment Assessment). Girls and women also face violence at home including rape, with 11 % of girls (15-19) reporting it.

¹² 2016 Nepal DHS. p 76.

¹³ Ibid p77

¹⁴ USAID CAMRIS Assessment of Emergency Contraception in Nepal March 2019

¹⁵ Ibid p 116

¹⁶ Adolescent Girls Empowerment Assessment (2017)

with a School Leaving Certificate (SLC) at grade 10. The Nepal Demographic and Health Survey (NDHS), Multiple Indicator Cluster Survey (MICS) and the USAID 2017 Nepal Adolescent Girls' Empowerment Assessment all underscored that several crosscutting factors lead to low use of FP by adolescents including: lack of confidentiality for all clients - including adolescents - at family planning service delivery sites¹⁷; medical barriers to accessing services, including discriminatory behavior from providers towards adolescents seeking FP; inconvenient hours of operation for adolescents to seek services; and, insufficient provider counseling about FP methods and myths and rumors about the safety of methods.¹⁸

The Adolescent Girls' Empowerment Assessment found that 56% of female adolescent respondents said that the main barrier preventing girls from seeking services is “shyness, shame and fear of judgment”.¹⁹ Given the persistent stigma surrounding adolescents seeking FP/RH services, both married and unmarried adolescents are turning to the internet and social media on their phones for confidential information. Only 13% of Nepali girls obtained RH information at health posts. Nepali adolescents are connected to a variety of digital platforms, and many have the capacity to stream radio and television shows.

The 2016 DHS confirmed high cell phone access, and reported that 80% of boys 15-19 have a cell phone versus 58.5% of girls in the same age group. Some 54% of adolescents surveyed in 2017 by the USAID/Nepal Adolescent Girls' assessment said they obtained their information about sexual and reproductive health on social media; 40% received it from female community health volunteers.

Most of the FP/RH information at static facilities is geared to married couples, and more women than men go to fixed sites for FP/RH services. The majority of activities targeted at men have focused on older men, through voluntary surgical contraception (VSC) services at fixed facilities and outreach camps or through social marketing of condoms. Cultural norms, provider bias, and a lack of information about the need for FP/RH to prevent pregnancy and STIs, and male control over health-seeking behavior by their partners make it difficult for unmarried girls to readily obtain accurate information. This has resulted in high prevalence of unprotected sexual activity, followed by use of ECP.

Migration plays an important role in patterns of contraceptive use by adolescents (as well as for older women). As many as 30% of Nepali males are believed to be employed outside of the country, and many parents believe that marrying off young girls before young men leave the country is an economic necessity. Many young married women do not believe they need to use an effective contraceptive method to control their fertility because they do not spend much time with their husbands.

The above-described situation has led the Government of Nepal (GON) to identify health programs for adolescents as a national priority, but there have been gaps in implementation of adolescent strategies, including uneven technical guidance to local governments and adoption of unproven technical approaches. The new “Adolescent Development Strategy” released in May 2019 by the

¹⁷ The 2015 MOH USAID funded Health Facility Survey found that only 6% of the sites surveyed where FP was offered had adequate confidentiality and privacy measures in place for FP clients. (p.94)

¹⁸ CAMRIS ECP study.

¹⁹ USAID Adolescent Girls' Empowerment and Education Assessment: Annex 1 Detailed Findings p. 62, November 2017

MOHP identifies FP and RH services for youth as a key public health priority. This proposed USAID ARH Activity is in line with the GON's Adolescent Development Strategy, and will support achievement of its general objective, i.e., that "all adolescents attain a positive lifestyle for healthy and productive livelihood by 2025." ARH is also aligned with Nepal's "National Health Sector Strategy 2016-2021".

A.4 DEVELOPMENT HYPOTHESIS

USAID posits that:

If adolescent boys and girls - including those from marginalized communities are supported to adopt healthy reproductive behaviors through improved access to accurate, age-appropriate information and supportive communities and key gaps in the availability, accessibility, and quality of adolescent-responsive FP/RH services are addressed; then adolescents will be empowered to make healthier reproductive decisions and act upon their decisions, including adoption of healthy behaviors.

A.5 ACTIVITY GOAL AND OBJECTIVES

The overarching goal of USAID/Nepal's Health Office (HO) is to foster a healthy, resilient, well-nourished population, leading to increased human capital. The goal of the ARH Activity is to **support adolescents to reach their full potential by; ensuring they receive correct and appropriate RH information and guidance to develop decision-making skills, creating an environment conducive to making healthy reproductive health decisions and facilitating translation of these decisions into healthy behaviors.**

The objectives of the ARH Activity are:

Objective 1: To provide accurate, relevant FP/RH information and behavior change support to adolescents; and educate their parents, teachers, and communities, addressing current social norms; to facilitate healthy reproductive health decisions and adoption of healthy behaviors by adolescents.

Objective 2: To improve availability and accessibility of quality FP/RH services for adolescents by identifying and addressing key gaps in current services and in systems that determine effective access and utilization of adolescent-friendly services and products.

Objective 3: To institutionalize successful data-driven approaches and mechanisms addressing adolescent reproductive health through the public and private sectors.

The Activity will support a range of healthy reproductive behaviors including delaying marriage, delaying first pregnancy, healthy timing and spacing of pregnancy, seeking FP/RH services, use of contraceptives, prevention of HIV/AIDS, prevention and treatment of other STIs, menstrual hygiene, prevention and management of gender-based violence, and others as appropriate, contributing to better health outcomes as well as social and economic benefits.

A.6 RELATIONSHIP TO MISSION COUNTRY AND AGENCY STRATEGIES

ARH will support the USAID/NEPAL Country Development Cooperation Strategy (CDCS) 2020-2025 goal for a more self-reliant, prosperous and inclusive Nepal that delivers improved democratic governance, health and education outcomes. It is aligned with DO 3

Through its emphasis on systems strengthening and sustainability this Activity will contribute to the Journey to Self-reliance. The ARH Activity will be implemented in support of new USAID/Nepal's

2021-2025 Country Development Cooperation Strategy (CDCS). This activity will also support USAID/Nepal's cross-sectoral objective of youth empowerment, which is linked to USAID/Nepal's Development Objective 3: "Inclusive Health and Education Systems Strengthened. It will directly address Intermediate Result (IR) 3.1: Quality of health and education services improved and 3.2: Equitable access to health and education services improved. It will contribute to the implementation of Nepal's newly released, multisectoral National Adolescent Health and Development Strategy (2019), especially regarding "access to health- and development-related information by adolescents".

The ARH activity also supports Nepal and USAID's shared objective of self-reliance and youth engagement. The ARH Activity will foster self-reliance by strengthening adolescent-focused health systems and linking adolescents to public and private sector FP/RH services by addressing the issues of adolescents from marginalized and disadvantaged groups. The return on investment of FP is significant - Nepal's National FP Costed Implementation Plan (2015-2020) reveals that between 2015 and 2030, for every rupee spent on FP, Nepal will save 3.1 rupees on primary education, child immunization, treatment of child pneumonia, maternal health services, and improved water sources²⁰; thus, this Activity is a very good use of US taxpayer funding. The Activity will catalyze innovation and economic growth by scaling up proven and state-of-the-art approaches, including artificial intelligence, digital information, communications and technology solutions presently accessed by youth, as well as other youth leadership models.

A.7 ANALYSES USED TO INFORM THE DESIGN

The ARH design is built on the findings and recommendations from a USAID/W-led FP assessment (October 2018) and evidence from an extensive adolescent RH global learning collaborative and literature review funded by USAID/GH²¹. The learning collaborative assembled documentation that shows that to change adolescent RH decisions, structural interventions that address gender norms must be reinforced as part of a package. The design is based on data from the USAID-financed 2016 NDHS, the USAID- and DFID-funded 2015 Nepal Health Facility Survey, the 2014 UNICEF Multiple Indicator Cluster Survey, and the 2017 USAID Nepal Girls' Empowerment Assessment. The design also incorporates lessons learned from the mid-term evaluation of the Suaahara II activity [which includes a component on the healthy timing and spacing of pregnancies (HTSP)], and data from the Suaahara II Annual Surveys. Other evaluations informing the ARH design include the March 2019 USAID Assessment of Emergency Contraception and the May 2019 USAID external assessment of the commercial retail sales under the Ghar Ghar Ma Swastha (GGMS) Activity. The design team also reviewed the findings from the 2017 external evaluation of the UNFPA 2013-2016 country plan, and consulted with the GON and partners on FP and targeted work with adolescents. This design is also consistent with the GON's FP 2020 program. Finally, the design builds on results from the PEPFAR/LINKAGES Key Populations Activity that has tested a variety of new approaches and digital platforms to reach high-risk, underserved populations.

²⁰ <https://nepal.unfpa.org/sites/default/files/pub-pdf/FP%20Costed%20Implementation%20Plan.pdf>

²¹ USAID/Global Health May 2019: The Global Learning Collaborative on Normative Change for Adolescent Reproductive Health. See the full compendium of articles from the Journal of Adolescent Health, Improving the Lives of Adolescent and Youth, April 2019, Volume 64, Issue 4, Supplement

A.8 GEOGRAPHIC FOCUS

While absolute adolescent fertility is high at the national level, patterns are not the same in all parts of the country. Based on the Adolescent Fertility (AF) analysis (Annex 1), commission by USAID, and other factors as mentioned below, applicants should identify 50-60 municipalities which best meet several criteria, to be ARH implementation sites. Applicants should be able to justify their selection. Once geographical areas have been defined, final selection of specific municipalities may be refined once implementation starts.

Applicants should propose to work in at least two culturally distinct environments, in order to facilitate learning and sustainable scale-up/sharing of successful approaches to other relevant municipalities nationally, using locally appropriate technical approaches and tools.

Key selection criteria for specific municipalities within the mentioned geographical areas are:

- High rates of adolescent fertility as per the AF analysis in Annex 1
- Rapid rate of increase in adolescent fertility, as per the AF analysis, Annex 1.
- Large adolescent population/high number of adolescent births (to make the investment more cost-effective) as per the AF analysis, Annex 1.
- Geographical proximity to other areas of ARH implementation or complementary to other relevant USAID investments.
- Likelihood of peer learning and scaling out across other municipalities.
- Priorities of the Ministry of Health and Population (MOHP), and the new GON Adolescent Strategy.
- Location of other development investments by USAID and other donors and,
- Other assessments and studies.

The applicant will coordinate site selection with MOHP and other stakeholders.

Given that it may be difficult to find sites that fully meet every single technical criterion and are also in close enough geographical proximity, failure to fully meet every single criterion will not automatically disqualify a municipality. However, applicants should explain the rationale of their site selections based on the criteria met.

Applicants must propose project management approaches (staffing, supervision, capacity building, etc.) which are appropriate to the socio-political and cultural context in the proposed areas of implementation.

A.9 PROGRAMMATIC APPROACH

Lessons learned: The activity builds on the rich set of lessons learned from the current and past generations of FP and RH programs in Nepal. These programs have served to reinforce strong platforms for FP/RH services delivered by the public sector, the commercial pharmaceutical distribution system, and the private sector. USAID's investments in FP/RH have also developed important behavior change communication and social marketing approaches and materials for adolescents. This new activity however, is not intended to be a direct follow-on to any predecessor FP/RH activities. **This activity's goal is to support adolescents to reach their full potential by ensuring they receive correct and appropriate RH information and guidance to develop decision-making skills, and creating an environment conducive to make healthy**

reproductive health decisions, and to facilitate translation of these decisions into healthy behaviors. The applicant is expected to tailor the ARH technical approach to the specific context in the different implementation sites, with a different mix of interventions in each.

Inclusion: The Activity should actively seek to reach out to and engage with marginalized groups and address the discrimination that has historically affected them. By providing equal access to services, the ARH Activity will contribute to build the human capital necessary to improve the livelihood of more-vulnerable groups.

Sustainability: Sustainable scalability is a key pillar of this Activity. Applicants must propose technical approaches and models that, once proven to be effective, can be replicated and scaled up by Nepali public and private organizations, outside the geographical scope of the Activity, beyond the time-frame of the Activity, and without the direct on-going involvement of the Activity or its IP. This is an important step in Nepal's journey to self-reliance.

Collaboration with Government and Non-Governmental Actors: The IP is expected to collaborate closely with the appropriate levels of the new federalized government system – particularly with local/municipal governments, the existing network of public and private sector FP/RH providers and products already available in each municipality, and the efforts of other donors and NGOs.

Leverage: USAID envisions this activity as its flagship FP/RH mechanism. It will leverage the public and private (for-profit/commercial, and NGO) sectors - including new or non-traditional partners - to reach adolescents. The applicant will determine the appropriate mix of approaches to achieve success in the different local contexts where the activity will be implemented.

A.10 INTERMEDIATE RESULTS, ILLUSTRATIVE INTERVENTIONS AND INDICATORS

A.10.1. IR 1: ADOLESCENTS HAVE A BETTER UNDERSTANDING OF THEIR RH, HAVE DEVELOPED THE SKILLS TO MAKE HEALTHY DECISIONS, AND ARE EMPOWERED TO ADOPT HEALTHY BEHAVIORS

A.10.1.1. SUB-IR 1.1: ADOLESCENTS HAVE RECEIVED FP/RH INFORMATION AND SBC SUPPORT, AND BEEN LINKED TO QUALITY, ADOLESCENT-RESPONSIVE FP/RH SERVICES AND PRODUCTS.

A.10.1.2. SUB-IR 1.2: KEY COMMUNITY MEMBERS HAVE RECEIVED INFORMATION AND SBC SUPPORT SO THEY FACILITATE DECISION MAKING AND ADOPTION OF HEALTHY FP/RH BEHAVIORS BY ADOLESCENTS

IR 1 will primarily focus on ensuring that adolescents receive and are able to use accurate and appropriate RH information and SBC-support in each community where the ARH activity works. This may include guidance to better understand information on FP/RH, to develop decision-making and negotiation skills (e.g. related to entering into a relationship, having sex, seeking a pregnancy,

seeking FP services, using contraception, etc.), and to develop the skills to translate these decisions into actual behaviors. This information and guidance can come from trusted sources, through adolescent-responsive channels, e.g. digital platforms and other on-line sources, smartphone apps, telephone hotlines, social media, radio, health workers, peers and other community members, as well as other channels appropriate to each community. Information and SBC support to adolescents will be tailored to their needs and preferences, specific to each community/municipality, and will include linkage and referral to adolescent-responsive FP/RH services. Formative and operations research may be conducted to enable adaptation of mechanisms, channels, and information on an ongoing basis. This will empower adolescents, including from marginalized groups, to make healthy reproductive decisions and practice healthy reproductive behaviors, including care-seeking and accessing RH products and services.

This activity will also address the social and cultural norms that hinder positive social and behavior change for adolescent RH. If adolescent girls delay marriage and pregnancy, their health will benefit. This can be an important step for adolescent girls to gain control of their bodies and sexuality. It will also make it easier for them to develop their full potential, including completing their education and competing for better jobs. This may eventually translate into a demographic dividend for the country. As adolescents are heavily influenced by their parents, teachers, social and religious leaders, and other community members, the activity will also engage these influencers through appropriate platforms.

The choice and mix of channels and platforms must be designed with built-in flexibility, so that the activity can pivot quickly in response to changing conditions or emergent health crises. The implementing partner will pay special attention to detect possible increases in gender-based violence, discrimination against girls, reductions in school attendance by girls or other secondary effects of the COVID-19 pandemic; it will work with local entities to help them address these problems. Likewise, processes to develop, test and launch message content and channel selection must incorporate flexibility.

A.10.1.3. ILLUSTRATIVE INTERVENTIONS FOR IR 1

- a) Apply proven best practices in social communication and SBC interventions to provide FP/RH information to adolescents - including those from marginalized groups, migrants, those in school, and those out of school - to promote healthy decision making and adoption of behaviors. Focus on the appropriate populations of at-risk or marginalized adolescents in each municipality, based on on-going data collection and analysis.-including artificial intelligence – to better understand local adolescent’s needs. Use digital platforms and other innovative technology-based approaches such as web-based, social media, telephone, SMS, and may also include community-based and other more traditional approaches. The activity may adopt or adapt existing tools while prioritizing the feasibility of replication and scaling-up outside and beyond the ARH activity.
- b) Target social media and other interventions to specific groups and sub-groups, and tailor messages specific to those groups, based on social media, research and discussion with adolescents, and other analysis, adjusting on an ongoing basis. (e.g. - so that when an adolescent within a specific age band Google a specific topic, they may see an advertisement/blog post/content with branded project information that answers their question with factual, high-quality information). Brand must be appealing to adolescents, and will be associated with friendly, quality, trusted FP/RH information.

- c) Link adolescents to both clinical and non-clinical service providers, and sources of RH services and products, including FP. Digital communications platforms and tools must include mechanisms to expeditiously link adolescents with services and products. Other referral mechanisms (e.g., from community health workers, from peer providers, etc.) may also be used, as appropriate.
- d) Engage parents, teachers, community leaders, community health volunteers, religious leaders, government officials and other key influencers on the importance of helping adolescents to delay marriage, achieve healthy timing and spacing of pregnancy both for maternal and infant health, and to help adolescents achieve their full human potential. Link with USAID's Child and Early Forced Marriage activity if active in geographic areas covered by Activity.
- e) Support governments - particularly at the municipal level - to fill gaps in SBC activities. The IP should consider a systems strengthening approach that facilitates sustainable institutionalization beyond the life of the activity. Support for municipal planning and budgeting processes is key.

A.10.1.4. ILLUSTRATIVE INDICATORS RELEVANT TO IR 1

Applicants will propose expected outcomes, indicators and targets; and provide the respective rationales. This shall be included in the MEL plan.

- a) % of adolescents who can describe key selected healthy FP/RH behaviors;
- b) % of adolescent who know where and how to access FP/RH information, services and products;
- c) % of adolescents that can describe how to negotiate contraceptive use in the context of a consensual relationship;
- d) Number of adolescents referred to FP/RH service delivery points or product distribution outlets;
- e) % of parents and other community members who have positive views about contraception, delaying marriage, HTSP;
- f) Amount of funding allocated from municipal budgets for relevant activities in each municipality;

A.10.2. IR 2: ADOLESCENT-RESPONSIVE FP/RH SERVICES AND PRODUCTS ARE AVAILABLE AND ACCESSIBLE TO ADOLESCENTS IN EACH MUNICIPALITY

A.10.2.1. SUB-IR 2.1: HIGH-QUALITY, ACCESSIBLE PUBLIC AND PRIVATE SECTOR SOURCES OF FP/RH SERVICES AND PRODUCTS FOR ADOLESCENTS IDENTIFIED AND STRENGTHENED IN EACH MUNICIPALITY

A.10.2.2. SUB-IR 2.2: GAPS IN THE AVAILABILITY OF HIGH-QUALITY, ADOLESCENT-RESPONSIVE FP/RH SERVICES AND PRODUCTS FILLED IN EACH MUNICIPALITY

IR 2 will focus on ensuring the effective availability of high-quality, accessible, adolescent-responsive FP/RH services and products in each municipality. The Activity will map/catalog the available

services related to healthy FP/RH behaviors available in each municipality, and will assess their quality, accessibility, and adolescent-responsiveness on an on-going basis.

Adolescents themselves, and their perspectives, must be included in understanding the standards and preferences for adolescent-responsive services, the mix of preferred delivery modalities (e.g. peer-delivered, community-based, static facilities, commercial establishments, pharmacies, social marketing, etc.), and in assessing quality, accessibility, and adolescent-responsiveness.

The Activity will not itself provide direct services or distribute products to adolescents. Instead, based on the initial assessments, the activity will strengthen the capacity of public (government and NGO) and private entities to design and sustainably provide high-quality adolescent-responsive services and products in each municipality. Special efforts will be made from the beginning of the implementation period to identify gaps in availability, access or quality of RH services and products which have arisen as the result of the COVID-19 pandemic. The implementing partner will work with local entities so they can address these gaps as soon as possible, and to strengthen their systems so they can better continue to cope with COVID-19 or other crises. The IP may consider new partners, considering the New Partnership Initiative (NPI)²², which additionally will need to strengthen their managerial and other systems to comply with USG standards and reporting requirements. In municipalities where sufficient services/products are available, the Activity will work to improve quality, accessibility, and adolescent-responsiveness, as needed and on an on-going basis. In municipalities where there are gaps in the availability of services/products, the Activity will also work with local authorities/public health systems/the private sector and other actors, as appropriate, to introduce appropriate services/providers. Entities/outlets could be branded or endorsed as a seal of quality.

Sufficient flexibility must be built into the Activity and into the design of the services themselves, in case the Activity needs to respond to unforeseen health emergencies or changing contexts.

A.10.2.3. ILLUSTRATIVE INTERVENTIONS FOR IR 2

- a) Support public and private providers to use information collected in initial assessments (e.g. of adolescent-friendliness of services, and of effectiveness of support systems²³) to design and implement approaches and mechanisms to deliver adolescent-responsive FP/RH services. Service delivery should follow a systems strengthening approach that is feasible to replicate and scale up outside and beyond the ARH activity.
- b) Design or adopt (possibly branded) agile channels that facilitate easy access to affordable, adolescent-responsive FP/RH products, including for migrants and other vulnerable and marginalized populations.
- c) Build the technical and communications skills (e.g. how to provide information and counseling to adolescents, answer questions, dispel myths, reduce stigma) of those who will be involved with adolescents, including as appropriate, but not limited to clinical personnel, community health volunteers, peer agents, pharmacists and other retailers, etc.
- d) Support the development of an accreditation program for staff (e.g. that would certify that someone is qualified to provide services in an adolescent-responsive way).

²² As per the definition of the New Partnerships Initiative.

²³ Support systems are those necessary to run effective services.(e.g. capacity building, supply chain management, supervision, MIS)

- e) Support governments - particularly at the municipal level - to ensure quality, accessible, adolescent-responsive FP/RH services. Strengthen the capacity of municipal government and health officials to understand, provide, manage, fund and prioritize adolescent-responsive FP/RH services from public and private sectors. The IP should consider a systems strengthening approach that facilitates sustainable institutionalization beyond the life of the activity.

A.10.2.4. ILLUSTRATIVE INDICATORS RELEVANT TO IR 2

Applicants will propose expected outcomes, indicators and targets; and provide the respective rationales. This shall be included in the MEL plan.

- a) % of facilities with increased use of FP/RH services by adolescents
- b) Number of adolescents who receive FP/RH services/products
- c) Percentage of contraceptive discontinuation in adolescents
- d) % of referred adolescents who received services
- e) Number of organizations that include youth in the design and monitoring of their FP/RH services for adolescents

A.10.3. IR3: SUCCESSFUL APPROACHES AND MECHANISMS ADDRESSING ADOLESCENT FP/RH ARE INSTITUTIONALIZED

A.10.3.1. SUB IR 3.1: MUNICIPAL GOVERNMENTS FUND AND INDEPENDENTLY MANAGE KEY SUCCESSFUL APPROACHES

A.10.3.2. SUB IR 3.2: PRIVATE ENTITIES INDEPENDENTLY IMPLEMENT AND MAINTAIN KEY SUCCESSFUL APPROACHES

IR 3 will focus on institutionalization of successful approaches in IR1 and IR2, in order to ensure replicability (to other geographic areas, including during the life of the project) and continuation/sustainability of interventions beyond the life of the project. IR 3 will result in improvements in capacity, commitment, and systems of both public and private institutions to increase adolescents' adoption of healthy behaviors. **The goal of this IR is for adolescents in municipalities both inside and outside the project area to continue to be empowered to make healthy reproductive health decisions, and to be able to translate these decisions into healthy behaviors after the end of the Activity.**

As a result of IR 3, local governments will value, prioritize, and fund reproductive health interventions. They will consider the entire ARH sector - including activities by public and private (NGO and for profit) entities - their responsibility, and will make use of all resources available to them to ensure that quality ARH services and information are available within their jurisdictions. Local governments will exercise oversight of the sector. They will analyze data and identify gaps on an on-going basis, and will take action to fill any identified gaps in programming. Incorporating ARH into the work plans and budgets of local governments will also facilitate independent implementation.

The Activity will collect information to identify which technical strategies and operational approaches yield better results in terms of process (e.g. effective adolescent participation), as well as towards higher

level indicators (e.g. use of services, etc.). The Activity will foster independent implementation of these key successful practices by public and private actors outside the geographical area of implementation and beyond the project timeline. Sharing data, lessons learned, and other Activity information with all stakeholders including the private sector, academic institutions, civil society, and others is a key pillar for this independent implementation.

A.10.3.3. ILLUSTRATIVE INTERVENTIONS FOR IR 3

- a) Support strengthening and institutionalization of improvements in key processes (e.g. annual planning and budgeting) and systems for information, SBC, service delivery, and product distribution by public (particularly municipalities) and private organizations. If USAID's SSBH activity is present in the relevant municipality, link with SSBH on the annual budget process.
- b) Build the capacity of public and private sector organizations to use and exchange data for adaptive management of day-to-day operations as well as for longer-term planning.
- c) Build the capacity of municipalities to contract out with NGOs, private sector, non-traditional partners, and others for outreach, communications, service delivery, quality assurance and other work.
- d) Develop a toolkit which any municipality or entity could use to assess status and implement successful Activity approaches in a new geographic area.
- e) Engage Provincial governments, municipal associations, INGOs, NGOs, the federal government, academic institutions, and other appropriate actors to replicate successful approaches to new municipalities.

A.10.3.4. ILLUSTRATIVE INDICATORS RELEVANT TO IR 3

Applicants will propose expected outcomes, indicators and targets; and provide the respective rationales. This shall be included in the MEL plan.

- a) Number of public and private organizations institutionalizing innovative technologies, approaches and tools.
- b) Number of municipalities including adolescent FP/RH in their planning and budgeting.
- c) Number of municipalities and private organizations routinely sharing and using data, e.g. for day-to-day operational management as well as for longer-term planning, and budgeting.

A.11 TARGET BENEFICIARIES

The key beneficiaries of the ARH activity will include adolescents (particularly those from marginalized and disadvantaged communities, including migrants), the public sector healthcare system and its staff, NGOs and their staff, private sector organizations and their staff, municipal government authorities and public health managers, and others.

Adolescent boys and girls will receive information to empower them in making better choices and SBC support to help them translate these decisions into healthy behaviors. Ultimately they - especially girls who delay marriage, pregnancy and childbearing - will see improvements in their health and will benefit from more opportunities to realize their full educational and professional potential.

Public and private entities and their staff will benefit from capacity building and systems strengthening, which will put them in a better position to provide adolescent-responsive services and products. Those organizations which decide to invest in setting up services or distribution channels will be able to leverage their new capacities to take advantage of a larger demand for FP/RH services and products that the activity will foster. This larger market for adolescent FP may in turn benefit still other local organizations.

Municipal and provincial governments will benefit from strengthened understanding of the importance and benefits of strong ARH programming, and will have increased capacity to manage the sector.

Applicants must ensure that proposed interventions focus on these beneficiaries as appropriate.

Initially, the above beneficiaries will be concentrated in the municipalities where the activity will be implemented. Once the technical models used by the IP have been tested and refined, the models will be available for scaling up elsewhere by municipal governments, and public and private entities.

A.12 MONITORING, EVALUATION AND LEARNING

The Applicant will submit a draft Monitoring, Evaluation, and Learning (MEL) Plan. The abridged MEL Plan submitted as part of the proposal will include the theory of change for the proposed technical approach and be guided by the USAID/Nepal development objectives articulated in this NOFO and by the ARH Results Framework. It should include indicators to objectively measure progress towards achieving each of the results, definition of each indicator; source, measure and frequency of data collection; anticipated life of project targets for these indicators, and a strategy for data collection, analysis and ensuring data quality. The abridged MEL plan will be reviewed as part of the technical evaluation process. The detailed MEL plan will be finalized by the Recipient within 90 days after agreement signing, in consultation with USAID, and expand on the abridged plan submitted with the technical application.

The Recipient will design and implement a MEL Plan that permits the efficient and timely measurement of progress toward Activity results, aids in the management of activities, and provides other data as agreed with USAID/Nepal. The MEL plan will be approved by the Agreement Officer's Representative (AOR) and reviewed annually as part of the work plan approval process.

Performance Monitoring

In order to ensure that ARH is contributing to the overall objectives of USAID/Nepal and the Activity, the MEL Plan must incorporate USAID/Nepal program area indicators that the Activity contributes to, mandatory program-area indicators, and activity-specific indicators. The recipient will collect data on all applicable Foreign Assistance Standard Indicators and the custom indicators. To measure the progress against these indicators, the recipient will set tentative targets to meet the expected outcomes as described in the program description and will set other/additional targets based on its own research and publicly available information, including government statistics, surveys, and studies. The finalized targets that are realistic and contribute towards achieving the overall objectives, will be set with a mutual understanding between the Recipient and USAID. Gender equality and social inclusion are fundamental to achievement of the ARH purpose. The MEL plan will include gender indicators, and all person-level indicators will be disaggregated by sex.

Gender disparities and social-economic inequities will be analyzed and addressed. The Recipient will develop performance and context indicators designed to track changes in key gender and equity gaps from baseline to end-of-activity result. Appropriate qualitative and quantitative methodologies will be used to gather and analyze relevant gender-sensitive and social inclusion data.

A plan to collect beneficiary feedback will be required as ARH will have community level interventions. The MEL plan should include an approach for establishing effective procedures for collecting and responding to feedback from beneficiaries and reporting to USAID, a summary of beneficiary feedback and how the implementing partner and the Mission addressed it. Beneficiary indicators will be disaggregated by sex, age, ethnicity/caste, and geographic location.

Per USAID/Nepal policy, all person-level indicators for which data are collected and reported (either through routine monitoring, semi-annual/annual progress reports, evaluations, or assessments) should be disaggregated by sex, age, and caste/ethnicity. The caste/ethnicity disaggregation should be, at a minimum, by the following six categories: Dalit, Muslim, Brahmin/Chhetri, Newar, Janajati, and other. For the purposes of this Activity, further disaggregation may be appropriate and will be agreed upon in the approved M&E Plan. The Monitoring, Evaluation and Learning Plan will cover the entire period of the Activity.

The Plan must also include: a description of how the performance data will be analyzed; plans for collaborating with any external evaluations planned by USAID; and any proposed internal evaluations; learning activities, including knowledge capture, and sharing at various levels; and roles and responsibilities for all proposed monitoring, evaluation and learning actions.

The applicant should describe a robust data collection plan to ensure a data-to-implementation pathway both for adjusting programmatic interventions and for micro targeting. A data analysis plan - how data will be analyzed and if any certain software will be needed will be required as part of the MEL plan.

In the final MEL plan, the Recipient must address the data collection process to ensure that quality data are collected and available to inform management decisions. The key criteria for assessing the quality of performance data are validity, reliability, timeliness, precision, and integrity. Most Activity indicators will be reported on in the Recipient's annual performance reports. The final Activity MEL plan will include a brief narrative outlining, at a minimum: The Recipient's data collection method (e.g., sampling, how often data are collected, who collects the data, who analyzes the data collected, controls in place to safeguard data); indicator validity (i.e., the relationship between the indicator and the desired output or outcome); life of activity, and annual targets for each indicator; the Recipient's procedures for ensuring quality of their data, as well as that of any subrecipients' reported data.

The Applicant should outline their proposed MEL staffing structure to ensure adequate and reasonable MEL staff for data/research driven programming and policy. Roles and responsibilities for all proposed MEL actions should be described.

Evaluation

In compliance with USAID evaluation policy, rigorous evaluations are used to improve program management, justify assistance resources with empirical evidence and data, ensure accountability, and test the underlying development hypotheses. The applicant should propose any internal or external evaluations that are planned. USAID/Nepal may also organize independent performance

and/or impact evaluations (not funded or managed through this award), which will require coordination with external evaluators.

Research/Learning Plan

The applicant should provide a research and learning agenda that will form the foundation for timely, evidence-based decision-making by identifying strategic evaluation and implementation science questions to be answered over the duration of the Activity. The agenda should prioritize implementation research and approaches so that learning is incorporated into every aspect of programming and implementation. Systematic research and efficient processes for translating lessons-learned into practice are essential for resolving the continuous challenges of scaling-up and sustaining interventions.

The applicant is expected to develop research questions in cooperation with the GON's stakeholders to identify knowledge gaps to align research and dissemination activities with government needs for decision making. The applicant is also encouraged to involve other key research stakeholders such as Nepali academic institutions, and non-profit research organizations. A learning agenda that uses innovative approaches to monitor, evaluate, document, disseminate, and efficiently apply lessons-learned is pivotal to the successful scale-up of multi-sector programming in Nepal.

The applicant should propose systems and a learning and research plan that will result in the generation of data and analysis of a quality to be published in international scientific journals, contributing to global knowledge and evidence around integrated adolescent reproductive health interventions. In addition, innovative approaches should be considered for sharing lessons-learned such as knowledge and e-learning platforms or hubs for collaboration on multi-sector programming, and ensure that data sets from surveys, studies, and evaluations are available for broad use within the development community. During implementation, the Recipient is encouraged to hold learning events that bring together donors, implementers, researchers, and GON counterparts in the field of ARH to share and benefit from lessons-learned and best practices. Learning activities, should include plans for capturing knowledge at the close-out of the Activity.

A.13 GUIDING PRINCIPLES

The following principles will serve as pillars for programming and implementation:

A.13.1. GENDER EQUALITY AND SOCIAL INCLUSION ANALYSIS

Global studies have shown that gender power norms and perceptions about social and economic opportunities influence decisions about early marriage and decisions about when to have a child.²⁴ Nepal is a patriarchal society with a well-ingrained caste system that affects equity and shapes who accesses the health system and practices other health seeking behaviors. Child, early and forced marriage remain a national problem. There are strong parental pressures for adolescents, particularly girls, to marry young and bear children; causes may include social and cultural traditions and economic pressure. While there are laws protecting girls against child, early and forced marriage, and

²⁴ Malhotra, Amin and Nanda, "Catalyzing Gender Norm Change for Adolescent Sexual and Reproductive Health": Investing in Interventions for Structural Change.

mandatory reporting of incidents²⁵, enforcement of these laws is weak and inconsistent at best. Early forced marriage and child bearing lead to high rates of girls dropping out of school. The most recent NDHS found that despite the existing legal framework the proportion of young women ages 15-19 who are married is 27% compared to 6% for boys in that age group²⁶. Overall, 13% of women are married by age 15²⁷. Once married, women face strong family pressure to bear a child. Another driver of girls marrying early, especially among marginalized groups and low income households, is the existing dowry tradition, in spite of dowry being outlawed in Nepal. The younger girls are married, the cheaper the dowry rate.

The median age at first marriage for women in Nepal is 17.9 years; the median age of reported sexual debut among women is also 17.9 years.²⁸ Generally, young men are encouraged to stay in school and complete their education prior to marriage; they marry on average four years later than young women. Girls with only primary education or no formal education are more vulnerable to sexual violence. Girls and women also face violence at home including rape, with 11% of girls (15-19) reporting sexual assaults.²⁹ Another problem in Nepal, specially the western part of the country, is stigma and discrimination of menstruation. Myths and concerns surrounding menstrual hygiene affect girls' attendance to school. One common practice is "chhaupadi": removing menstruating girls and women from homes and sending them to stay in huts ("chhau goths"), with negative consequences for women and girl's health and safety.

Gender equality and social inclusion (GESI) is an integral part of USAID/Nepal's work and gender integration is a mandatory consideration in all USAID programming. Existing cultural norms continue to restrict girls and boys from getting appropriate FP and RH services and information. The negative impacts of child, forced and early marriage and subsequent childbirth for young girls and boys on their social and economic outcomes have been well documented. Though the government of Nepal has set 20 years as the legal age of marriage for both girls and boys, it is still as common practice for girls to marry early. Evidence from the Nepal Social Inclusion Survey shows that on average 20% of women between the ages 15-19 years were currently married or in a union. However, within the 15-19 years of married women, the marginalized groups had the highest representation with the Madhesi Dalit women (43.5%), followed by other Madhesi caste (29.9%), Hill Dalit (27.6%), Mountain/Hill Janajati (23%) and Muslim women at 19%. Such high rates of early marriage in Nepal place it in the third rank in South Asia after Bangladesh and India. Applicants are required to take GESI issues into consideration in designing their technical approach to ARH and to prepare activity focused-GESI analysis to describe their analysis of priority GESI issues and provide an action plan detailing how they will be addressed. The USAID Gender Equality and Female Empowerment Policy can be found at <http://www.usaid.gov/what-we-do/gender-equality-and-womens-empowerment>.

The ARH Activity must articulate how program activities will target, include and ensure equal opportunities for adolescents from historically marginalized groups in Nepal's diverse society. Social

²⁵ USAID CEFM 2017 Adolescent Girls' Empowerment Assessment). Girls and women also face violence at home including rape, with 11 % of girls (15-19) reporting it.

²⁶ 2016 Nepal DHS. p 76.

²⁷ Ibid p77

²⁸ Ibid p77

²⁹ Ibid p339

exclusion, including but not limited to that experienced by women/girls, is a defining feature of Nepal's political, economic and social norms.

A.13.2. COORDINATION AND PARTNERSHIPS WITH COMPLEMENTARY DONOR AND USG INVESTMENTS IN ARH

The applicant is expected to coordinate the work of this new activity with other USAID and USG initiatives and implementing partners. The applicant is expected to collaborate on a regular and ad hoc basis with USAID IPs and activities such as USAID's Procurement and Supply Chain contractor, Chemonics, SUA AHARA II and SSBH to ensure that health commodities for the community health program are delivered to the end use beneficiary. There are a number of other programs funded and planned by other donors, private sector entities and the GON. The applicant should have or develop strategic partnerships with these, as well as with public sector institutions and GON stakeholders they deem key to the success of the activity.

A.13.2.1. UNFPA

While USAID remains the largest bilateral donor for contraceptives for Nepal, IPPF and UNFPA also finance specific contraceptive commodities. UNFPA also funds youth-friendly services at nongovernmental static fixed facilities, and plans to continue its support for GON youth-friendly ARH services in 77 public health facilities.

A.13.2.2. UNICEF

UNICEF is funding early and forced childbearing prevention policy development.

A.13.2.3. SUA AHARA II

SUA AHARA II is a USAID integrated nutrition activity which includes reproductive health/family planning, adolescent nutrition, WASH, agriculture, and other interventions in 42 districts nationwide.

In terms of family planning, SUA AHARA II promotes all contraceptive methods including longer-acting methods such as the IUD and implants but does not distribute these commodities. This activity has trained community health providers on dispelling myths and rumors, and worked on community engagement to motivate and encourage women during the first 1,000 days after childbirth to seek postpartum FP/RH and maternal and child health services. Suaahara II addresses bottlenecks for women seeking these services. This activity supports the GON's adolescent health plan in 14 districts (about 500 schools across 83 municipalities) to scale-up the integrated adolescent nutrition package, particularly targeting younger (10-14 years) adolescent girls and boys. This integrated package spans nutrition, health - including reproductive health - water and sanitation for health including menstrual hygiene, as well as improving understanding of gender and other social norms which may influence health and nutritional well-being. SUA AHARA II supports a popular radio program ("My Best Friend") which reaches youth; it addresses common questions youth have about RH.

A.13.2.4. LOCAL SYSTEMS STRENGTHENING TO REDUCE CHILD, EARLY AND FORCED MARRIAGE (CEFM)

CEFM is a three-year USAID activity which began in 2020 and will focus on Province 2. It's designed to strengthen the GON's capacity at the local and provincial levels to reduce CEFM. This activity will focus on building the capacity of local government officials and civil society organizations to advocate, design and budget for local activities to reduce CEFM and fund local matching grants to ward committees, school management committees (SMC) and CSOs to implement evidence based interventions to reduce child marriage. Initial lessons learned from the CEFM municipalities in Province 2 will be shared with the ARH IP(s).

A.13.2.5. STRENGTHENING SYSTEMS FOR BETTER HEALTH (SSBH)

Strengthening Systems for Better Health (SSBH) is USAID's local level Health System Strengthening Activity. It addresses the quality of services and health information systems improvement. It runs until 2022 in 10 districts of province 6 and three districts in province 5. FP/RH quality of care is one of the RMNCH set of interventions SSBH addresses, although changes in FP/RH adolescent utilization is not one of its specific areas of emphasis. SSBH is working to ensure that providers' capacity to offer longer acting methods of contraception (LARCs) is reinforced. ARH will build upon Quality Improvement (QI) materials and approaches. The ARH activity may work in some of the same regions as SSBH, where QI work has taken place and QI teams are already able to analyze and advance quality improvements in their own workplace. ARH may also work in other areas where no QI work has been done. The IP selected for ARH must be able to identify and implement collaborative approaches in QI in a variety of settings.

A.13.2.6. GGMS/NEPAL CRS COMPANY

USAID has supported social marketing of products and messages in both urban and remote markets. The remote area initiative (RAI) was aimed at creating awareness and promoting behavior change related to RMNCH. GGMS promotes male engagement via Husband's Groups at the community level. GGMS supports a network of 3,400 private providers of its branded injectable contraceptive Sangini and other outlets who promote CRS social marketing products and educational messages. Sangini outlets vary in size, but all include a licensed paramedical health provider and a retail outlet facility. Some Sangini outlets also engage physicians on a per diem basis to offer services at their facilities. Nepal has 21,651 registered pharmacies and 400 medicine shops across the country.

A.13.2.7. SAJHEDARI SUPPORT TO FEDERALISM (STF)

This activity develops accountability of selected local governments in province 5 and Sudurpaschim in delivering services in general. Experience from STF will be useful to ARH in delivering its objective 3.

A.13.3. APPLY SCIENCE TECHNOLOGY, AND INNOVATION STRATEGICALLY

The applicants must articulate how program activities supports the application of new technologies, approaches and methods to help address the development issues through engaging with the public,

private sector including universities and others. These new solutions should be scaled up as appropriate with a focus on maximizing the cost effectiveness of the project investments. The applicant should consider how to significantly improve the cost effectiveness, speed, and scale of proposed projects intervention. This may require utilizing innovative types of engagement and a wide range of partners to generate innovative development solutions.

A.13.4. BUILD-IN SUSTAINABILITY FROM THE START

The ultimate goal of development cooperation is to enable governments and private sector organizations to implement their own solutions to key development challenges. This project must define the degree of sustainability that is considered essential for its success, and should consider questions such as:

- (a) Is there demonstrable local demand and ownership, where a broad segment of the community has a stake in ensuring that the activity or service continues after the USAID project ends?
- (b) How will the project work to build up the skills and capacity of local stakeholders whose involvement will be critical for maintaining development gains after the project ends?
- (c) How will the project nurture effective institutions – governmental and private sector to analyze, implement, and evaluate activities in the relevant development areas?
- (d) How will the project ensure that relevant initiatives are gradually tied to sustainable financing models?

A.13.5. INCORPORATE CONTINUOUS LEARNING FOR ADAPTIVE MANAGEMENT

The applicants should consider that it should be recognized from the outset that the analytic basis for projects continuously need to be updated, tested, and upgraded during the project implementation. Project management plans or learning approaches should consider identified risks, health emergencies including local partner constraints, and opportunities to exploit potential breakthroughs and strategic alliances that may not have been certain at the beginning. The project also envisions the applicant to propose innovative resource-leveraging approaches that will be incorporated with enough flexibility to accommodate changes in the market over time driven by the Activity itself as well as by other events.

[END OF SECTION A]

SECTION B: FEDERAL AWARD INFORMATION

B.1 NATURE OF THE RELATIONSHIP BETWEEN USAID AND THE RECIPIENT

The principal purpose of the relationship with the Recipient³⁰ and under the subject program is to transfer funds to accomplish a public purpose of support or implementation of the “USAID’s Adolescent Reproductive Health (ARH) Activity” which is authorized by federal statute.

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

B.2 ESTIMATE OF FUNDS AVAILABLE AND NUMBER OF AWARDS CONTEMPLATED

USAID intends to award one (1) cooperative agreement pursuant to this notice of funding opportunity. Subject to funding availability and at the discretion of the Agency, USAID intends to provide \$35 million (M) in total USAID funding over a five (5) year period.

B.3 START DATE AND PERIOD OF PERFORMANCE

The anticipated period of performance for this activity is five years. The estimated start date is February 8, 2022.

B.4 PLACE OF PERFORMANCE

The place of performance is Nepal.

B.5 SUBSTANTIAL INVOLVEMENT

In accordance with ADS 303.3.11, USAID will remain substantially involved over the life of the Cooperative Agreement to assist the Recipient in achieving the expected outcomes and results of the program. Substantial involvement is anticipated in the following areas:

- (a) Approval of the Recipient’s Implementation Plans;
- (b) Approval of Specified Key Recipient Personnel; and
- (c) Agency and Recipient Collaboration or Joint Participation.

B.5.1 APPROVAL OF RECIPIENT’S IMPLEMENTATION PLANS DURING IMPLEMENTATION

³⁰ As per ADS 303.6, a Recipient is “[a]n organization that receives direct financial assistance (a grant *or* cooperative agreement) to carry out an assistance program on behalf of USAID, in accordance with the terms and conditions of the award and all applicable laws and regulations.”

The annual implementation plans and respective revisions thereto, are subject to the Agreement Officer's Representative (AOR) approval prior to implementing substantive work for each year of the cooperative agreement.

B.5.2 APPROVAL OF SPECIFIED KEY RECIPIENT PERSONNEL

The applicant must propose four Key Personnel for the positions specified below for the Agreement Officer's approval. After award, the applicant must request prior approval from the Agreement Officer for the replacement of or changes to key personnel positions. In its application, the applicant must propose the following four Key Personnel to implement the ARH Activity:

- (a) Chief of Party (COP);
- (b) Deputy Chief of Party (DCOP);
- (c) Finance and Administration Director; and
- (d) Director for Data Collection, Analytics and Use.

B.5.3 AGENCY AND RECIPIENT COLLABORATION OR JOINT PARTICIPATION

- (1) *Approval of Performance Monitoring, Evaluation and Learning (MEL) Plan:* The AOR will review and approve the recipient's MEL plan, inclusive of realistic and appropriate performance indicators and plans for periodic evaluation of activities.
- (2) Collaborative involvement in selection of advisory committee members. The program anticipates an advisory committee composed of government counter parts, recipient, and USAID, whose main purpose will be to provide strategic guidance to the implementing partner(s) for continuous improvement towards achieving expected results.
- (3) *Approval of Sub-Awards:* Title 2 Code of Federal Regulations (CFR) 200.308 already requires the recipient to obtain the AO's prior approval for the subaward, transfer, or contracting out of any work under an award. USAID shall have substantial involvement in the criteria and selection of sub-awards (to include subgrants and contracts) through means of collaboration and joint participation. The Recipient shall be responsible for implementing all IEE conditions pertaining to activities to be funded under each subaward (to include subgrants and contracts), including submitting Environmental Review Checklists (ERC) when applicable. All subawards (to include subgrants and contracts) shall be approved by AO. No subawards to government entities are planned under this NOFO.
- (4) *Agency monitoring to permit specific kinds of direction or redirection:* Monitor to authorize specified kinds of direction or redirection of funds and activities as needed because of major changes in the environment, interrelationships with other projects and as guided by the evidence/learnings from implementation, management reviews and external evaluations. All such activities must be included in the annual implementation plan and budget. However, A redirection and mid-course correction would be considered by major assessment and evidences (ex external evaluations, advisory committee reviews). Redirection can only be done if needed with modification and USAID approval.

B.6 AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code under the resultant grant or cooperative agreement is **937**. As per ADS 310.3.1.1, Code 937 is defined as "the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited

source. Procurement of agricultural commodities and related products, motor vehicles, and pharmaceuticals remain subject to the limitations in 22 CFR 228.19 and may require a waiver. Applicants can find further guidance on geographic Code 937 under ADS 310.3.1.1 available at the following link:

<https://www.usaid.gov/sites/default/files/documents/1876/310.pdf>.

B.7 GEOGRAPHIC INFORMATION SYSTEM (GIS)

In addition to the results specified in the program description, the Recipient must collect and submit Activity Location Data according to the following requirements and the geographic data collection and submission standards outlined in Section F.3.5.1.1 of this NOFO.

a. Location of Implementation

At a minimum, the location(s) where the activity is implemented must be collected at the (Populated Place, i.e., city or town latitude/longitude, Exact Site Location, e.g., facility latitude/longitude; or Exact Area feature, e.g. an area of land or a segment of roadway level.

b. Location of Intended Beneficiaries

At a minimum, the location of the activity's intended beneficiaries must be collected at the (First Administrative Unit Level, e.g. Region, Province, etc.) unless the Location of Intended Beneficiaries is considered nationwide, in which case, it will be collected at the country level.

c. Submission of Data

The submission of any dataset created or obtained in performance of this award is required pursuant to Section F.3.5.1.1.

B.8 DISASTER READINESS

Nepal remains vulnerable to numerous natural disasters including pandemics, floods, landslides, drought, fire, and earthquakes. Most notably, Nepal rests upon a seismically active zone, resulting in occasional minor tremors and places Nepal at high risk for earthquakes, which remain impossible to predict and can result in major devastation and loss of life. Several websites, including Ready.gov, focus on earthquake preparedness (available at <http://www.ready.gov/earthquakes>). Further, USAID will share the Emergency Preparedness Guide created by the U.S. Embassy Nepal's Consular Section with the applicant. Moreover, the current COVID-19 pandemic continues to have a global impact as well as causes delays to project operations, often requiring award modifications or amendments. In the event of a major natural or manmade disaster, entities operating in Nepal must prepare themselves to operate in a self-sufficient, independent manner. To facilitate emergency preparedness, USAID requires implementing partners to develop a sound Emergency Preparedness and Response Plan (EPRP) that specifically address approaches to operating during the aforementioned disasters, including the COVID-19 global pandemic. Lastly, USAID requests implementing partners to incorporate disaster risk reduction into their activities when applicable.

B.8.1 DISASTER RISK REDUCTION

Addressing vulnerabilities to and preparation for anticipated and recurring natural hazards and global health pandemics requires sound awareness and advocacy within the government, external development partners, civil society, and the general public. Thus, USAID encourages the implementing partner to promote disaster resilience and continually seek creative opportunities for incorporating disaster risk reduction into program activities. This includes such activities as raising awareness, advocacy for emergency preparedness, and disaster risk reduction with the central and local government institutions in Nepal, target beneficiaries, private sector partners, and relevant stakeholders as applicable.

B.8.2 IMPLEMENTING PARTNER PREPAREDNESS

The implementing partner must develop an Emergency Preparedness and Response Plan (EPRP) that articulates the implementing partner's preparation for a large-scale disaster and its impact on project staff and program implementation. The implementing partner must prepare and submit its EPRP within 90 days after award. The EPRP must contain the following:

- (a) Table of Contents;
- (b) Implementing partner and subrecipient project primary points of contact (POCs), with corresponding contact information (i.e., organization name, POC name, POC title, POC telephone numbers, POC physical address, POC email address, etc.), noting if project POCs have access to back up communications (i.e., two-way radio, satellite telephone, etc.);
- (c) USAID/Nepal project primary POCs, corresponding contact information, and back up communications, for:
 - AOR and Alternate AOR;
 - Agreement Officer;
 - Activity Manager, if any; and
 - Technical Office and Deputy Director.
- (d) Awareness raising, information sharing, and staff and subrecipient education plans, including emergency drills or other safety and security practices. Further, the implementing partner should expect to share the contents of its EPRP with its staff through training, drills, or other effective instruction methods;
- (e) Resource list identifying available and "wish list" emergency items (e.g., solar-charged waterproof satellite telephones; emergency Go and Stay Bags, including the contents therein; portable generators; essential survival equipment; first aid and other medical resources, etc.) as well as their specific, identified locations (e.g., room name or number, workstation, field offices, project vehicles, etc.) known to entire staff and subrecipients;
- (f) Communications plan identifying the chain of communication for staff (e.g., phone tree), their families, home and field offices, and subrecipients; and
- (g) Post-disaster recovery activity plan within the implementing partner's manageable interest, which the implementing partner could undertake following a manmade or natural disaster. Whilst the implementing partner should not dedicate resources beyond emergency preparedness for staff needs, partners prepare for contingencies, including the possibility that USAID may modify or amend award activities as a result of a disaster.

The brevity of the foregoing EPRP submission guidelines in no way restricts the implementing partner from developing a more expansive emergency preparedness manual for use by project management and staff.

[END OF SECTION B]

SECTION C: ELIGIBILITY INFORMATION

C.1 ELIGIBLE APPLICANTS

Eligibility for this NOFO is not restricted.

All qualified potential Applicants are eligible to apply. USAID seeks to make awards to a U.S. or non-U.S. non-governmental organization (NGO) or a private, non-profit organization (or a for-profit company willing to forego profits) that has concrete assets for strengthening equitable and quality service delivery within national and local policies and implementation plans, access to services, and sustainability of the program. This includes a strong track record in implementation, monitoring & evaluation (M&E), local capacity building with a focus on learning and use of data for decision-making, and credibility in policy engagement processes. Since USAID aims to work with experienced organizations to focus on and build local and community capacity, it will not provide separate technical assistance to partners. Any anticipated technical assistance needs (i.e., for M&E, knowledge management, etc.) must be built into activity design.

In the case of a consortium, the Applicant must be the consortium lead and must identify any other members of the consortium or individuals tied to the implementation of the activity as described in the application, along with all sub-awardees. The respective roles of any other members of the consortium or individuals, including all sub-awardees, must be described and separate budgets must be attached for each.

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

To be eligible for a Cooperative Agreement, an organization must be any of the following types of organizations:

1. U.S. and Non-U.S. Non-Governmental Organizations (NGOs)

a) U.S. and Non-U.S. Non-Profit Organizations

U.S. and non-U.S. private non-profit organizations may apply for funding under this NOFO.

b) U.S. and Non-U.S. For-Profit Organizations

U.S. and non-U.S. private for-profit organizations may apply for funding under this NOFO. Potential for-profit applicants should note that, in accordance with 2 CFR 200.400(g), profit, which is any amount in excess of allowable direct and indirect costs, is not an allowable cost for recipients of USAID assistance awards, and cannot be part of the project budget. However, the prohibition against profit does not apply to procurement contracts made under the assistance instrument when the recipient procures goods and services in accordance with the Procurement Standards found in 2 CFR 200.317 to 326.

c) U.S. and Non-U.S. Colleges and Universities

U.S. and non-U.S. colleges and universities may apply for funding under this NOFO. USAID generally treats colleges and universities as NGOs, rather than governmental organizations; hence, both public and private colleges and universities are eligible, except public colleges and universities in countries that are ineligible for assistance under the FAA or related appropriations acts. Please note, however, that this NOFO is focused on people-to-people programming that addresses divisions within a community and is not intended to fund academic research.

2. Public International Organizations (PIOs)

PIOs may apply for funding under this NOFO. Please see ADS 308 for USAID policy on PIOs: <http://www.usaid.gov/ads/policy/300/308>.

3. New Partners

USAID encourages applications from new partners that have not previously received U.S. Government funding. However, resultant awards to these organizations may be delayed because USAID generally must conduct pre-award surveys of these organizations in order to make a risk assessment decision, in accordance with ADS 303.3.9 (for NGOs; ADS 308 for PIOs). Non-U.S. Organization Pre-award Survey Guidelines and Support is available in the following link: <http://www.usaid.gov/sites/default/files/documents/1868/303sam.pdf>.

Please refer to Section E.5 of this NOFO, for additional information on pre-award surveys.

C.2 COST SHARING OR MATCHING

Under this NOFO, cost sharing is voluntary, but not required. Cost sharing is not a factor in determining who will receive an award because it is not considered as a merit review criterion for this NOFO. However, proposing cost share may enhance the sustainability aspect of an Applicant's proposed technical approach. Furthermore, applicants will not be penalized if they do not propose cost share in their application.

Although there is no general legislative requirement that recipients of grants or cooperative agreements must cost share, USAID policy is that cost sharing is an important element of the USAID-recipient relationship, thus, in addition to USAID funds, applicants may contribute resources from their own private or local sources for the implementation of this program, where feasible. Such funds may be mobilized from the recipient; other multilateral, bilateral, and foundation donors; host governments; and local organizations, communities, and private businesses that contribute financially and in-kind to implementation of activities at the country level. Per Procurement Executive's Bulletin (PEB) No. 2007-02, cost share contributions are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching, (i.e., applicant may not make cost share contributions by other USG funding sources). Applicants can find further guidance on cost sharing in grants and cooperative agreements under ADS 303.3.10.1, 303.3.10.2, 303.3.10.3, and 2 CFR 200.306.

C.3 PROGRAM INCOME

Any program income earned under the award will be added to USAID funding (and any cost sharing or matching that may be provided) and used for program purposes. Program income is subject to 2 CFR 200.307 for U.S. NGOs or the required as applicable “RAA15. PROGRAM INCOME (DECEMBER 2014)” standard for non-U.S. non-governmental organizations.³¹

C.4 OTHER

An organization may submit only one (1) application under this notice of funding opportunity. However, an organization participating as a sub-awardee member of a consortium may elect to participate in another consortium under a different application.

USAID discourages the signing of exclusive agreements (this applies to key personnel, subawardees, and other potential partners).

[END OF SECTION C]

³¹ “Standard Provisions for Non-U.S. Nongovernmental Organizations: A Mandatory Reference for ADS Chapter 303” available at <https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>.

SECTION D: APPLICATION AND SUBMISSION INFORMATION

D.1 AGENCY POINT OF CONTACT

USAID/Nepal's Point of Contact email address is as follows for inquires or submission of applications: kathmanduoaexchange@usaid.gov.

D.2 QUESTIONS AND ANSWERS

Applicants should submit all questions regarding this NOFO in writing to kathmanduoaexchange@usaid.gov no later than the date indicated on the cover letter. Any information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as an amendment to this NOFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

D.3 GENERAL CONTENT AND FORM OF APPLICATION

Preparation of Applications

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

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

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

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

D.4 APPLICATION SUBMISSION PROCEDURES

Applications in response to this NOFO must be submitted no later than the closing date and time indicated on the cover letter, as amended. Late applications may be considered at the discretion of the Agreement Officer per ADS 303.3.6.6.

Applications must be submitted by email to kathmanduooaexchange@usaid.gov. All submitted application files must be compatible with Microsoft (MS) Office in a MS Windows environment or Portable Document Format (.pdf). The subject line of each email must read as follows:

For technical application: **“NOFO: 72036721RFA00005 –USAID’s Adolescent Reproductive Health (ARH) (Organization Name) Activity Technical Application Email: 1 of XX”**

For cost application: **“NOFO: 72036721RFA00005 –USAID’s Adolescent Reproductive Health (ARH) (Organization Name) Cost Application Email: 1 of XX”**

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

Applicants must retain a copy of emails, documentation, and all enclosures, which accompany the application, for their records. USAID will not accept telegraphic or faxed applications in response to this NOFO.

After submitting an application electronically, applicants should immediately check their own email to confirm that the attachments were indeed sent. If an applicant discovers an error in transmission, please send the material again and note in the subject line of the email that it is a "corrected" submission. Do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.

Applicants are reminded that email is NOT instantaneous; in some cases delays of several hours may elapse from transmission to receipt. Therefore, applicants are requested to send the application in sufficient time ahead of the deadline. The USAID/Nepal mail server provides the initial point of entry to the government infrastructure for this NOFO.

There may be a problem with the receipt of *.zip files due to anti-virus software. Therefore, applicants are discouraged from sending files in this format as USAID/Nepal cannot guarantee their acceptance by the internet server. **File size must not exceed 10MB.**

D.5 TECHNICAL APPLICATION FORMAT AND CONTENT

Applicants must submit a Technical Application that responds to the ARH goal and objectives per NOFO **Section A** above.

D.5.1. TECHNICAL APPLICATION FORMAT

The applicant must submit a specific, complete, and concise application in response to this NOFO within the 25-page limitation. The Technical Application must demonstrate the applicant's capabilities, contextual knowledge, expertise, and approach with respect to achieving the ARH activity goals and objectives. The applicant should put forth a specific and realistic narrative of how it will achieve the ARH goals and objectives. Lastly, the Technical Application should emphasize the applicant's proposed technical approach.

USAID will evaluate the Technical Application for responsiveness to the specifications outlined in the NOFO guidelines and compliance with the application format. Thus, the applicants should review, understand, and comply with all aspects of this NOFO. Further, the applicants assume all risk for failure to comply accordingly. The Technical Application must bear the signature of a signator with the authority to bind the organization, accompanied by evidence of that signator's authority, unless the Applicant has previously furnished such evidence to the issuing office. The authorized signator must initial any changes or modifications to the application.

If the Applicants include data they do not want disclosed to the public for any purpose or used by the USG except for evaluation purposes, they shall mark the title page with the following legend:

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

The applicant must prepare the application according to the structural format set forth below.

- **Paper Size:**
 - A4 (i.e., 8.27 inches × 11.7 inches or 210 mm × 297 mm); or
 - Letter or American National Standards Institute (ANSI) Letter (i.e., 8.5 by 11.0 inches or 215.9 by 279.4 mm)
- **Type Size:** 12 point font except for graphs and charts which may use font 8
- **Font Style:** Times New Roman
- **Spacing:** Single spaced
- **Margins:** 1 inch (top, bottom, left, and right)
- **Language:** English
- **Submit via:** Microsoft Word or PDF and not zipped.
- **Page Limitation:** Not to exceed **25 pages**. The following application submissions count against the 25-page limitation:
 - Cover Page
 - Table of Content
 - Acronym List
 - Executive Summary
 - Technical Approach;
 - Management and Staffing Plan; and
 - Institutional Capacity.
- While USAID will not consider any pages that exceed the aforementioned page limitation, the Required Annexes do not count against the 25-page limitation:
- Below please find the list of Required Annexes that do not count against the 25-page limitation, but each of which has its own page limitations:

1. Draft Monitoring, Evaluation, and Learning (MEL) Plan, (three pages);
 2. Draft Implementation Plan, (three pages);
 3. Key Personnel résumés or curricula vitae (CVs) (three pages for each key personnel);
 4. Sustainability Plan (two pages); and
 5. Management Organogram, (two pages).
- Any information included as an annex that was not specifically requested in the NOFO will not be reviewed or considered.

The applicant should arrange the Technical Application in the order of the criteria specified in **Section E – Application Review Information**.

D.5.2. TECHNICAL APPLICATION CONTENT

The applicant should arrange its Technical Application content in the same order as listed below. Thus, at a minimum, the application must contain the following:

D.5.2.1. COVER PAGE

The Cover Page is included in the 25-page limitation. The Cover Page must contain:

- (a) The project title and NOFO number;
- (b) The name of the applicant, or consortia partners with the prime applicant clearly identified;
- (c) The applicant point of contact name, including this individual's name (both typed and their signature), title or position within the applicant's organization, physical address, telephone and facsimile (fax) numbers, and email address;
- (d) Confirmation that the applicant point of contact has authority to legally bind the applicant, or if not, the Cover Page should also list the applicant's authorized signator with the same contact information required above; and
- (e) The prime applicant's USG Tax Identification Number (TIN) and Data Universal Numbering System (DUNS) number, respectively.

D.5.2.2. TABLE OF CONTENTS AND ACRONYM LIST

The Table of Contents and Acronym List are included in the 25-page limitation. The Table of Contents lists all parts of the application with page numbers and attachments. The Acronym List spells out all acronyms or initials used in the application in alphabetic order.

D.5.2.3. EXECUTIVE SUMMARY

The Executive Summary is included in the 25-page limitation. The Executive Summary must briefly articulate the:

- (a) Applicant's proposed project goals;
- (b) Proposed activities to achieve the ARH goal and objectives per NOFO **Section A**;
- (c) Anticipated results; and
- (d) Applicant's management approach.

D.5.2.4. TECHNICAL APPROACH

The Technical Approach is included the 25-page limitation. The technical approach should articulate a comprehensive and realistic approach to achieve the ARH activity objectives per the Program Description in **Section A** of this NOFO. Further, the Technical Approach must provide a clear description of the applicant's conceptual approach as well as articulate the applicant's methodology and techniques. The applicant should ground its proposed activities in evidence or promising practices, lessons learned, or relevant international standards that will effectively achieve the activity objectives. Lastly, the Technical Approach should describe the applicant's technical understanding of the challenges, needs, and opportunities to meet the goal and activity objectives.

Most notably, the applicants must not restate the NOFO's requirements. Instead, the application must provide a convincing and compelling articulation of the applicant's technical approach, while meeting this NOFO's criteria. The applicant must focus on articulating how it proposes achieving the ARH goal and objectives. Further, the applicant must provide the rationale for the appropriateness of the suggested approach in relation to the local context. Lastly, the Program Narrative must demonstrate how the applicant will expand the engagement, coordination and collaboration with municipal governments, local Non-Government Organizations (NGOs), professional associations, private-for-profit sector, academic institutions, social marketing entities and other stakeholders that can leverage their resources to foster sustainability of the activity . The applicant must incorporate the following cross-cutting considerations throughout the proposed approach:

- (a) Inclusive Development and Gender;
- (b) Collaboration with local partners and leveraging local resources;
- (c) Sustainability and Journey to self-reliance; and,
- (d) Stigma and Discrimination

D.5.2.5. MANAGEMENT AND STAFFING PLAN

The Management and Staffing Plan is included the 25-page limitation. The Management and Staffing Plan must demonstrate how the applicant will manage their proposed technical approach to effectively and efficiently achieve the ARH goal and objectives. The Management and Staffing Plan covers the following:

- **Management Plan:** The Management Plan must provide detailed information regarding the applicant's proposed ARH organizational and management structure. Further, the Management Plan must align with the applicant's Technical Approach. The applicant must propose an organizational and management structure that demonstrates an effective mechanism for managing project resources, consortium members, and working with the GON and partners, in particular at the local and provincial level, to successfully implement the proposed ARH activities. Lastly, the Management Plan must address how the proposed structure ensures effectiveness and efficiency to achieve maximum benefits and results at minimum cost.
- **Staffing Plan:** The Staffing Plan must specify the applicant's proposed project team composition and organizational structure and describe each staff member's role, responsibilities, technical expertise, and estimated percentage of time each will devote towards achieving the ARH objectives. Further, the Staffing Plan should specify the applicant's home office, field staff,

consortium partners, or subrecipient roles and responsibilities, as applicable. Moreover, the Staffing Plan must articulate how proposed long and short-term positions such as consultants will implement the Technical Approach towards achieving the ARH objectives. Lastly, the Staffing Plan should identify short-term expatriate and Nepali expertise required to implement ARH as well as specify each staff member's employer, whether recipient or subrecipient, U.S. or local, or other.

- **Key Personnel:** Applicants must propose one candidate for each of the key personnel positions listed below. Key personnel are those considered to be essential to the work being performed under this cooperative agreement. It is expected that the key personnel will serve the full term of the agreement. Key personnel and changes to key personnel are subject to approval by the USAID Agreement Officer prior to their employment under this award. The application narrative must clearly summarize the professional qualifications of proposed Key Personnel that meet minimum qualifications stated below. For each proposed Key Personnel, a complete and current résumé demonstrating the candidate's qualifications and experience will be submitted as an annex as detailed in D.5.2.7.3. USAID may also check other sources to gather information on proposed personnel, including, but not limited to, other USAID or USG persons who have knowledge of their previous work.

CHIEF OF PARTY (COP)

The COP, as leader of the implementer's team, sets the strategic and technical courses to achieve the projects goals and objectives. He/she is ultimately responsible for the work of the team and for achieving the proposed results. He/she is the main point of contact with USAID.

CHIEF OF PARTY REQUIRED QUALIFICATIONS

- a) Strong understanding of issues affecting adolescents and youth in Low and Middle Income Countries (LMICs), including Social and Behavior Change communications (SBCC) strategies and approaches.
- b) At least five years of experience with organizational capacity development, health systems strengthening, decentralization, public sector governance, the private sector, or civil society organizations.
- c) At least five years of experience in program management and administration, financial management, award compliance, sub-award management, and tracking performance and costs via specific funding streams; ideally with USG funding.
- d) A minimum of 12 years of experience in large, community-level RH projects, including experience in service delivery projects (as RH is defined in this document); of which at least 5 years as COP, DCOP, Project Director or similar high-level executive position managing large, diverse, interdisciplinary teams, ideally in multicultural settings. Experience in South Asia preferred.
- e) A postgraduate degree (master's or doctoral level) in public health, FP, RH, SBC, communications, social sciences, or a related field.
- f) Demonstrated problem solving skills, collaboration experience, creativity; successful experience leading change processes. Strong communication and interpersonal skills and Excellent spoken and written English language skills.

DEPUTY CHIEF OF PARTY (DCOP)

The Deputy COP may take the lead in specific managerial or technical aspects of the work, as appropriate to his/her skills and those of the COP. He/she assists the COP and is expected to lead the team when the COP is absent. He/she reports to the COP.

DEPUTY CHIEF OF PARTY REQUIRED QUALIFICATIONS

- (a) Strong understanding and experience with issues affecting adolescents and youth in LMICs, RH service delivery programming, SBCC and communications
- (b) At least three years of experience with organizational capacity development, health systems strengthening, decentralization, public sector governance, the private sector, or civil society organizations.
- (c) At least three years of experience in program management and administration, financial management, award compliance, sub-award management, and tracking performance and costs via specific funding streams; ideally with USG funding.
- (d) Postgraduate degree in public health, FP, RH, communications, or a related field.
- (e) A minimum of eight years' experience in one or more relevant technical areas including information technology/social media/artificial intelligence, RH, FP, SBC, GESI, GBV, health communications, capacity building, community mobilization, technical and program innovations, as well as multi-sector approaches.
- (f) At least three years of experience with administrative systems of large international development projects. Experience dealing with change and innovation a plus.
- (g) Excellent written and spoken Nepali and English language skills.

FINANCE AND ADMINISTRATION DIRECTOR

The Finance and Administration Director, in close collaboration with COP and DCOP, has primary responsibility for tasks related to budget preparation, management and tracking; staffing and HR management; operations; and overall financial management.

FINANCE AND ADMINISTRATION DIRECTOR REQUIRED QUALIFICATIONS

- (a) A minimum of ten years of experience in financial, human resources, operations and administrative management of large international development projects; including at least seven years' experience with supervisory/management responsibility for the above areas.
- (b) Experience managing large, diverse teams; excellent interpersonal skills.
- (c) A postgraduate degree in Business, Chartered Accounting, Finance or a related field.
- (d) Experience with USG contracts/cooperative agreements preferred.
- (e) Excellent written and speaking Nepali and English skills.

DIRECTOR FOR DATA COLLECTION, ANALYTICS AND USE

This position is not a traditional M&E Director position. This position will be expected to ensure the collection of appropriate data from a variety of sources to understand effective approaches and Activity performance on an on-going basis. This position will lead the Activity in the effective analysis and use of data to adjust programmatic approaches at the national and

individual municipal levels on a continuous basis. This position, along with the COP and DCOP, will lead the Activity in the continuous implementation of adaptive management, ensuring a feedback loop and direct connection between data and continuous program and strategic adjustments and improvements.

DIRECTOR FOR DATA COLLECTION, ANALYTICS AND USE REQUIRED QUALIFICATIONS

- (a) At least eight years of experience in monitoring, evaluation, study design/management, or statistical analysis in the development field, with increasing levels of responsibility. Experience with survey design, or the design and testing of data collection instruments preferred.
- (b) A postgraduate degree in statistics, study design/implementation, research methods, M&E or a related field.
- (c) An exceptional grasp of data analytics/statistical analysis; the demonstrated ability to independently conduct analysis of large datasets, including quantitative and qualitative data sets. Experience with and command of one or more data/statistical analysis programs/software. Ability to conduct data collection, analysis, and reporting of publishable quality.
- (d) Ability to independently develop monitoring and reporting systems that include appropriate indicators, baseline data, targets; and a plan to evaluate performance and produce timely, accurate and complete reporting. Ability to identify and summarize key, relevant data and other information; ability to prepare detailed, accurate, relevant, reader-friendly reports.
- (e) Experience implementing adaptive management. The ability to work collaboratively with program staff and leadership to ensure a feedback loop and direct connection between data and continuous program and strategic adjustments and improvements. The ability to translate data and research findings into appropriate programmatic interventions.
- (f) Good track record of leading, supporting and coaching field teams and counterparts.
- (g) Excellent written and spoken English language skills. Ability to speak Nepali preferred.

D.5.2.6. INSTITUTIONAL CAPACITY

The Institutional Capacity is included in the 25-page limitation. The applicant must describe its and its consortium members' capacity and experience to successfully manage activities of similar nature, scope, size and complexity in comparable operational environments. The applicant must provide specific examples of prior activities to demonstrate their experience, detailing the specific role the applicant/subawardee played in implementing the project, and identifying similar interventions and sustained achievements that directly resulted from the applicant/subawardee effort. Applicants must demonstrate their organizational and consortium's capacity to recruit suitable staff, manage subawards, collaborate with stakeholders, mitigate risks, and achieve results.

D.5.2.7. REQUIRED ANNEXES

D.5.2.7.1. DRAFT MONITORING, EVALUATION, AND LEARNING (MEL) PLAN (THREE PAGES)

The draft MEL Plan **does not count** against the 25-page limitation. In three pages or fewer, the Plan must explain how the applicant proposes to monitor the ARH activity performance and measure the updated results. While the applicant must develop the final MEL Plan in consultation with USAID, Nepal Ministry of Health and Population and other major stakeholders, for the Agreement Officer's Representative approval as identified in F.3.4 of this NOFO, the applicant must submit a preliminary MEL Plan as part of its application. Further, the applicant must highlight its Gender Equality and Social Inclusion (GESI) approach throughout its MEL Plan. Moreover, the MEL Plan must include indicators, targets, data sources, frequency of data collection, collection methods, data verification, and responsible parties for data collection and baseline information. The applicant must discuss the ways in which they will manage the collection, analysis, and reporting of ARH performance data. The applicant must disaggregate all data collected by sex, caste/ethnicity, and disability. Applicants should also describe their learning and implementation agenda with a plan for timely dissemination, utilization of findings, and scale-up of successful approaches.

D.5.2.7.2. DRAFT IMPLEMENTATION PLAN (THREE PAGES)

The Draft Implementation Plan **does not count** against the 25-page limitation. In three pages or fewer, the Implementation Plan must articulate an overall ARH roadmap. Given that USAID anticipates a rapid project start-up within one month after award, the Implementation Plan serves the higher-level plan that spans the total period of performance, further detailed later by the MEL Plan and the annually submitted Implementation Plans developed collaboratively with; USAID, Ministry of Health and Population, and other major stakeholders. Lastly, the Implementation Plan outlines the links between the proposed results, conceptual approach and performance milestones, and should include a realistic timeline for achieving ARH start up, midpoint, and endpoint results.

D.5.2.7.3. KEY PERSONNEL RÉSUMÉS OR CURRICULA VITAE (CVs) (THREE PAGES FOR EACH KEY PERSONNEL)

The key personnel résumés or CVs **do not count** against the 25-page limitation. The applicant must submit résumés or CVs for all proposed key personnel candidates per NOFO **Sections B.5**. Further, the applicant may include copies of certificates that verify the proposed key personnel's applicable expertise. The résumés or CVs must not exceed three pages for each proposed key personnel, providing at least three professional references with current telephone numbers, email addresses, and a characterization of the professional relationship. Moreover, the applicant must submit a signed letter of commitment from each candidate, indicating their availability to serve in the stated position on a specific date and for a definitive term of service. Lastly, neither USAID nor the USG is a party to agreements between applicant and their proposed key personnel. Thus, USAID discourages exclusive agreements between the parties to restrict on either party's ability to freely compete or to enter into partnering relationships with other entities.

D.5.2.7.4. SUSTAINABILITY PLAN (TWO PAGES)

The Sustainability Plan **does not count** against the 25-page limitation. In two pages or fewer, the applicant must explain how its approach, to the extent possible, as described in the Technical Approach, can achieve sustainability after the project period. Further, the application should outline indicators and benchmarks for achieving sustainability. Whilst those indicators and benchmarks should be highlighted in the MEL Plan, they should bolster applicant's approach to achieve sustainability.

D.5.2.7.5. MANAGEMENT ORGANOGRAM (TWO PAGES)

The Management Organogram **does not count** against the 25-page limitation. In two pages or fewer, the Management Organogram should map out how the applicant will manage the ARH activity. Further, the Management Organogram should depict the proposed roles and responsibilities of full and part-time personnel, the management responsibilities per objective, relationships to the GON, and any proposed partners.

D.6 COST APPLICATION

As per 2 CFR 200.413(a), “direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect (F&A) costs. See also 200.405 Allocable costs.” Further, ADS 303.3.12 provides “the AO must review the apparently successful applicant’s budget to ensure that costs, including cost sharing, are in compliance with OMB’s and USAID’s policies.”

The applicant must submit a Cost Application (i.e., budget) inclusive of all program costs, separated by major budget category, project year, and submitted separately from the Technical Application. Most notably, the Cost Application breaks down the applicant’s proposed direct costs (i.e., those expenses deemed essential to the conduct of sponsored institutional activities and which the applicant can readily attribute and directly charge to specific individual projects). Further, the Cost Application must include expenditures for conducting the sponsored activity arranged by the following cost breakdown:

- (a) Personnel (i.e., Compensation – Personal Services),
- (b) Fringe Benefits,
- (c) Travel (i.e., Travel & Lodging and Subsistence),
- (d) Equipment,
- (e) Supplies,
- (f) Contractual (i.e., Subawards),
- (g) Other Direct Costs,
- (h) Indirect Costs; and
- (i) Cost Sharing and Matching.

The Cost Application must include an Excel spreadsheet with all cells unlocked and no hidden formulas or sheets. A PDF version of the Excel spreadsheet may be submitted in addition to the Excel version at the applicant’s discretion, however, the official cost application submission is the unlocked Excel version.

For budgeting purpose, the Cost Application must use a Nepalese Rupees (NRs) 110 = U.S. Dollar (USD) 1 exchange rate.³² Further, given the uncertainty for Foreign Assistance funding, the

³² As per USAID/Nepal Mission Notice No. 029/2020 titled “Revision in Exchange Rate for Financial and Budgetary Documents” dated March 04, 2020, “[p]lease be informed that due to recent devaluation of [Nepalese] Rupees to U.S.

applicant should propose cost saving measures for how it will reduce overhead, minimize redundant staffing structures, and propose home or field office consolidation where possible. Lastly, ADS 303.3.12 provides, “the AO must negotiate with the applicant to resolve any issues related to proposed costs that do not comply with USAID policies before executing the award.”

In terms of implementation emphasis and focus, the cost application must use following anticipated approximate level of effort by each of the Intermediate Results:

IR 1: 40% of the total level of effort

IR 1.1: 25%

IR 1.2: 15%

IR 2: 40% of the total level of effort

IR 2.1: 20%

IR 2.2: 20%

IR 3: 20% of the total level of effort

IR 3.1: 10%

IR 3.2: 10%

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

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

D.6.1. COST APPLICATION REQUIREMENTS

The Cost Application may not exceed the \$35M TEA available funding for a five-year period of performance considering the program description in this NOFO Section A above. Further, the Cost Application must present costs as follows:

- (a) Summary Budget,
- (b) Detailed Budget, and
- (c) Budget Narrative.

Under the Summary and Detailed Budgets, the applicant must outline the proposed budget for each project year with key line items (personnel, fringe benefits, travel and transportation, equipment, supplies, subawards/activities, consultancy, other direct cost, indirect cost, cost share) an accompanying detailed Budget Narrative, which provides greater detail regarding the total costs for project implementation in concise form. Further, the Cost Application must describe all the costs associated with the applicant's proposed program fully and accurately to provide a complete picture of the cost implications of the applicant's proposed program. Lastly, the Summary and Detailed

Dollar, the Mission exchange rate is revised to NRs 110 = US\$\$ 1.00 for budgeting and obligation purpose only until further notice.”

budgets, and Budget Narrative, must always match and complement each other to present the applicant's costs consistently.

D.6.1.1. COVER PAGE

The cost application must have a cover page containing the same information as the technical application's cover page.

D.6.1.2. STANDARD FORM (SF) 424 FORM(S)

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

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

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information under discretionary programs. Thus, the applicant must submit the budget using an SF-424

The SF-424A is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines, which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program.

The SF-424B is assurances for non-construction programs which the applicants are required to certify.

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

D.6.1.3. BUDGET AND BUDGET NARRATIVE

The Budget must be submitted as one unprotected Excel file (MS Office 2000 or later versions) with visible formulas and references and must be broken out by project year, including itemization of the Federal and non-federal (cost share) amount. Files must not contain any hidden or otherwise inaccessible cells. Budgets with hidden cells lengthen the cost analysis time required to make award and may result in a rejection of the cost application.

The Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs. The applicant must ensure the budgeted costs address any additional requirements identified in Section F, such as Branding and Marking. The Budget Narrative must be thorough, including sources for costs to support USAID's determination that the proposed costs are fair and reasonable. The budget Narrative should explain costs estimates and provide the rationale and the basis on which costs are derived including sufficient information to determine the reasonableness and realism of proposed costs

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

D.6.1.3.1. SUMMARY BUDGET

The applicant must submit a Summary Budget, inclusive of all program costs (federal and non-federal), broken down by major budget category and by year for activities to be implemented by the applicant and any potential sub-applicants for the entire performance period of the program, (See D.6.1.4 for Summary Budget format). The Summary Budget lays out the applicant's total program costs, demonstrating that those costs fall within the NOFO \$35 M TEA available federal funding.

D.6.1.3.2. DETAILED BUDGET

The applicant must submit a Detailed Budget for both the Prime and each sub-recipient, for all federal funding and cost share that breaks down line item categories into subcategories (i.e., secondary or subordinate categories) and by year for the entire implementation period. More specifically, the Detailed Budget provides the applicant an opportunity to describe the subcategories of costs that make up the Summary Budget major categories (i.e., break down financial data into unit costs). Further, the subcategories must remain consistent and align with the Summary Budget major line item categories. Moreover, the Detailed Budget describes the Cost Application unit costs, which specify the discrete resources required for the applicant's proposed program in different terms.

At a minimum, the Detailed Budget must contain the budget categories and information per NOFO Sections **D.6.1.3.2.1** through **D.6.1.3.2.10**.

D.6.1.3.2.1. PERSONNEL (i.e., COMPENSATION – PERSONAL SERVICES)

As per 2 CFR 200.430(a), "compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries...Costs of compensation are allowable to the extent that they satisfy the specific requirements of this part, and that the total compensation for individual employees:

- (1) Is reasonable for the services rendered and conforms to the established written policy of the non-Federal entity consistently applied to both Federal and non-Federal activities;
- (2) Follows an appointment made in accordance with a non-Federal entity's laws [or] rules or written policies and meets the requirements of Federal statute, where applicable; and
- (3) Is determined and supported as provided in paragraph (i) of this section, Standards for Documentation of Personnel Expenses, when applicable."

The Cost Application must reasonably reflect the total activity for which the applicant will compensate its personnel, not exceeding 100 percent of compensated activities. Further, the applicant's budget estimates alone do not qualify as support for charges to Federal awards. In explaining the Personnel line item category costs, the Budget Narrative should provide adequate justification for the proposed daily or annual labor rates as reasonable for the services rendered, the proposed costs conform to the applicant's established written policy, and the applicant consistently applies such costs to both Federal and non-Federal activities. Further, the Budget Narrative should articulate the Cost Application's Personnel line item category assumptions. Lastly, the applicant must certify that its established written policy applies to all Federal and non-Federal activity staff across all projects.

KEY PERSONNEL

Under the Personnel line item category, the applicant must breakdown key personnel per NOFO **Section B.5.2**, from other staff members.

With respect to the Detailed Budget and Budget Narrative, the Cost Application should provide the following key personnel details:

- a) Each proposed key personnel candidate's name;
- b) The proposed key personnel candidate's position;
- c) Whether the applicant will engage the proposed key personnel candidates as regular employees or independent contractors;
- d) The key personnel proposed candidates' nationality under three basic categories:
 - i. Cooperating Country National (CCN)
 - ii. Third Country National (TCN); or
 - iii. United States National (USN);

Further, the Cost Application should provide other key details regarding the applicant's key personnel, such as whether they serve as applicant employees, subaward employees, or whether the applicant will offer their time and services as cost sharing or matching. Moreover, the Budget Narrative should provide a justification for the key personnel candidates' proposed salary rates.

LOCAL COOPERATING COUNTRY NATIONAL (CCN) STAFF

Other than proposed expatriate or key personnel, the Personnel line item category should capture and identify local (i.e., CCN) staff, and their corresponding salaries, based on the local labor market and the U.S. Embassy local compensation plan (LCP). Whilst the LCP serves as a good measure of local market rates, USAID may use, consider, *or* conduct other market research to determine the reasonableness of the applicant's proposed labor costs. Further, the Detailed Budget must include the applicant's annual salary escalation rate in accordance with its established written policy. If the applicant's written established policy for annual salary escalations exceeds current inflation rates, the applicant must include the policy and its effective date with the Cost Application.

D.6.1.3.2.2. FRINGE BENEFITS

As per 2 CFR 200.431(a), "fringe benefits are allowances and services provided by employers to

their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Except as provided elsewhere in these principles, the costs of fringe benefits are allowable provided that the benefits are reasonable and are required by law, non-Federal entity-employee agreement, or an established policy of the non-Federal entity.”

Fringe benefits comprise non-wage, or non-salary compensation the applicant provides to its employees. Fringe benefits cover such costs as: employee health insurance, tax contributions, or public transportation subsidies or the applicant may include holidays, sick and vacation days, depending on how the applicant allocates costs. Nevertheless, local labor laws dictate what kind of fringe benefits the applicant must provide to local (i.e., CCN) staff fringe benefits costs. Further, the applicant should consult the cost principles applicable to its organization to understand the different allowable types of fringe costs. Whilst some organizations can easily calculate fringe benefits as a direct cost, organizations with various different sources of funding may express fringe benefits as an indirect cost percentage rate.

In explaining the Fringe Benefits line item category costs, the Budget Narrative should provide adequate justification for the proposed fringe benefits rate. Further, if the applicant has a fringe benefits rate approved by an agency of the U.S. Government (USG), the applicant must use approved rate and provide corresponding evidence of the approval. If the applicant does not have an approved USG fringe benefits rate, the applicant must propose an appropriate fringe benefits rate and provide an explanation of how the applicant determined the rate. If the applicant proposes a fringe benefit rate, the Budget Narrative must include a detailed breakdown comprised of all items considered in the fringe benefits rate (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.

D.6.1.3.2.3. CONSULTANTS

Services rendered by persons who are members of a particular profession or possess a special skill and who are not officers or employees of the applicant are allowable costs. Costs of consultants should be broken down by person years, months, days or hours.

D.6.1.3.2.4. TRAVEL (i.e., TRAVEL & LODGING AND SUBSISTENCE)

In explaining the Travel line item category costs, the Budget Narrative should provide adequate justification for the proposed travel (i.e., travel & lodging and subsistence) costs as necessary for the completion of the project.

TRAVEL

As per 2 CFR 200.474(a), “travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an

entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the non-Federal entity's non-federally-funded activities and in accordance with non-Federal entity's written travel reimbursement policies. Notwithstanding the provisions of 200.444, General costs of government, travel costs of officials covered by that section are allowable with the prior written approval of the Federal awarding agency or pass-through entity³³ when they are specifically related to the Federal award.”

The Detailed Budget and Budget Narrative should provide an explanation for all project travel, both international and domestic, and provide a justification for the travel costs as necessary to achieve the NOFO's activity objectives. The applicant must separate and specify travel as international or domestic travel, air, or other mode of transportation. Most notably, within each category, the Budget Narrative must provide an explanation for the purpose and number of trips, number of travelers, proposed days and dates of travel, the proposed destinations, and how the applicant allocated its costs.

The applicant should not include obtaining motor vehicles, or related motor vehicle maintenance or service fees, under the Travel line item category. Alternatively, the applicant should include obtaining motor vehicles separately under the Equipment, and related motor vehicle maintenance or service fees under the Other Direct Costs (ODCs) line item category costs, respectively. Moreover, though the applicant may include travel costs for project beneficiaries under the Travel line item category in accordance with its established written policy consistently applied to both Federal and non-Federal activities, it may alternatively include those costs as a separate subcategory under the ODCs line item category to distinguish between administrative and programmatic (i.e., downstream beneficiaries) travel costs.

LODGING AND SUBSISTENCE

As per 2 CFR 200.474(b), lodging and subsistence costs are those “[costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the non-Federal entity in its regular operations as the result of the non-Federal entity's written travel policy.”

The applicant should include lodging and subsistence as a subcategory under the Travel line item category. These costs comprise the costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses associated with individual project travel. Further, the applicant should break down lodging and subsistence costs, and provide an explanation or justification in the Detailed Budget and Budget Narrative, how the proposed lodging and subsistence costs align with the applicant's proposed trips.

Whilst the applicant may follow its established written travel policy – consistently applied to both Federal and non-Federal activities – as the basis for lodging and subsistence costs, USAID consults the Department of State Standardized Regulations (DSSR) 925 Foreign Per Diem Rates by

³³ As per 2 CFR §200.74, “[p]ass-through entity means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.”

Location³⁴ to determine the reasonableness of lodging and subsistence costs.

D.6.1.3.2.5. EQUIPMENT

As per 2 CFR 200.33, “equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or 5,000.” Further, 2 CFR 200.48 provides “general purpose equipment means equipment which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles. See also Equipment and Special Purpose Equipment.” However, per 2 CFR 200.407(f), “[in order to avoid subsequent disallowance or dispute based on unreasonableness or non allocability, the non-Federal entity may seek the prior written approval of the cognizant agency for indirect costs or the Federal awarding agency in advance of the incurrence of special or unusual costs.” Thus, USAID must provide prior written approval for the applicant to procure any such equipment using USAID funding. Any tangible personal property less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000 per unit qualifies as supplies, which the applicant should include separately under the Supplies line item category. Lastly, per 2 CFR 200.313(d), “[procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, as a minimum, meet the [2 CFR 200.313(d)(1) through 200.313(d)(5)] requirements.”

Nevertheless, per ADS 312.3.3, “special restrictions apply to USAID-financed purchases of agricultural commodities, motor vehicles,³⁵ pharmaceuticals, contraceptive products, pesticides, used equipment and fertilizer. The restrictions are set out in [ADS] 312.3.3.1 through 312.3.3.7.” Most notably, USAID must approve motor vehicles individually regardless of unit cost. Moreover, the Budget Narrative should articulate the applicant’s planned competitive procurement process for obtaining motor vehicles with program funds, which should demonstrate that the applicant attempts to obtain motor vehicles from sources inside the United States.

The Detailed Budget should itemize equipment by make, model, unit type, estimated cost per unit, estimated quantities per project year, and total cost. Further, the Budget Narrative must articulate the purpose of the equipment and the basis for the cost estimates. Lastly, in explaining the Equipment line item category costs, the Budget Narrative should provide adequate justification for the proposed equipment costs.

³⁴ Available at https://aoprals.state.gov/web920/per_diem.asp.

³⁵ As per 2 CFR §228.13(b), “[f]or purposes of this section, motor vehicles are defined as self-propelled vehicles with passenger carriage capacity, such as highway trucks, passenger cars and buses, motorcycles, scooters, motorized bicycles and utility vehicles. Excluded from this definition are industrial vehicles for materials handling and earthmoving, such as lift trucks, tractors, graders, scrapers, off-the-highway trucks (such as off-road dump trucks) and other vehicles that are not designed for travel at normal road speeds (40 kilometers per hour and above).” Moreover, ADS 312.6 captures and incorporates the foregoing definition into the Agency’s internal guidance, policy directives, required procedures, and standards for the award and administration of USAID grants and cooperative agreements.

D.6.1.3.2.6. SUPPLIES

As per 2 CFR 200.94, “supplies means all tangible personal property other than those described in 2 CFR 200.33, Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life.” Any tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000 per unit qualifies as equipment, which the applicant should include separately under the Equipment line item category.

Tangible property that qualifies as supplies include those items necessary for the functioning of the project office or any other operational supplies. Further, the applicant should include activity supplies for project beneficiaries as a separate subcategory under the Other Direct Costs (ODCs) line item category to distinguish between administrative and programmatic supplies costs. For example, the applicant should list paper stock for training materials, as opposed to paper stock to supply the project office, separately under the ODCs line item category.

The Detailed Budget should itemize supplies by item, unit type, estimated cost per unit, estimated quantities per project year, and total cost. Lastly, in explaining the Supplies line item category costs, the Budget Narrative should provide adequate justification for the proposed supplies costs.

D.6.1.3.2.7. CONTRACTUAL (i.e., SUBAWARDS)

As per 2 CFR 200.92 “subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.” Further, per 2 CFR 200.93, “*subrecipient* means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.” Moreover, per 2 CFR 200.22 “[contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (see 200.92 Subaward).” As per 2 CFR 200.23, “contractor means an entity that receives a contract as defined in 200.22 Contract.” Furthermore, per 2 CFR 200.330, “...a pass-through entity must make case-by-case determinations whether each agreement it makes for the disbursement of Federal program funds casts the party receiving the funds in the role of a subrecipient or a contractor.” Lastly, 2 CFR 200.330(c) provides, “[in determining whether an agreement between a pass-through entity and another non-Federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement.”

The Detailed Budget should break down costs for each subrecipient or contractor that will carry out part of a Federal award received by the pass-through entity separately. Thus, the applicant, subrecipient, or contractor should prepare separate subaward budgets, ensuring that the discrete

subaward budgets remain consistent and align with the Summary and Detailed Budgets, respectively. Nevertheless, the applicant should not include contracts to purchase equipment and supplies under the Contractual line item since those costs qualify under those respective line item categories. Moreover, given that per 2 CFR 200.313(a) "...title to equipment acquired under a Federal award will vest upon acquisition in the non-Federal entity," the applicant should include equipment purchases for subawards under the Other Direct Costs line item category. Lastly, if the applicant proposes using a U.S. firm or organization as a subrecipient, the subrecipient must provide its Negotiated Indirect Cost Rate Agreement (NICRA) or an approved letter from a cognizant U.S. Federal audit agency to substantiate fringe benefits or indirect cost rates. If none exists, the U.S. firm or organization must either charge all costs directly or provide two years of audited financial data and a narrative that supports how the fringe benefits and indirect cost rates were calculated. Lastly, U.S. firms or organizations must include a cost element for Allowances, if any.

As per 2 CFR 200.459(a), "costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the non-Federal entity, are allowable, subject to paragraphs (b) and (c) when reasonable in relation to the services rendered and when not contingent upon recovery of the costs from the Federal Government." Thus, the applicant may include consultant or independent contractor costs under the Contractual line item category, not the Personnel line item category because the corresponding fringe benefits only apply to employees under the Personnel line item category, not to consultants or independent contractors. The applicant should break down the proposed consultant or independent contractor's daily rates and level of effort they will devote to the project for USAID to determine the reasonableness of the proposed short-term technical assistance (STTA). Lastly, the Budget Narrative should provide a justification for the proposed consultant or independent contractor daily rate.

USAID encourages the applicant to propose and award work under this award to Nepali firms, organizations, or nationals in support of USAID/Nepal's capacity development goals to advance self-reliance principles.

In explaining the Contractual line item category costs, the Budget Narrative should provide adequate justification for the proposed contractual (i.e., subaward) costs.

D.6.1.3.2.8. OTHER DIRECT COSTS

Under the Other Direct Costs line item category, the applicant should include costs that do not fit neatly in the foregoing major direct cost categories (i.e., costs not previously identified), but for which the applicant can identify specifically with a particular final cost objective. Further, the Detailed Budget and Budget Narrative must explicitly identify Other Direct Costs as necessary for implementation of the applicant's proposed program. Moreover, the Detailed Budget may capture program costs as a major subcategory under the Other Direct Costs line item or lower-level subcategories, if any, for the applicant to distinguish between administrative and programmatic costs.

Whilst there exist numerous costs necessary for project implementation (i.e., office rental and utilities; publications and printing; programmatic meetings, trainings, or conferences; passports; visas; medical exams; motor vehicle maintenance and service fees; visa; etc.), the Detailed Budget and Budget Narrative should itemize these costs as discreet estimated amounts. Nevertheless, the applicant should not duplicate a cost previously identified under a major direct cost category, unless

distinguished between administrative and programmatic costs.

Neither the Detailed Budget nor the Budget Narrative should include a “contingency,” “other,” or undefined “miscellaneous” category of costs under the Other Direct Cost line item category. The Detailed Budget must specify where and how the applicant proposes allocating the federal share. Further, the Detailed Budget should not include Indirect Costs that are normally expressed as percentage rates.

In explaining the Other Direct Costs line item category costs, the Budget Narrative should provide adequate justification, price, and quantity for the proposed other direct costs.

D.6.1.3.2.9. INDIRECT COSTS

As per 2 CFR 200.56, “indirect (F&A) costs means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived.” Further, Appendix IV to Part 200 – Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations (Appendix IV to Part 200) **Section A.1**, “indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Direct cost of minor amounts may be treated as indirect costs under the conditions described in 200.413, Direct costs paragraph (d) of this Part. After direct costs have been determined and assigned directly to awards or other work as appropriate, indirect costs are those remaining to be allocated to benefitting cost objectives. A cost may not be allocated to a Federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to a Federal award as a direct cost.”

Organizations can choose to charge each expense to the corresponding program award under a direct costing method. In contrast, some organizations recover certain pooled costs using indirect cost rates. Indirect costs represent costs the applicant cannot attribute to any one project or funded by one donor. Thus, an applicant could use an indirect cost rate to capture cost pools that it must spread and share among various projects, or a percentage, that estimates the amount of expenses that each project incurs.

D.6.1.3.2.9.1 NEGOTIATED INDIRECT COST RATE

Further, 2 CFR 200.414(c)(1) provides “the negotiated rates must be accepted by all Federal awarding agencies. A Federal awarding agency may use a rate different from the negotiated rate for a class of Federal awards or a single Federal award only when required by Federal statute or regulation, or when approved by a Federal awarding agency head or delegate based on documented justification as described in paragraph (c)(3) of this section.”

The applicant may establish a negotiated indirect cost rate with a U.S. federal agency, for which it must support and justify the rate with a detailed explanation and audited financial statements. Further, once the applicant establishes its negotiated indirect cost rate, the applicant must use that rate every time it submits a proposal or application to do business with the USG or charge all costs

directly to the project. Lastly, the applicant must submit its most recent negotiated indirect cost rate.

D.6.1.3.2.9.2 INDIRECT COST RATE PROPOSAL

As per 2 CFR 200.57, "indirect cost rate proposal means the documentation prepared by a non-Federal entity to substantiate its request for the establishment of an indirect cost rate as described in Appendix III to Part 200—Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs) through Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals of this part, and Appendix IX to Part 200—Hospital Cost Principles." Further, Appendix IV to Part 200 **Section C.2.b** provides "except as otherwise provided in 200.414 Indirect (F&A) costs paragraph (f) of this Part, a nonprofit organization which has not previously established an indirect cost rate with a Federal agency must submit its initial indirect cost proposal immediately after the organization is advised that a Federal award will be made and, in no event, later than three months after the effective date of the Federal award." Nevertheless, Appendix IV to Part 200 **Section D(1)** provides "no proposal to establish indirect (F&A) cost rates must be acceptable unless such costs have been certified by the non-profit organization using the Certificate of Indirect (F&A) Costs set forth in section j of this appendix. The certificate must be signed on behalf of the organization by an individual at a level no lower than vice president or chief financial officer for the organization." Lastly, per Appendix IV to Part 200 **Section D(2)**, "each indirect cost rate proposal must be accompanied by a certification in the following [Section D(2)] form."

If the applicant does have a negotiated indirect cost rate and chooses to propose an indirect cost rate to capture those expenses that it deems as necessary for the general operation of its organization, the Cost Application must include a proposed rate with a detailed explanation about how the applicant calculated the rate. Further, the applicant must submit the following documentation:

- **Reviewed Financial Statements Report:** A report issued by a Certified Public Accountant (CPA) documenting they performed a review of the applicant's financial statements in accordance with Statements on Standards for Accounting and Review Services (SSARs). Further, the report must indicate that management assumes responsibility for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework and for designing, implementing, and maintaining internal control relevant to the preparation. Lastly, the CPA must state that they are not aware of any material modifications required to the applicant's financial statements; or
- **Audited Financial Statements Report:** An auditor issues a report documenting they conducted an audit in accordance with Generally Accepted Auditing Principles (GAAP), the financial statements reflect the responsibility of management, provides an opinion that the financial statements present fairly in all material respects the financial position of the company, and the results of operations align with the applicable financial reporting framework or issues a qualified opinion if the financial statements do not conform with the applicable financial reporting framework.

D.6.1.3.2.9.3 DE MINIMIS RATE

As per 2 CFR 200.414(f), "[in addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-Federal entity that has never received a negotiated indirect cost rate, except

for those non-Federal entities described in Appendix VII to Part 200 – States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) which may be used indefinitely.” As described in 2 CFR 200.403, Factors affecting allowability of costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.” Further, the Automated Directives System (ADS) has incorporated under ADS 303.3.12, which provides “if the apparently successful applicant has never received a negotiated indirect cost rate, the recipient may choose to charge a de minimis rate of 10 percent of modified total direct costs (see 2 CFR 200.414(f)). If the prospective applicant chooses the de minimis rate, the AO must incorporate the 10 percent indirect cost rate in the award budget and the recipient must follow the requirements in 2 CFR 200.414(f).

If the applicant does not have a negotiated indirect cost rate, it may choose a de minimis rate of 10 percent of modified total direct costs. However, if the applicant chooses the de minimis rate, it must use this rate consistently for all Federal awards and cannot propose applying a separate fringe benefits rate to staff salaries that are directly attributable to individual projects, until such time as the applicant chooses to negotiate for a rate, for which the applicant may apply at any time. For fringe benefits associated with direct labor, the applicant must provide actual cost estimates for each type of benefit for which it will charge directly for payment with supporting documentation to support the estimated cost.

D.6.1.3.2.9.4 MODIFIED TOTAL DIRECT COST (MTDC)

As per 2 CFR 200.68, “*MTDC*” means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). *MTDC* excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.”

D.6.1.3.2.9.5 INDIRECT COSTS FOR SUBAWARDS

Applicants that propose subawarding, transferring, or contracting out of any work under a Federal award to organizations that do not currently have a negotiated indirect cost rate from a cognizant agency must either budget all of the subaward costs as direct costs or elect to charge a de minimis rate of 10 percent of the *MTDC* per 2 CFR 200.414(f). If the applicant proposes an indirect cost rate greater than 10 percent, the applicant must submit the following information for USAID to determine the reasonableness of the proposed indirect rate:

- Copies of the subrecipient’s financial reports for the previous three-year period, which have been audited by a CPA or other auditor satisfactory to USAID;
- Projected budget, cash flow, and organizational chart; and
- A copy of the organization’s accounting manual.

D.6.1.3.2.10. COST SHARING OR MATCHING

In the award budget, cost share, if any, must be expressed as a dollar figure rather than a percentage to assist in monitoring the amount.

As stated under section C.2, cost share under this NOFO is voluntary. If proposed, it shall apply throughout the life of an agreement. The AOR must monitor the recipient's financial reports to ensure that the recipient is making progress towards meeting any proposed cost share. If it appears that the recipient is not making adequate progress, the AOR must bring this to the attention of the AO. The AO then must initiate discussions with the recipient to resolve the issue. The AO has the authority to reduce the amount of USAID incremental funding in the following funding period or to reduce the amount of the agreement by the difference between the expended amount and what the recipient agreed to provide. If the award has expired or been terminated, the AO may request the recipient to refund the difference to USAID.”

For cost share to be eligible, applicants must propose it as stated in Section C.2 of this NOFO for the total proposed budget. Cost share must be detailed (who is providing it and in what form, how it will be used and accounted for, how it contributes to the achievement of ARH objectives and what benefits the applicant expects to derive from contributing cost share.

The applicant and each partner proposing cost share must confirm that:

- The proposed cost share contributions are not included as cost share contributions for any other U.S. Government (USG)-assisted program; and
- Are necessary and reasonable for proper and efficient accomplishment of this award's objectives.

D.6.1.4. COST APPLICATION FORMAT

The Cost Application must include the following budget format to be submitted in the Cost Application. The applicant must compose its Summary Budget in an MS Excel spreadsheet. Further, the applicant should use the same MS Excel spreadsheet tabs for its Detailed Budget, which includes a detailed breakdown of proposed costs for the Prime Recipient and each subrecipient, for core and field support, budget line items for all federal funding and cost sharing and matching, if any, broken out by budget category, and by year, for the entire implementation period of the project.

#	Major Budget Category	Year 1		Year 2		Year 3		Year 4		Year 5		Total Years 1-5		
		USAID share	Applicant cost sharing or matching	USAID share	Applicant cost sharing or matching	USAID share	Applicant cost sharing or matching	USAID share	Applicant cost sharing or matching	USAID share	Applicant cost sharing or matching	USAID share	Applicant cost sharing or matching	Total cost
1	Personnel													
2	Fringe Benefits													
3	Travel													
4	Equipment													
5	Supplies													
6	Contractual (i.e., Subawards)													
7	Other Direct Costs													
8	TOTAL DIRECT CHARGES (sum of 1-7)													
9	Indirect Costs													
10.	GRAND TOTAL(sum of 8 & 9)													

D.6.1.5. COST PRINCIPLES

The applicant must consult and adhere to the cost principles that correspond to the applicant’s type of organization:

Non-Profit Organizations	2 CFR 230 – Cost Principles for Non-profit Organizations (OMB Circular A-122)
For Profit or Commercial Organizations	48 CFR (Federal Acquisition Regulation <i>or</i> FAR) Subpart 31.2 – Contracts with Commercial Organizations
	48 CFR (USAID Acquisition Regulation (AIDAR)) Subpart 731.2 – Contracts with Commercial Organizations
Educational Institutions	2 CFR 220 – Cost Principles for Educational Institutions Circular A-21)

D.6.1.6. COST PRINCIPLES RESTRICTIONS

As per 2 CFR 200.400(g), “the non-Federal entity may not earn or keep any profit resulting from Federal financial assistance, unless explicitly authorized by the terms and conditions of the Federal award. See also 200.307 Program income.”

All reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the project and comply with applicable cost standards (i.e., 2 CFR 200/700 for universities, and FAR Part 31 for-profit organizations), may be paid under the anticipated award.

There will be no construction activities under this award.

D.6.1.7. PRIOR APPROVALS IN ACCORDANCE WITH 2 CFR 200.407

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

D.6.1.8. APPROVAL OF SUBAWARDS (IF APPLICABLE)

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

- Name of organization
- DUNS Number
- Confirmation that the subrecipient does not appear on the Treasury Department’s Office of Foreign Assets Control (OFAC) list
- Confirmation that the subrecipient does not have active exclusions in the System for Award Management (SAM)

- Confirmation that the subrecipient is not listed in the United Nations Security designation list
- Confirmation that the subrecipient is not suspended or debarred
- Confirmation that the applicant has completed a risk assessment of the subrecipient, in accordance with 2 CFR 200.331(b)
- Any negative findings as a result of the risk assessment and the applicant's plan for mitigation.

D.6.1.9. UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (SAM) – REQUIREMENTS

As per 2 CFR 25.315, “unique entity identifier means the identifier required for SAM registration to uniquely identify business entities.” Thus, an applicant must:

- (a) Be registered in SAM before submitting its application. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient;
- (b) Provide a valid unique entity identifier in its application; and
- (c) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

Further, USAID may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time USAID is ready to make a Federal award, USAID may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant. However, please be advised that SAM registration may take several weeks to complete. Thus, USAID encourages the applicant to begin the process early.

The applicant must also have a DUNS number, which represents a unique nine-character number used to identify its organization. The federal government uses the DUNS number to track how federal money is allocated. Obtaining a DUNS number is the first step in registering as an organization applicant in Grants.gov.

The applicant can find SAM.gov and Grants.gov through the General Service Administration's (GSA) Office of the Integrated Award Environment (IAE) beta.SAM.gov website (<https://beta.sam.gov/help/about-us>).

Non-U.S. applicants can find additional resources for registering in SAM, including a Quick Start Guide and a video on how to obtain a North Atlantic Treaty Organization (NATO) Commercial and Government Entity (NCAGE) code, on <https://beta.sam.gov/help/about-us> navigate to Help, then to International Registrants.

D.6.1.10. PRE-AWARD RISK ASSESSMENT

As part of the initial application and Per ADS 303.3.9, “applicants must provide a list of all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs

during the past three years. The reference information for these awards must include the performance location, award number (if available), award dollar amount, a brief description of the work performed, and a point of contact list with point of contact names and titles, current telephone numbers and email addresses”, the applicant must provide the following;

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

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

D.6.1.11. BRANDING STRATEGY AND MARKING PLAN

The apparently successful applicant must submit a Branding Strategy and Marking Plan for Agreement Officer’s review, approval and incorporation into any resulting award. A Branding Implementation Strategy and Marking Plan must be in accordance with USAID Branding and Marking Plan as required per ADS 320 at the following link: <http://www.usaid.gov/policy/ads/300/>. The Recipient must comply with the USAID “Graphic Standards Manual,” available at <https://www.usaid.gov/branding> or any successor branding policy.

D.6.1.12. PRE-AWARD CERTIFICATIONS, ASSURANCES, REPRESENTATIONS, AND OTHER STATEMENTS OF THE RECIPIENT AND PRE-AWARD TERMS³⁶

D.6.1.12.1. PRE-AWARD CERTIFICATIONS, ASSURANCES, REPRESENTATIONS, AND OTHER STATEMENTS OF THE RECIPIENT

³⁶ For further information, please review the “Certifications, Assurances, Representations, and Other Statements of the Recipient: A Mandatory Reference for ADS Chapter 303” available at <https://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf> ³⁷ Available at <https://www.usaid.gov/sites/default/files/documents/1868/303mba.pdf>.

As per ADS 303.3.8, “in addition to the certifications included in the Standard Form 424, the AO must obtain the following certifications, assurances, and other statements from both U.S. and non-U.S. organizations (except as specified under ADS 303.3.8.a through ADS 303.3.8.c), before making an award and as otherwise required by the regulations listed in this section. The AO must also incorporate the solicitation standard provisions and provide links to the applicable award standard provisions in all solicitations.”

The required certifications, assurances, and other statements are:

1. “Certifications, Assurances, Representations, and Other Statements of the Recipient” document found at <http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>
2. Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).

D.6.1.12.2. PRE-AWARD TERMS³⁷

D.6.1.12.2.1. BRANDING STRATEGY – ASSISTANCE (JUNE 2012)

- a. Applicants recommended for an assistance award must submit and negotiate a “Branding Strategy,” describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens.
- b. The request for a Branding Strategy, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.
- c. Failure to submit and negotiate a Branding Strategy within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.
- d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.
- e. The Branding Strategy must include, at a minimum, all of the following:
 - (1) All estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth.
 - (2) The intended name of the program, project, or activity.
 - (i) USAID requires the applicant to use the “USAID Identity,” comprised of the USAID logo and brandmark, with the tagline “from the American people” as found on the USAID Web site at <http://www.usaid.gov/branding>, unless Section VI of the

³⁷ Available at <https://www.usaid.gov/sites/default/files/documents/1868/303mba.pdf>.

RFA or APS states that the USAID Administrator has approved the use of an additional or substitute logo, seal, or tagline.

- (ii) USAID prefers local language translations of the phrase “made possible by (or with) the generous support of the American People” next to the USAID Identity when acknowledging contributions.
 - (iii) It is acceptable to cobrand the title with the USAID Identity and the applicant’s identity.
 - (iv) If branding in the above manner is inappropriate or not possible, the applicant must explain how USAID’s involvement will be showcased during publicity for the program or project.
 - (v) USAID prefers to fund projects that do not have a separate logo or identity that competes with the USAID Identity. If there is a plan to develop a separate logo to consistently identify this program, the applicant must attach a copy of the proposed logos. Section VI of the RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.
- (3) The intended primary and secondary audiences for this project or program, including direct beneficiaries and any special target segments.
- (4) Planned communication or program materials used to explain or market the program to beneficiaries.
- (i) Describe the main program message.
 - (ii) Provide plans for training materials, posters, pamphlets, public service announcement, billboards, Web sites, and so forth, as appropriate.
 - (iii) Provide any plans to announce and promote publicly this program or project to host country citizens, such as media releases, press conferences, public events, and so forth. Applicant must incorporate the USAID Identity and the message, “USAID is from the American People.”
 - (iv) Provide any additional ideas to increase awareness that the American people support this project or program.
- (5) Information on any direct involvement from host-country government or ministry, including any planned acknowledgement of the host-country government.
- (6) Any other groups whose logo or identity the applicant will use on program materials and related materials. Indicate if they are a donor or why they will be visibly acknowledged, and if they will receive the same prominence as USAID.
- f. The Agreement Officer will review the Branding Strategy to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant’s cost data submissions, and the performance plan.

- g. If the applicant receives an assistance award, the Branding Strategy will be included in and made part of the resulting grant or cooperative agreement

(END OF PRE-AWARD TERM)

D.6.1.12.2.2. MARKING STRATEGY – ASSISTANCE (JUNE 2012)

- a. Applicants recommended for an assistance award must submit and negotiate a “Marking Plan,” detailing the public communications, commodities, and program materials, and other items that will visibly bear the “USAID Identity,” which comprises of the USAID logo and brandmark, with the tagline “from the American people.” The USAID Identity is the official marking for the Agency, and is found on the USAID Web site at <http://www.usaid.gov/branding>. Section VI of the RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.
- b. The request for a Marking Plan, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.
- c. Failure to submit and negotiate a Marking Plan within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.
- d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.
- e. The Marking Plan must include all of the following:
 - (1) A description of the public communications, commodities, and program materials that the applicant plans to produce and which will bear the USAID Identity as part of the award, including:
 - (i) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other sites physical in nature;
 - (ii) Technical assistance, studies, reports, papers, publications, audio- visual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;
 - (iii) Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and
 - (iv) It is acceptable to cobrand the title with the USAID Identity and the applicant’s identity.

- (v) Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.
- (2) A table on the program deliverables with the following details:
- (i) The program deliverables that the applicant plans to mark with the USAID Identity;
 - (ii) The type of marking and what materials the applicant will use to mark the program deliverables;
 - (iii) When in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking;
 - (iv) What program deliverables the applicant does not plan to mark with the USAID Identity, and
 - (v) The rationale for not marking program deliverables.
- (3) Any requests for an exemption from USAID marking requirements, and an explanation of why the exemption would apply. The applicant may request an exemption if USAID marking requirements would:
- (i) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials. The applicant must identify the USAID Development Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why an aspect of the award is presumptively neutral. Identify by category or deliverable item, examples of material for which an exemption is sought.
 - (ii) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent. The applicant must explain why each particular deliverable must be seen as credible.
 - (iii) Undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications. The applicant must explain why each particular item or product is better positioned as host-country government item or product.
 - (iv) Impair the functionality of an item. The applicant must explain how marking the item or commodity would impair its functionality.
 - (v) Incur substantial costs or be impractical. The applicant must explain why marking would not be cost beneficial or practical.

- (vi) Offend local cultural or social norms, or be considered inappropriate. The applicant must identify the relevant norm, and explain why marking would violate that norm or otherwise be inappropriate.
 - (vii) Conflict with international law. The applicant must identify the applicable international law violated by the marking.
- f. The Agreement Officer will consider the Marking Plan's adequacy and reasonableness and will approve or disapprove any exemption requests. The Marking Plan will be reviewed to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.
 - g. If the applicant receives an assistance award, the Marking Plan, including any approved exemptions, will be included in and made part of the resulting grant or cooperative agreement, and will apply for the term of the award unless provided otherwise.

(END OF PRE-AWARD TERM)

D.6.1.12.2.3. CONFLICT OF INTEREST PRE-AWARD TERM (AUGUST 2018)

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

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

(END OF PRE-AWARD TERM)

[END OF SECTION D]

SECTION E: APPLICATION REVIEW INFORMATION

E.1 MERIT REVIEW CRITERIA

The merit review criteria presented below have been tailored to the requirements of this particular NOFO. 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 shall be evaluated.

To facilitate the review of application, the applicant must organize its application per the guidance provided under NOFO **Section D**.

E.2 REVIEW AND SELECTION PROCESS

As per ADS 303.3.6.3(a), USAID will appoint a Selection Committee (SC) to review the application using the review criteria under NOFO **Sections E.3** below. Further, per ADS 303.3.6.3(b), the appointed “committee members possess the requisite technical knowledge or expertise to review the programmatic merits of the applications.”

Prior to negotiating an actual award, the Agreement Officer will review the apparently successful applicant’s budget to ensure that costs, including cost sharing (if applicable), are in compliance with OMB’s and USAID’s policies. The costs proposed must be determined to be reasonable, based on the Cost Application and other information, before award can be made.

Award will be made to the responsible applicant whose application is determined to be the best based on technical and cost factors specified in this NOFO. The Agreement Officer must also evaluate risk of the apparently successful applicant and is charged with the final determination of whether to make an award to the apparently successful applicant.

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

E.3 APPLICATION MERIT REVIEW CRITERIA

As per 303.3.6.3, USAID will conduct a merit review of the application submitted in response to this NOFO. Below please find the criteria under which USAID will review and evaluate the application in descending order of importance:

1. Technical Approach
2. Management and Staffing Plan
3. Institutional Capacity

E.3.1 TECHNICAL APPROACH

USAID will evaluate the extent to which the proposed approach is clear, technically sound, evidence-based, builds on previous work and locally focused, yet sustainable and feasible in achieving all the objectives identified in Section A of this NOFO, with specific descriptions of proposed interventions, indicators and benchmarks. USAID will also evaluate the extent to which the implementation and MEL plans are appropriate and realistic.

E.3.2 MANAGEMENT AND STAFFING PLAN

USAID will evaluate the extent to which the Management and Staffing Plan convincingly demonstrates the applicant's ability to effectively and efficiently deliver the results of the program proposed in the technical application through the proposed vision for implementation, the expertise, roles and responsibilities of the proposed staff and proposed organizational and management structure. Further, USAID will evaluate the extent to which proposed Key Personnel meet or exceed the qualifications identified in Section D.5.2.5 of the NOFO.

E.3.3 INSTITUTIONAL CAPACITY

USAID will evaluate the extent to which the applicant's (and any consortium partners) organizational capability and experience demonstrates its ability to manage technical and administrative aspects of this program.

E.4 COST APPLICATION MERIT REVIEW

The Government will evaluate only the **Apparently Successful Applicant's** proposed costs for effectiveness, completeness, allowability and reasonableness. As per ADS 303.3.12, "when reviewing costs, the AO must review the cost breakdown; and evaluate and analyze specific elements of costs for reasonableness and allowability of costs in the budget, and the allowability of the costs under the applicable cost principles. The review of the proposed budget helps the AO determine:

- (1) The extent of the prospective recipient's understanding of the financial aspects of the program and the recipient's ability to perform the grant activities within the amount requested;
- (2) Whether the applicant's plans will achieve the program objectives with reasonable economy and efficiency; and
- (3) Any special conditions relating to costs that are in the award."

USAID will assess whether the proposed costs are realistic for the proposed project, whether the proposed costs reflect the applicant's understanding of the requirement, and whether the proposed costs align with the Technical Application. Further, the Agreement Officer will evaluate the Cost Application for:

- (a) Allowability of costs per 2 CFR 200.403;
- (b) Reasonable costs per 2 CFR 200.404; and
- (c) Allocable costs per 2 CFR 200.405.

Proposed cost share, if provided, will be reviewed for compliance with the standards set forth in 2 CFR 200.306, 2 CFR 700.10, and the Standard Provision "Cost Sharing (Matching)" for U.S. entities, or the Standard Provision "Cost Share" for non-U.S. entities. As per ADS 303.3.10.3, "USAID does not apply its source and nationality requirements or the restricted goods provision established in the Standard Provision "USAID Eligibility Rules for Commodities and Services" to cost share contributions."

As per ADS 303.3.12, "the AO must determine the level of the cost review based on the nature of the program, the amount and type of costs involved, and past experience with the applicant." Further, USAID reserves the right to determine the resulting level of funding for any awards made under this NOFO. Lastly, per ADS 303.3.7, "the final award decision is made by the Agreement Officer. The Agreement Officer's decision about the funding of an award is final and not subject to review."

E.5 RISK ASSESSMENT

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

[END OF SECTION E]

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 FEDERAL AWARD NOTICES

Award of the agreement contemplated by this NOFO cannot be made until funds have been appropriated, allocated, and committed through internal USAID procedures. While USAID anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either a fully executed Agreement or a specific, written authorization from the Agreement Officer.

Following the selection for award and successful negotiations, a successful Applicant will receive an electronic copy of the notice of the award signed by the AO, which serves as the authorizing document. The AO will only do so after making a positive responsibility determination that the applicant possesses, or has the ability to obtain, the necessary management competence in planning and carrying out assistance programs and that it will practice mutually agreed upon methods of accountability for funds and other assets provided by USAID.

The award will be issued to the contact as specified in the application as the Authorized Individual in accordance with the requirements in the Representations and Certifications.

For organizations that are new to working with USAID or for organizations with outstanding audit findings, USAID may perform a pre- award survey to assess the applicant's management and financial capabilities. If notified by USAID that a pre-award survey is necessary, applicants must prepare, in advance, the required information and documents. Please note that a pre-award survey does not commit USAID to make any award.

The Agreement Officer will also provide written notification electronically to the unsuccessful Applicants' Points of Contact. Requests for additional information from unsuccessful Applicants will not be considered.

Issuance of this NOFO does not constitute an award or commitment on the part of the U.S. Government to make any awards, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application.

F.2 ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

USAID will administer the resulting award in accordance with the following policies and regulations.

For U.S. organizations: ADS 303, 2 CFR 200, 2 CFR 700, and Standard Provisions for U.S. Nongovernmental organizations.

For Non U.S. organizations: ADS 303, Standard Provisions for Non-U.S. Non-governmental Organizations. The links for which as follows:

- ADS Chapter 303: <https://www.usaid.gov/sites/default/files/documents/1868/303.pdf>
- Title 2 Code of Federal Regulations (CFR) 200: <https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1>
- 2 CFR 700: <https://www.ecfr.gov/cgi-bin/text-idx?SID=531ffcc47b660d86ca8bbc5a64eed128&mc=true&node=pt2.1.700&rgn=div5>
- Standard Provisions for U.S. Nongovernmental Organizations: <https://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf>
- Standard Provisions for Non-U.S. Nongovernmental Organizations: <https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>

USAID will attach the applicable standard provision to the final award document.

See Annex III for a list of Required as Applicable Standard Provisions that will be applicable to an award resulting from this NOFO.

Refer to the following links for a list of the Standard Provisions that will be applicable to an award resulting from this NOFO:

For US NGOs: <https://www.usaid.gov/ads/policy/300/303maa>

For Non-US NGOs: <https://www.usaid.gov/ads/policy/300/303mab>

USAID/Nepal, Office of Acquisition and Assistance (OAA) will administer this award. The Agreement Officer (AO) will designate an Agreement Officer's Representative (AOR) to review, concur or approve on items outlined in Substantial Involvement (Section 2.5 of this NOFO).

F.3 REPORTING REQUIREMENTS

Applicants should note that all the reports listed below shall be submitted by the specified due dates for approval of the USAID Agreement Officer's Representative unless otherwise agreed upon with the AOR. USAID will develop a reporting schedule with the Recipient during the start-up phase of the activity to provide final guidance on this.

F.3.1 ANNUAL IMPLEMENTATION PLAN

This draft and other subsequent annual implementation plans will be finalized in consultation with USAID and key stakeholders including the Government of Nepal Ministry of Health and Population, and other implementing partners. The Recipient must submit the Initial Implementation Plan that covers the timeframe from award date to September 30 within 60 calendar days of signing the award. Subsequent annual implementation plans will cover the full USG fiscal year (October 1 – September 30) and shall be submitted within 45 days before the end of the preceding fiscal year respectively. Implementation plans are expected to reflect extensive discussions and joint planning exercises. The Initial Implementation should delineate the recipient's Mobilization Plan for activity start-up. The AOR will review and approve the implementation plans within 20 calendar days after receipt of the draft implementation plan.

The initial Implementation Plan and subsequent Annual Implementation Plans will describe the activities and interventions to be carried out and the corresponding time frames. The proposed

activities and interventions shall fall within the approved Program Description of the Cooperative Agreement with USAID. Work plans for years 2 through 5 shall list activities which are a continuation of those in prior years separately from new activities. Each newly proposed activity in the annual implementation plan shall be justified with measurable results which clearly contribute to achieving one or more project outcomes. Implementation plans are expected to reflect extensive discussions and joint planning exercises. The Annual implementation Plan will also incorporate an annual budget plan and, from year 2 onward, a Financial Report on the prior year's expenditures.

USAID will review and approve submitted Annual Implementation Plans to ensure that they fall within the terms and conditions of the Program Description. Implementation Plan changes or revisions shall describe activities at a greater level of detail than the Program Description, but shall not serve to change the Program Description in any way. Therefore, all implementation Plans changes or revisions thereto must cross-reference the applicable section(s) in the Program Description. The Program Description shall take precedence over the Implementation Plans and any changes or revisions thereto, in the event of any conflicts or inconsistencies between the Program Description and the Implementation Plans and any changes or revisions thereto. Only the Agreement Officer may approve changes to the Program Description through bilateral award amendment.

At a minimum, the Annual Implementation Plan must include,

- a. Proposed accomplishments and expected progress towards achieving results and performance measures tied to indicators agreed upon within the Activity MEL plan;
- b. Any new interventions or activities planned and their justification for Year 2 and later only;
- c. Timeline for implementation of the year's proposed activities, including target completion dates;
- d. information on how activities will be implemented;
- e. Personnel requirements to achieve expected outcomes;
- f. Major commodities or equipment to be procured, an explanation of the intended use of each item and the source and origin of each item;
- g. Details of collaboration with other major partners, including how activities will be coordinated with other USAID Implementing Partners and other donors;
- h. Detailed budget, which aligns with the approved Cooperative Agreement budget; and
- i. International travel planned for the year.

A brief **“Family Planning (FP) statutory and policy requirement plan”** describing how the program, project, or activity is positioned, and how it is promoted and communicated to beneficiaries and host country citizens; shall be submitted as an annex to the Initial Implementation Plan. The Recipient should adhere to USAID FP principles of voluntarism and informed choice in its services and programs, as well as USG legislative requirements on FP and abortion, and will follow the applicable requirements. Applicants should develop and maintain a comprehensive FP compliance plan which should be thoroughly integrated into all project activities. As per the policy requirements, the recipient should have regular internal compliance refresher courses and compliance monitoring to ensure all project staff are updated on new and existing USG FP rules and regulations by training on FP compliance and certified in USAID's e-learning FP compliance course.

F.3.2 MANAGEMENT REVIEWS

The annual implementation plans will form the basis for joint annual management reviews by the USAID FP team staff led by the AOR, program staff, and the advisory committee; to review; program directions, achievement of the prior year work plan objectives, any major management and implementation issues, and to make recommendations for any changes as appropriate. Site visits may occur any time after startup. The management reviews as well as implementation plan meetings may be broadened to include dialogue across the different cooperating agencies, and among relevant Ministries. This helps the recipients to make reviews on an annual basis for strategic discussion, to track and improve the implementation to achieve the project goal and objectives.

F.3.3 EXTERNAL EVALUATIONS

At any time during program implementation, USAID may conduct one or more external assessment/process evaluation(s) to review overall progress through independent, external evaluators to assess the continuing appropriateness of the program design, and identify any factors impeding effective implementation. USAID will utilize the results of the assessment to recommend any mid-course changes and corrections in strategy and approaches if needed and to help determine appropriate future directions and redirections. Site visits may occur any time after startup.

F.3.4 MONITORING, EVALUATION, AND LEARNING (MEL) PLAN

The recipient is required to have a MEL Plan capable of tracking and documenting progress against Project objectives. The MEL Plan must be reviewed annually alongside the Annual Implementation Plan in collaboration with USAID and key stakeholders including the Government of Nepal and other implementing partners, and may need to be adapted to evolving Project requirements and those from USAID. The recipient is required to work with USAID to ensure that the MEL plan aligns with USAID/Nepal's Performance Management Plan (PMP).

The Applicant will prepare a draft MEL plan to be submitted with its application. This draft will be finalized in coordination with USAID and key stakeholders including the Government of Nepal and other implementing partners within 90 calendar days of award for AOR approval. USAID and the Recipient will conduct periodic performance reviews to monitor the progress of work and the achievement of results as based on the targets specified in the MEL Plan.

The plan will be revised as appropriate on an ongoing basis in collaboration with USAID, key stakeholders and the Government of Nepal to address evolving requirements from USAID/Nepal. The MEL plan shall include the results to be achieved by the activity (e.g. results framework), the activity's monitoring approach, including indicators to be used to measure achievement of the results and detailed definition of each indicator, the source, method, and frequency of data collection and reporting, and description of how the performance data will be analyzed. All person-level indicators should be disaggregated by sex, age, and caste/ethnicity as appropriate. The MEL plan should include tentative targets for each indicator; final targets will be set after the completion of the baselines. The plans for collaborating with any external evaluations planned by USAID, and any proposed internal evaluations, and learning activities, including the plan for knowledge capture and sharing at various levels should also be included in the MEL plan.

Data for selected key metrics should be disaggregated by GESI-relevant categories. In addition to indicators relevant to specific IRs, the activity should track some metrics to show impact of the activity. Indicators relevant to activity impact may include but are not limited to:

- (a) Age at first marriage
- (b) Timing of pregnancies (HTSP)
- (c) Reduction in number of girls dropping out of school because of pregnancy or marriage (selected sentinel schools)
- (d) Adolescent mCPR (modern method contraceptive prevalence rate)

F.3.5 PROGRESS AND PERFORMANCE REPORTS

The Recipient must submit Quarterly Progress Reports and Annual Performance Reports to USAID during the duration of this cooperative agreement. These reports shall be submitted within 30 days following the end of the reporting period. The reporting period shall be aligned with the USG fiscal year (October 1 – September 30). However, report segregation may be needed to the Nepali's fiscal year to report to the government of Nepal counter parts if required.

F.3.5.1 QUARTERLY PROGRESS REPORTS

These reports must briefly present the following information:

- (a) Key achievements of the quarter.
- (b) A comparison of actual accomplishments and activities by program component with the goals established for the period.
- (c) Success story or case study
- (d) Reasons why established goals were not met, if applicable.
- (e) Information on management issues, including administrative problems.
- (f) Anticipated future problems, delays, or conditions or constraints that may adversely impact implementation of the program.
- (g) Information on security issues.
- (h) Other pertinent information including the status of finances and expenditures and, when appropriate, analysis and explanation of cost overruns or high unit costs.
- (i) List of upcoming events with dates.
- (j) Target vs. actuals and justifications to deviations for all indicators.

The due date for the first quarterly report will be agreed upon between the Recipient and USAID. Subsequent quarterly reports shall be due within 30 calendar days after the end of each quarter based on the USG fiscal year, i.e.; on 30th January, 30th April, 30th July and 30th October, of each year.

F.3.5.1.1 GIS ACTIVITY LOCATION DATA

As part of the progress quarterly reporting, the Recipient must meet the following reporting requirements as outlined in Section B.7.

REPORTING REQUIREMENTS

a. Activity Location Data

Activity Location Data must be submitted to an Agency approved reporting tool or in a digital format according to the standards and procedures provided by USAID [twice annually as part of the 2nd Quarterly Performance Report and the Annual Report] and according to the requirements in Section B.7 and the standards outlined below.

Activity Location Data must exclude personally identifiable information. If the Activity Location Data collected by the Recipient requires protection from unauthorized access to mitigate data risk, the Recipient must notify USAID before submitting the Activity Location Data to USAID and implement mitigation techniques to protect the data from unauthorized access in consultation with USAID.

b. Data Submission

Pursuant to Section B.7, unless otherwise directed by the Agreement Officer (AO) or the Agreement Officer Representative (AOR), the Recipient must submit the Dataset and supporting documentation within thirty (30) calendar days after the Dataset is first used to produce an Intellectual Work or is of sufficient quality to produce an Intellectual Work. Within thirty (30) calendar days after award completion, the Recipient must submit to the DDL any Datasets and supporting documentation that have not previously been submitted to the DDL, along with an index of all Datasets and Intellectual Work created or obtained under the award. The Recipient must also provide to the AOR an itemized list of any and all DDL submissions.

When data is acquired through data use or ownership agreements with the host-country government or other entity, the Recipient will use best efforts to ensure that the ownership agreement makes it permissible for the data to be submitted to, and used by, USAID and other U.S. Embassy agencies.

Geographic Data Asset Submission Standards

In addition to collecting and submitting Activity Location Data and geographically disaggregated performance indicators (when included in the MEL Plan), all other geographic data assets must also be submitted to the Development Data Library and according to the requirements. For additional guidance, see ADS 579saa Geographic Data Collection and Submission Standards:

1. Geographic Data Files

Both primary and derived Geographic Data Files must be submitted.

Geographic Data Files must be submitted in Shapefile (.shp), GeoTIFF (.tif), CSV (.csv), or GeoJSON (.geojson) file formats.

In addition to fulfilling the submission requirements noted above, Geographic Data Files that are stored in other file formats that may be useful to end users can be voluntarily submitted in those file formats. For example, Geographic Data Files stored in a File Geodatabase (.gdb) or as a Web Map Service (WMS) can also be submitted.

Geographic Data Files that are stored in Shapefile (.shp) or GeoTIFF (.tif) formats will include metadata that follows ISO 19115 using the ISO 19139 XML implementation schema.

Geographic Data Files that are stored in a CSV or GeoJSON format and contain latitude/longitude coordinates will include supplementary information regarding the:

Method used to create the latitude/longitude coordinates;

Spatial reference used to generate the latitude/longitude coordinates; and

Geographical precision of the latitude/longitude coordinates using the International Aid Transparency Initiative standards. For example, a latitude/longitude coordinate may represent an exact location, the center of a populated place, or the center of a subnational administrative unit. This information must be included in addition to the actual CSV dataset.

Geographic Data Files that are stored in Shapefile (.shp), GeoTIFF (.tif), or GeoJSON (.geojson), JSON (.json) file formats will use the Geographic Coordinate System World Geodetic System 1984 (GCS WGS 1984) spatial reference. If the use of a different spatial reference was required for an analysis, the spatial reference that was used must be indicated elsewhere in the metadata.

2. Geographic Data Processing and Analysis Files

Geographic Data Processing and Analysis Files that are written in programming languages will include a description of the language they are written in (e.g., a Python file would be .py, a Javascript file would be .js, etc.), the intended purpose of the file, use limitations, and execution instructions.

Geographic Data Processing and Analysis Files will include descriptive comments and relative pathnames to enable efficient and effective use by an end user.

Geographic Data Processing and Analysis Files are stored in an online repository, such as GitHub, these files can also be submitted as a clone of the repository.

3. Geographic Data Visualization Files

Geographic Data Visualization Files created using desktop GIS software will be submitted in Esri Map Document (.mxd) or QGIS Project (.qgs) file formats.

Geographic data visualization products that are finalized in separate desktop software or stored in a different file format can also be submitted if they may be of use to an end user. For example, when a data visualization product is stored as a Map Package or is finalized in Adobe Illustrator, the Map Package (.mpk), or Adobe Illustrator (.ai) file can be additionally submitted.

Geographic Data Visualization Files written in a programming language and used to generate web-based data visualization products will include an indication of the programming language (for example, a Python file would be .py, a Javascript file would be .js, etc.)

Geographic Data Visualization Files will reference relative pathnames to the source of all Geographic Data Files that are displayed in the data visualization product.

When products created with the Geographic Data Visualization Files are included in documents that are submitted to the USAID Development Experience Clearinghouse (DEC), such as a report that includes a map created with a Geographic Data Visualization File, the URL that links to the location of the document in the DEC must be provided.

F.3.5.2 ANNUAL PERFORMANCE REPORTS

The Recipient will submit an Annual Performance Report within 30 calendar days after the end of the fiscal year to cover annual performance from October to September of each year of performance in lieu of the fourth quarterly progress report. In addition to copies sent to the AOR and AO, one copy will be sent to the USAID DEC as above. Annual Performance Reports shall contain the following information:

- (a) A comparison of actual accomplishments by program component against goals established for the period in the Annual Work Plan and Monitoring and Evaluation Plan (activities completed, benchmarks achieved and performance standards completed since the last annual report).
- (b) Reasons why activities were delayed or established goals were not met, if applicable
- (c) Quantitative Monitoring and Evaluation data, including information on progress towards targets, and explanations of any issues related to data quality.
- (d) Information on the status of finances, including expenditure data (based on the Cooperative Agreement budget) and accruals; and, when appropriate, analysis and explanation of cost overruns or high unit costs.
- (e) Information on management issues, including administrative problems.
- (f) Lessons learned and success stories.
- (g) Documentation of best practices that can be taken to scale
- (h) Information on major challenges and constraints faced during the performance period.
- (i) Prospects for the next year's performance.

F.3.6 FINANCIAL REPORTING

Financial Reports must accord with 2 CFR 200.327. In accordance with 2 CFR 200.327, the SF-425 will be required as follows:

- (1) The Recipient must submit the Federal Financial Form (SF-425) on a quarterly basis via electronic format to the U.S. Department of Health and Human Services (<http://www.dpm.psc.gov>). The Recipient must submit a copy at the same time to the AO, AOR, and the USAID/Nepal Controller. These reports shall be submitted within 30 calendar days from the end of each quarter, except that the final report shall be submitted within 90 calendar days from the estimated completion date of this Agreement.
- (2) The Recipient must submit the electronic copies of all final financial reports to USAID/Washington, M/CFO/CMPLOC Unit, the AO, the AOR, and the USAID/Nepal Controller.
- (3) The recipient must submit the electronic copy of quarterly accruals report to the AOR, AO and the USAID/Nepal
- (4) The Recipient must submit the vat reimbursement request along with the original invoices to the Inland Revenue office after approval of USAID/Nepal.

F.3.7 FINAL REPORT

The Recipient must submit the Final Report to USAID no later than 90 days after the completion date of the Cooperative Agreement. The Final Report must include:

- (a) theory of change;
- (b) interventions and approaches;
- (c) inputs, outputs, and processes;
- (d) final performance indicator data with sample size;
- (e) number of people and communities benefited, by each separate component and by multiple components (integration), compared to targets, and for how long; and
- (f) cost.

Provide an overall assessment of progress made toward accomplishing the Goal, Results and Expected Outcomes, any important research findings, a description of major products or tools, e.g. training and educational materials, M&E tools, *and* a fiscal report that describes how the Recipient's funds were used. See 2 CFR 200.328.

F.3.8 DEVELOPMENT EXPERIENCE CLEARINGHOUSE REQUIREMENTS

The Recipient is required to submit any technical reports produced under this activity, in English, to USAID's Development Experience Clearinghouse (DEC) according to the instructions available at:

<https://dec.usaid.gov/dec/content/submit.aspx>.

F.3.9 EMERGENCY PREPAREDNESS AND RESPONSE PLAN

The Recipient must submit an emergency preparedness and response plan within 90 days after the effective date of this award/modification unless noted otherwise in the delivery schedule of the award.

F.3.10 DEVELOPMENT DATA

The Recipient must submit to the Development Data Library (DDL) at <https://data.usaid.gov>, in a machine-readable, non-proprietary format, a copy of any Dataset created or obtained in performance of this award, including Datasets produced by a sub-awardee or a contractor at any tier according to the instructions found at <https://data.usaid.gov>. The submission must include supporting documentation describing the Dataset, such as code books, data dictionaries, data gathering tools, notes on data quality, and explanations of redactions.

F.3.11 CLOSEOUT PLAN

The Recipient will develop and submit to the AOR and AO for approval a closeout plan (administration, information, finance, procurement and management) that will include, but will not be limited to, the following:

- (a) Dates for final delivery of all goods and services for sub-grants or sub-contracts;
- (b) A property disposition plan for the Recipient and sub-grantees or sub-contractor in accordance with agreement requirements, which must be approved by the AO;
- (c) Review of agreement files for audit purposes and final billing to USAID;
- (d) A schedule to address office leases, bank accounts, utilities, cell phones, personnel notification, outstanding travel and social payments, household shipments, vehicle; phone subscriptions, etc.;

- (e) Receipt of all final invoices and agreement performance reports;
- (f) Report on the estimated amount of funds not required for the completion of the agreement; and
- (g) Report on compliance with all local labor laws, tax clearances, and other appropriate compliance matters.

The Recipient must propose the format and outline of contents of this closeout plan no later than 180 calendar days prior to the agreement completion date, and approved by the AOR no later than 150 calendar days prior to the agreement completion date.

F.3.12 BRANDING AND MARKING

All USAID-funded foreign assistance (including programs, projects, activities, public communications, or commodities) must be communicated, promoted, and marked as coming from the American people through USAID. Specific communications and promotion measures be described in the “Branding Strategy” and “Branding Implementation Plan,” and specific marking be described in the “Marking Plan” for the this award. Branding and marking under this award shall comply with the USAID Automated Directive System Chapter 320 Branding and Marking (ADS 320).

ADS 320 requires that, after the evaluation of the applications, the USAID Agreement Officer request the Apparently Successful Applicant to submit a Branding Strategy that describes how the program, project, or activity is named and positioned, how it is promoted and communicated to beneficiaries and cooperating country citizens, and identifies all donors and explains how they be acknowledged. USAID shall not competitively evaluate the proposed Branding Strategy. ADS 320 may be found at the following website: <https://www.usaid.gov/who-we-are/agency-policy/series-300>. The cost application must incorporate the estimated cost of the proposed Branding Implementation and Marking Plan.

F.4 DEVELOPMENT INFORMATION SOLUTIONS (DIS)

USAID/Nepal utilizes a performance management information system called DIS to track progress for mission-funded activities at the national, provincial, district, and municipal levels. As established in its agreement and approved work plan and MEL plan, the Recipient must provide a quarterly, semi-annual or annual update of performance results against each indicator in the approved MEL plan by entering this information into the DIS Partner Portal. In addition to the indicator performance results the Recipient shall enter geospatial coordinates, success stories, photographs, and other documents as applicable. The Recipient shall enter information via an Internet website; USAID/Nepal will provide the URL address or Access Database, and a user ID/password.

USAID/Nepal will train implementing partner’s Monitoring and Evaluation staff on the DIS Partner Portal. Once trained, the Recipient will enter and manage the data in consultation with the respective AOR or the Activity Manager.

F.5 SPECIAL PROVISIONS

F.5.1 USAID IMPLEMENTING PARTNER NOTICES PORTAL FOR ASSISTANCE (JULY 2014)

(a) Definitions

“USAID Implementing Partner Notices (IPN) Portal for Assistance (“IPN Portal)” means the single point where USAID posts proposed universal bilateral amendments for USAID awards, which can be accessed electronically by registered USAID recipients. The IPN Portal is located at <https://sites.google.com/site/usaidipnforassistance/>.

“IPN Portal Administrator” means the USAID official designated by the Director, M/OAA, who has overall responsibility for managing the USAID Implementing Partner Notices Portal for Assistance.

“Universal bilateral amendment” means those amendments with revisions or new requirements or provisions that affect all awards or a designated class of awards, as specified in the Agency notification of such revisions or new requirements.

(b) By submission of an application and execution of an award, the Applicant/Recipient acknowledges the requirement to:

- (1) Register with the IPN Portal if awarded an assistance award resulting from this solicitation,
- (2) Receive universal bilateral amendments to this award and general notices via the IPN Portal.

(c) Procedure to register for notifications. Go to <https://sites.google.com/site/usaidipnforassistance/> and click the “Register” button at the top of the page. Recipient representatives must use their official organization email address when subscribing, not personal email addresses.

(d) Processing of IPN Portal Amendments

The Recipient may access the IPN Portal at any time to review all IPN Portal amendments; however, the system will also notify the Recipient by email when the USAID IPN Portal Administrator posts a universal bilateral amendment for Recipient’s review and signature. Proposed USAID IPN Portal amendments distributed via the IPN Portal are applicable to all awards, unless otherwise noted in the proposed amendment.

Within 15 calendar days from receipt of the notification email from the IPN Portal, the Recipient must do one of the following:

- (1) (a) Verify applicability of the proposed amendment for their award(s) per the instructions provided with each amendment; (b) download the amendment and incorporate the following information on the amendment form: award number, organization name, and organization mailing address as it appears in the basic award; (c) sign the hardcopy version; and (d) send the signed amendment (by email or hardcopy) to the AO for signature. The Recipient must not incorporate any other changes to the IPN Portal amendment. Bilateral amendments

provided through the IPN Portal are not effective until the both the Recipient and the AO sign the amendment;

- (2) Notify the AO in writing if the amendment requires negotiation of additional changes to terms and conditions of the award; or
- (3) Notify the AO that the Recipient declines to sign the amendment.

Within 30 calendar days of receipt of a signed amendment from the Recipient, the AO must provide the fully executed amendment to the Recipient or initiate discussions with the Recipient.

[End of Provision]

F.5.2 LOCAL TAXES

As per “Assistance Agreement [No. 367-013 (3670183.00)] between the Government of Nepal (GON) and the Government of the United States Of America for USAID Foreign Assistance Programs (Assistance Agreement)” dated September 24, 2014 Section B.4(a), “General Exemption,” “the Agreement and the assistance thereunder are free from any taxes imposed under laws in effect in the territory of the Grantee [Government of Nepal, acting through the Ministry of Finance].” Thus, the Assistance Agreement exempts any contractor, grantee, or other organization implementing USAID-financed activities under this Assistance Agreement in Nepal. The Contractor must comply with local laws regarding the payment of the value-added tax (VAT) as required and exercise due diligence and best efforts for asserting and obtaining the necessary tax exemptions and reimbursements. Upon request, USAID/Nepal will provide available documentation to support allowable exemption from incurrence of host country taxes on project-related activities.

F.5.3 OUTREACH

USAID/Nepal requires all implementing partners to participate and engage in outreach activities to promote the objectives of this award and to identify USAID as the funding source in accordance with the branding and marking requirements outlined in the Recipient’s approved Branding Strategy and Marking Plan detailed in **Attachment D**. The Recipient must also capture qualitative progress through success stories, case studies, and press releases as part of its overall reporting requirements to USAID.

F.5.4 PUBLIC PRIVATE PARTNERSHIP

USAID encourages the coordination and collaborative engagement of private and public sectors in partnership, where such would best foster the objective of the planned assistance.

F.5.5 ANTI-CORRUPTION

USAID/Nepal remains committed to anti-corruption efforts. If, during implementation of projects, one or more of the intended beneficiaries (community, subcontractor/grantee, local government official or other) significantly impedes progress or completion of a project (e.g., through bribe demand or threats to the safety of staff), the Recipient must inform USAID/Nepal. The Recipient

and USAID/Nepal will consult on the appropriate course of action, which may include halting the project until the issue is resolved. USAID reserves its rights to exercise any and all other remedies under this agreement.

F.5.6 USAID DISABILITY POLICY – ASSISTANCE (JUNE 2012)

The Recipient must not discriminate against people with disabilities in the implementation of USAID funded programs and should demonstrate a comprehensive and consistent approach for including men, women, and children with disabilities.

F.5.7 ENVIRONMENTAL COMPLIANCE

Section 117 of the Foreign Assistance Act of 1961, as amended, 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 204, which require that any potential environmental impacts of USAID-financed activities be identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. The Recipient's environmental compliance obligations under these regulations and procedures are specified in the following paragraphs.

In addition, the Recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of a conflict between host country and USAID regulations, the latter shall govern. No activity funded under this cooperative agreement shall 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, Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer.

As part of its initial work plan, and all annual work plans thereafter, the Recipient, in collaboration with the USAID AOR and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, will review all ongoing and planned activities under this cooperative agreement to determine if they are within the scope of the approved regulation 22 CFR 216 environmental documentation.

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

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

1. The respondent's approach to providing necessary environmental management expertise, including examples of past experience of environmental management of similar activities.
2. The respondent's illustrative budget for implementing the environmental compliance activities. For the purposes of this application, applicants should reflect illustrative costs for environmental compliance implementation and monitoring in their cost application.

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.

F.5.8 MARKING AND PUBLIC COMMUNICATIONS UNDER USAID-FUNDED ASSISTANCE (DECEMBER 2014)

- a. The USAID Identity is the official marking for USAID, comprised of the USAID logo and landmark with the tagline "from the American people," unless amended by USAID to include additional or substitute use of a logo or seal and tagline representing a presidential initiative or other high level interagency initiative. The USAID Identity (including any required presidential initiative or related identity) is on the USAID Web site at <https://www.usaid.gov/branding>. Recipients must use the USAID Identity, of a size and prominence equivalent to or greater than any other identity or logo displayed, to mark the following:
 - (1) Programs, projects, activities, public communications, and commodities partially or fully funded by USAID;
 - (2) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other physical sites;
 - (3) Technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;
 - (4) Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; *and*
 - (5) Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.
- b. The recipient must implement the requirements of this provision following the approved Marking Plan in the award.
- c. The AO may require a preproduction review of program materials and "public communications" (documents and messages intended for external distribution, including but not limited to correspondence; publications; studies; reports; audio visual productions; applications;

forms; press; and promotional materials) used in connection with USAID-funded programs, projects or activities, for compliance with an approved Marking Plan.

- d. The recipient is encouraged to give public notice of the receipt of this award and announce progress and accomplishments. The recipient must provide copies of notices or announcements to the Agreement Officer's Representative (AOR) and to USAID's Office of Legislative and Public Affairs in advance of release, as practicable. Press releases or other public notices must include a statement substantially as follows:

"The U.S. Agency for International Development administers the U.S. foreign assistance program providing economic and humanitarian assistance in more than 80 countries worldwide."

- e. Any "public communication" 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."

- f. The recipient must provide the USAID AOR with two copies of all program and communications materials produced under this award.
- g. The recipient may request an exception from USAID marking requirements when USAID marking requirements would:
- (1) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials;
 - (2) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent;
 - (3) Undercut host-country government "ownership" of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications;
 - (4) Impair the functionality of an item;
 - (5) Incur substantial costs or be impractical;
 - (6) Offend local cultural or social norms, or be considered inappropriate; or
 - (7) Conflict with international law.
- h. The recipient may submit a waiver request of the marking requirements of this provision or the Marking Plan, through the AOR, when USAID-required marking would pose compelling political, safety, or security concerns, or have an adverse impact in the cooperating country.
- (1) Approved waivers "flow down" to subawards and contracts unless specified otherwise. The waiver may also include the removal of USAID markings already affixed, if circumstances warrant.

- (2) USAID determinations regarding waiver requests are subject to appeal by the recipient, by submitting a written request to reconsider the determination to the cognizant Assistant Administrator.
- i. The recipient must include the following marking provision in any subawards entered into under this award:

“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.”

[END OF PROVISION]

[END OF SECTION F]

SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

G.1 EMAIL FOR APPLICATION AND INQUIRY

USAID/Nepal's email address is as follows for inquiries or submissions of applications:
kathmanduoaexchange@usaid.gov

G.2 AGREEMENT OFFICER'S REPRESENTATIVE (AOR)

The AOR and Alternate AOR will be designated prior to award. The AOR designation letter will be provided to the Recipient and to the relevant offices of USAID/Nepal.

[END OF SECTION G]

SECTION H: OTHER INFORMATION

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

Applications with Proprietary Data

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

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

Additionally, the applicant must mark each sheet of data it wishes to restrict with the following:

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

H.1 LIST OF ANNEXES

H.1.1 ANNEX 1 NEPAL 2016 ADOLESCENT FERTILITY MAPPING

https://drive.google.com/drive/folders/1dR6j4cdZPgyLEvExj5SYMpzBWZOz_WWB

[END OF ANNEX I]

H.1.2 ANNEX II REQUEST FOR CATEGORIAL EXCLUSION (RCE)



Request for Categorical Exclusion (RCE)

Project/Activity Data

Project/ Activity Name:	Adolescent Reproductive Health (ARH)
Implementation Start/End:	2021 - 2026
Funding Account(s):	TBD
Funding Amount:	35 million USD (estimated)
Solicitation/Contract/Award Number:	TBD
Implementing Partner(s):	TBD
Tracking ID/link:	TBD
Tracking ID/link of Related IEE (if any):	TBD
Tracking ID/link of Related Analyses:	TBD

Organizational/Administrative Data

Lead Bureau:	Asia Bureau
Other Bureau(s):	
Operating Unit:	Health Office, Nepal Mission
Geographic Location(s) Covered:	Nepal
Prepared by:	Netra Bhatta
Date Prepared:	May 28, 2020

Environmental Compliance Review Data

Analysis Type:	IEE
Environmental Determination(s):	Categorical Exclusion
Additional Analyses/Reporting Required	Not required
Analysis Expiration Date:	

PROGRAM/ACTIVITY DATA:

Program/Activity No: TBD
FY14-18 CDCS Objective: DO3 – Increased Human Capital
F Objectives: Investing in People
Program Areas: Family Planning/Reproductive Health
Country/Region: Nepal/Asia Region
Program/Activity Title: Adolescent Reproductive Health Activity
Project/Activity Begin Date: January, 2021
Project/Activity End Date: December, 2026
LOP Amount: 35 million USD (estimated)
Prepared by: Netra Bhatta
Date: May 28, 2020
IEE Original

ENVIRONMENTAL ACTION RECOMMENDED: (Place X where applicable)

Categorical Exclusion: Negative Determination (with conditions):

Positive Determination: Deferral: Exemption:

APPROVAL OF ENVIRONMENTAL ACTION RECOMMENDED:

APPROVED

DISAPPROVED



6/11/2020

Adriana Hayes
Acting Mission Director

Date


Adriana Hayes
Acting Mission Director

CONCURRENCE:

APPROVED

DISAPPROVED

William L
Gibson

 Digitally signed by William L
Gibson
Date: 2020.06.15 12:08:28
-04'00'

William Gibson
Bureau Environnemental Officer

Date

William Gibson
Bureau Environmental Officer

[END OF ANNEX II]

H.1.3 ANNEX III - STANDARD PROVISIONS

(Note: the full text of these provisions may be found at: <https://www.usaid.gov/ads/policy/300/303maa> and <https://www.usaid.gov/ads/policy/300/303mab>). The actual Standard Provisions included in the award will be dependent on the organization that is selected. The award will include the latest Mandatory Provisions for either U.S. or non-U.S. Nongovernmental organizations. The award will also contain the following “required as applicable” Standard Provisions:

Please note that the resulting award will include all standard provisions (both mandatory and required as applicable) in full text.

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR U.S. NONGOVERNMENTAL ORGANIZATIONS

Required	Not Required	Standard Provision
TBD		RAA1. NEGOTIATED INDIRECT COST RATES - PREDETERMINED (NOVEMBER 2020)
		RAA2. NEGOTIATED INDIRECT COST RATES - PROVISIONAL (Nonprofit) (NOVEMBER 2020)
		RAA3. NEGOTIATED INDIRECT COST RATE - PROVISIONAL (Profit) (DECEMBER 2014)
		RAA4. INDIRECT COSTS – DE MINIMIS RATE (MAY 2020)
	√	RAA5. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
√		RAA6. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
	√	RAA7. PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (APRIL 1998)
	√	RAA8. CARE OF LABORATORY ANIMALS (MARCH 2004)
	√	RAA9. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (NOVEMBER 1985)
TBD		RAA10. COST SHARING (MATCHING) (FEBRUARY 2012)
	√	RAA11. PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (JUNE 1999)
	√	RAA12. INVESTMENT PROMOTION (NOVEMBER 2003)
√		RAA13. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2014)
√		RAA14. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
	√	RAA15. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
	√	RAA16. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)

Required	Not Required	Standard Provision
	√	RAA17. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
√		RAA18. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)
√		RAA19. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
	√	RAA20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
	√	RAA21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
	√	RAA22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
√		RAA23. UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (NOVEMBER 2020)
√		RAA24. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (NOVEMBER 2020)
TBD		RAA25. PATENT REPORTING PROCEDURES (NOVEMBER 2020)
	√	RAA26. ACCESS TO USAID FACILITIES AND USAID'S INFORMATION SYSTEMS (AUGUST 2013)
√		RAA27. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
√		RAA28. AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (April 2016)
		RAA29. RESERVED
√		RAA30. PROGRAM INCOME (AUGUST 2020)
√		RAA31. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS

Required	Not Required	Standard Provision
TBD		RAA1. ADVANCE PAYMENT AND REFUNDS (NOVEMBER 2020)

Required	Not Required	Standard Provision
		RAA2. REIMBURSEMENT PAYMENT AND REFUNDS (DECEMBER 2014)
TBD		RAA3. INDIRECT COSTS – NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA) (NOVEMBER 2020)
		RAA4. INDIRECT COSTS – CHARGED AS A FIXED AMOUNT (NONPROFIT) (JUNE 2012)
		RAA5. INDIRECT COSTS – DE MINIMIS RATE (NOVEMBER 2020)
√		RAA6. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (NOVEMBER 2020)
√		RAA7. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (NOVEMBER 2020)
√		RAA8. SUBAWARDS (DECEMBER 2014)
√		RAA9. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)
√		RAA10. OCEAN SHIPMENT OF GOODS (JUNE 2012)
√		RAA11. REPORTING HOST GOVERNMENT TAXES (JUNE 2012)
TBD		RAA12. PATENT RIGHTS (JUNE 2012)
	√	RAA13. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
	√	RAA14. INVESTMENT PROMOTION (NOVEMBER 2003)
TBD		RAA 15. COST SHARE (JUNE 2012)
√		RAA16. PROGRAM INCOME (AUGUST 2020)
√		RAA17. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
	√	RAA18. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
	√	RAA19. PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012)
	√	RAA20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
	√	RAA21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
	√	RAA22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
√		RAA23. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
	√	RAA24. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)

Required	Not Required	Standard Provision
	√	RAA25. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
	√	RAA26. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
	√	RAA27. LIMITATION ON SUBAWARDS TO NON-LOCAL ENTITIES (JULY 2014)
√		RAA28. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
√		RAA29. CONTRACT AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (April 2016)
		RAA30. RESERVED
√		RAA31. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)

END OF ANNEX III

[END OF SECTION H]

[END OF NOFO NO. 7203672100005]