



# USAID | ZAMBIA

FROM THE AMERICAN PEOPLE

Issue Date: April 19, 2023

Deadline for Questions: April 25, 2023 (15:00 hrs. (Lusaka time)

Pre-Application Conference: May 3, 2023 (10:00 hrs. (Lusaka Time)

Deadline for Submission: May 25, 2023 15:00 hrs. (Lusaka time)

**Subject: Notice of Funding Opportunity No. 72061123RFA00002 – USAID Stop Gender Based Violence Now (USAID Stop GBV Now)**

Dear Applicants,

The United States Agency for International Development (USAID) is seeking a full application for a Fixed-Amount Cooperative Agreement from eligible organizations to implement the USAID Stop Gender Based Violence Now (Stop GBV Now) Activity. This award will have an initial 3-year period of performance, with a renewal/continuation period of 2 years (5 years). Eligibility for this award is restricted to local organizations, the definition of which is found in Section C below.

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 may be amended. It is the responsibility of the applicant to ensure that the NOFO has been received in its entirety. USAID bears no responsibility for data errors resulting from transmission or conversion process.

A pre-application workshop is scheduled to be held on Wednesday, May 3, 2023, at 10:00 am, Lusaka Time, to discuss the application process and address submitted questions. Potential applicants are requested to send their intent to participate in the pre-application workshop to Michael Capobianco at [mcapobianco@usaid.gov](mailto:mcapobianco@usaid.gov) and copy Doreen Muleya at [dmuleya@usaid.gov](mailto:dmuleya@usaid.gov). The Deadline for registration is **April 27, 2023 at 3:00 pm Lusaka Time**. You are welcome to invite sub-partners; however, the total number of people cannot exceed four (4) individuals per organization.

Per 2 CFR 200 and 2 CFR 700, USAID does not award profit under assistance instruments. However, all allowable expenses, both direct and indirect, which are related to the program and are in accordance with applicable cost principles (2 CFR 200, OMB Circular A-230 for non-profit organizations, OMB A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for for-profit organizations), may be paid under the agreement.

USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier and System for Award Management (SAM) requirements detailed in Section D. 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 points 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. Applications must be received by the closing date and time indicated at the top of this cover letter via email to: [cnyanoka@usaid.gov](mailto:cnyanoka@usaid.gov) and copy [dmuleya@usaid.gov](mailto:dmuleya@usaid.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 partnering with USAID.

Sincerely,

/S/

Michael Capobianco  
Supervisory Agreement Officer

## TABLE OF CONTENTS

Table of Contents	3
Section A: Program Description	4
Section B: Federal Award Information	8
Section C: Eligibility Information	11
Section D: Application and Submission Information	13
Section E: Application Review Information	24
Section F: Federal Award Administration Information	26
Section G: Federal Awarding Agency Contact(s)	33
Section H: Other Information	34
Annex 1 - Standard Provisions	36
Annex 2– Illustrative Milestone Plan And List Of Indicators Required	38
Annex 3 - Abbreviations And Acronyms Used In This NOFO	43

## 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 Background

GBV<sup>1</sup> is an umbrella term for any harmful threat or act directed at an individual or group based on actual or perceived biological sex, gender identity and/or expression, sexual orientation, and/or lack of adherence to varying socially constructed norms around masculinity and femininity. GBV is a key driver of the HIV epidemic, persisting through harmful gender norms, gender inequality, and the culture of silence among survivors. Adolescent girls and young women (AGYW), gender and sexual minorities, and members of key populations<sup>2</sup> often experience elevated rates of GBV. While GBV encompasses a wide range of behaviors, PEPFAR is predominantly focused on prevention and response to physical and sexual violence because of their inextricable links to HIV infection, including marital rape, sexual assault or rape, female genital cutting/mutilation, sexual violence against children and adolescents; and child marriage.

The GRZ has demonstrated its commitment to preventing and responding to GBV by supporting post violence clinical care and the enactment and implementation of numerous policies, legal processes, strategies, and plans. The GRZ has taken steps to promote women’s empowerment and reduce GBV through the enactment of the Anti GBV Act 2011 and the Gender Equity and Equality Act of 2015, domesticating international and regional human rights documents, such as the Southern African Development Community (SADC) Protocols on Gender and Development, 2008 and the Protocol to the African Charter on Human and People’s Rights on the Rights of Women in Africa, 2003. Furthermore, these Act give effect to the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and are intended to implement women’s empowerment targets that meet international standards with respect to political, social, economic, and cultural issues.

Despite this progress made by the GRZ in collaboration with international partners in addressing GBV and gender inequality, Zambia continues to record high numbers of GBV cases which are reported on a quarterly basis by the Zambia Police Service Gender and Victim Support Unit. The 2022 Zambia Police service quarter three report<sup>3</sup> indicated that a total number of 8,790 GBV cases were reported country-wide compared to 4,042 GBV cases that were recorded in the same period of 2021, showing an increase of 4,748 cases reported - representing a 46 percent increase. The same report indicated that

---

<sup>1</sup> The United States Strategy to Prevent and Respond to GBV Globally: 2022 Update

[https://www.state.gov/wp-content/uploads/2022/12/GBV-Global-Strategy-Report\\_v6-Accessible-1292022.pdf](https://www.state.gov/wp-content/uploads/2022/12/GBV-Global-Strategy-Report_v6-Accessible-1292022.pdf)

<sup>2</sup> Including female sex workers, transgender individuals (especially transgender women), and men who have sex with men.

<sup>3</sup><https://www.google.com/url?q=https://www.lusakatimes.com/2022/11/10/8790-cases-of-gender-based-violence-reported-countrywide-during-the-third-quarter-of-2022/&sa=D&source=docs&ust=1676365489151479&usg=AOvVaw3ozc48sFkaUFIgdZIGEWQZ>

2,101 children were abused country-wide, representing 23.9 percent of all reported survivors of GBV. Zambia Police further recorded 122 rape cases in which 111 survivors were women while 11 were girls. It is important to note that these figures represent the number of cases reported to police. Globally, GBV remains grossly underreported, with many cases never formally reported to the police. These figures demonstrate that although progress has been made, more effort is needed to reduce the incidence of GBV.

## **A.2 Alignment with USAID/Zambia CDCS (2019-2024)**

USAID/Zambia's current CDCS strives to support Zambia in accelerating advancements in inclusive education, health, and economic development. This program will address GBV through a multisectoral response, integrating GBV response within USAID's health, education, democracy and governance and economic development activities to prevent GBV and comprehensively respond to the needs of survivors. This program will support progress and results under DO3: IR3.3 'capacity to protect vulnerable populations enhanced', sub IR 3.3.2 Gender Based Violence Reduced.

## **A.3 Goal and Result of the Stop GBV Now**

The goal of the Stop GBV Now is to strengthen efforts to reach and sustain HIV epidemic control by preventing and responding to GBV and HIV in Zambia; promoting gender equality and the rights of women, gender and sexual minorities and key populations; empowering women and girls; and cultivating equitable, healthy, and supportive gender relations.

The activity has four Intermediate Result results:

- a. Reduced incidence of GBV and increased support for gender equality among women, men, girls, boys, gender and sexual minorities, and members of key and priority populations.
- b. Increased access to and uptake of high-quality post-violence clinical care services at GBV One-Stop Centers and facilities delivering HIV treatment services.
- c. Strengthened capacity of government and community-based organizations to prevent and respond to GBV.
- d. Strengthened statutory and customary legal and policy framework for GBV, gender equality, and female empowerment.

USAID desires to support an activity that provides direct service delivery and targeted technical assistance to strengthen stakeholder coordination and ensure efficient/sustainable linkages and referral systems are in place to support survivors of GBV and sustain all efforts engaged in this project.

Programing priorities include but will not be limited to:

- Increased community mobilization for GBV and HIV prevention services with positive change in gender norms resulting in more men engaged in preventing GBV on a sustained basis.

- Increased demand and client satisfaction with the quality of post-violence clinical care including availability and attitudes of OSCs staff and referral services.
- Improved coordination systems and structures for GRZ and non-government actors with adequate human and financial resources to efficiently and effectively implement sustainable anti-GBV activities.
- Improved harmonization of statutory and customary law. Training and mentorship of legal and law enforcement personnel to implement laws and policies related to GBV and gender equality in a gender-sensitive and trauma-informed manner.

#### **A.4 Indicators of a successful program**

The measure of success for the program will include but not limited to the following:

- Innovative and feasible measurable custom indicators to measure achievement of the intended results described above. PEPFAR MER<sup>4</sup> indicators are mandatory for reporting. These include but are not limited to: GEND\_GB, HTS\_TST, PP\_PREV and OVC\_SERV, and PrEP\_NEW.
- Proposed custom indicators contribute to the overall results achieved through PEPFAR MER indicators as well as sustained empowerment of survivors.
- Geographically-explicit indicators enable place-based, adaptive performance management by including information about performance, impact, location and other information. These indicators and data need to be gender-sensitive and age- and sex-disaggregated where appropriate.

#### **A.5 Geographic focus**

The program will operate at the national and sub-national levels, building upon the existing USAID Stop GBV activity to deliver HIV/GBV services through OSCs and community-based organizations and structures to sustainably prevent and respond to GBV in the following districts: Chibombo, Chililabombwe, Chingola, Chipata, Chongwe, Kabwe, Kafue, Kalomo, Kalulushi, Kapiri Mposhi, Kitwe, Katete, Livingstone, Luanshya, Lusaka, Masaiti, Mongu, Monze, Mpika, Mufulira, Mumbwa, Nakonde, Ndola, Nyimba, Sesheke and Solwezi.

Direct service delivery or technical assistance activities will be determined in consultation with USAID/Zambia, the GRZ, and relevant stakeholders based upon HIV and GBV epidemiological data or health system needs during implementation.

#### **A.6 Additional Technical Considerations**

- I. **Sustainability** – the Stop GBV Now activity should demonstrate how proposed activities will leverage and collaborate with the GRZ, USG-funded implementing partners, nongovernmental organizations, community-based organizations and structures, and faith-based organizations, and other stakeholders such as traditional leaders and private partners at various levels to

---

<sup>4</sup> <https://datim.zendesk.com/hc/en-us/articles/360000084446-MER-Indicator-Reference-Guides>

strengthen coordination, establish a referral systems that supports survivors of GBV and sustain efforts implemented under this project.

- II. **Gender** - advancing gender equality is critical to all areas of a healthy society, from reducing poverty to promoting the health, education, protection and the well-being of girls and boys, women and men, gender and sexual minorities, and members of key and priority populations. In alignment with the United States National Strategy on Gender Equity and Equality 2021, USAID's Gender Equality and Women's Empowerment 2020 Policy, the U.S. Strategy to Prevention and Respond to GBV Globally 2016, and USAID 2023 Gender Equality and Women's Empowerment Policy, Stop GBV now is expected to advance gender equity, equality, women's empowerment, prevent and respond to GBV, and promote female empowerment to advance the health and socioeconomic outcomes for women, men, girls, boys, gender and sexual minorities, and members of key and priority populations.
- III. **Adolescents and Young People (AYP), and Other Vulnerable Populations** - Reaching and supporting AYP and other vulnerable populations is critical to achieving Stop GBV Now's expected outcomes and in harnessing the potential of Zambia's young population to contribute to the country's development in the future. The successful applicant should address the needs of AYP and vulnerable populations into Stop GBV Now, to incorporate innovative mechanisms to promote AYP engagement.

**[END OF SECTION A]**

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

## **SECTION B: FEDERAL AWARD INFORMATION**

### **B.1 Estimate of Funds Available and Number of Awards Contemplated**

USAID intends to award a Fixed-Amount Cooperative Agreement with renewal periods pursuant to this notice of funding opportunity. Subject to funding availability and at the discretion of the Agency, USAID intends to provide an estimated \$14.7 million for the initial three-year base period. The total estimated amount of funding for the base period and two potential one year renewal periods is \$24.5 million. The estimated total amount may be higher or lower depending on availability of funding and/or USAID needs. USAID reserves the right to issue one or more awards or not to make any award based on the outcomes of the merit review process.

### **B.2 Expected Performance Milestones, Targets, Baseline Data, and Data Collection**

Annex 2 lists illustrative milestones for the first year of implementation (subsequent milestones plans will be developed together with annual work plans) and required performance indicators for the resultant award.

### **B.3 Period of Performance and Renewal Period(s)**

The anticipated period of performance is up to five years with an initial period of performance of three (3) years and two-one year renewal/continuation periods to be awarded dependent upon recipient performance during the initial period of performance, availability of funding and USAID needs. The estimated start date will be upon the signature of the award, on or about August 2023.

**RENEWALS:** The anticipated Award(s) made under this NOFO may be eligible for renewals providing a possibility of a subsequent award to receive additional support for the project for succeeding periods, activities, or milestones if so determined by USAID. The renewal/continuation process would not require the issuance of another NOFO, but it would require re-validation of the existing Program Description, updates to the milestones structure and milestone payment amounts for year 4 and 5. The overall period of the Fixed Award Cooperative Agreement, including all renewals, shall not exceed the five-year period of performance of the award. USAID will inform the recipient at least four months before the end of the period of performance of the initial award if the recipient is eligible to apply for a renewal award. The recipient will submit a renewal request 3 months prior to the end date. The renewal request should incorporate planned milestones for the upcoming year and any changes in targets, geographical areas of implementation, annual work plan and/or implementation strategies required for the renewal opportunity. A detailed budget will also be required for the renewal period.

Any renewals shall be at the sole discretion of USAID. Funding of any renewal period or expansion of activities is contingent on the following:

- Availability of funds;
- Satisfactory progress towards meeting the award objectives;
- Submittal of required reports; and

- Compliance with the terms and conditions of the award, including the conditions for renewal.

The period for each renewal are as follows:

Initial Period	August 22, 2023 - August 21, 2024
Renewal #1	August 22, 2024 - August 21, 2025
Renewal #2	August 22, 2025 - August 21, 2026

**B.4 Substantial Involvement**

Consistent with ADS 303.3.11, USAID/Zambia will be substantially involved in the implementation of the Stop GBV Activity. The intended purpose of the Agreement Officer’s Representative (AOR) involvement during the implementation of the activity is to assist the recipient in achieving the supported objectives.

USAID’s substantial Involvement during the implementation of this award will be limited to the elements listed below:

a. Approval of recipient’s Annual Implementation Plan - Annual Implementation Plan (AIP)

Based on the overall implementers’ strategy to achieve the results and targets described in Section A - Program Description, throughout the implementation period as circumstances evolve, it is anticipated the recipient will identify opportunities to adjust their implementation of their overall strategy based on changing circumstances or through lessons learned.

By identifying and including an Annual Implementation Plan approval in the NOFO and resultant FACA, the extent of USAID’s engagement and input is pre-established and defined for the purpose of reviewing and approving expanded details of the implementer’s engagement yearly for the sole purpose of assuring successful implementation.

The Annual Implementation Plan contents are anticipated to be linked to the specific (4) areas of interest identified in the Section A - Program Description, of the NOFO. The implementer is expected to identify the provinces most suited for successful engagement and fulfillment of GBV technical priorities, which would be reviewed initially at the initial award and through implementer annual updates of the Annual Implementation Plan.

b. Monitoring Evaluation and Learning Plan - (can be incorporated in the AIP or as a stand-alone document)

As an annex to the Program Description in this NOFO, current targets, which are critical to report progress under this FACA are provided. The MELP is the mechanism USAID utilizes for this purpose to

review and approve proposed changes by the implementer for reporting revisions, changes of targets and other monitoring processing originally described in their technical application.

c. Approval Key Personnel

Ensuring a high-quality key personnel leadership team is essential to complete the required outcomes in the Program Description. This work is very complex in nature and will require specific skill sets to complete. This includes related technical expertise, the ability to work well with key stakeholders on various sensitive issues (including work with key populations which is politically delicate in Zambia), and the ability to ensure that all the USG requirements are met. As such, USAID requires approval of key personnel positions that are found in Section F.

**B.5 Authorized Geographic Code**

The geographic code for the procurement of commodities and services under this program is 935.

**B.6 Nature of the Relationship between USAID and the Recipient**

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the Stop GBV Now which is authorized by Federal statute. The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award. Property title under the resultant agreement shall be vest with the recipient in accordance with the requirements of 2 CFR 200.

**[END OF SECTION B]**

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

## **SECTION C: ELIGIBILITY INFORMATION**

### **C.1 Eligible Applicants**

The Recipient must be a responsible entity and submit an application in response to the NOFO No.72061123RFA00002. When considering making an award to an organization with limited or no previous experience, the AO may determine a pre-award survey is required to conduct an examination that will determine whether the prospective recipient has the necessary organization, experience, and technical skills – or ability to obtain them – in order to achieve the results of the program and comply with the terms and conditions of the award.

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

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

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

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

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

### **C.2 Cost Sharing**

There is no cost sharing requirement anticipated under this award. However, we encourage the Applicant to cost share or leverage additional resources from other stakeholders to enhance results.

Cost share as defined in ADS 303.3.10 is “the resources a recipient contributes to the total cost of an agreement.” Cost sharing is an important element of the USAID-Recipient relationship. Cost sharing may consist of cash or in-kind contributions but, by definition, may not include USG funds or USG-funded in-kind contributions. Cost share becomes a condition of an award when it is part of the approved award budget and must be used for the accomplishment of program objectives. Information regarding the proposed cost share, if any, should be included in the budget.

### **C.3 Construction**

No construction is authorized under this NOFO. No construction will be funded and will be deemed an unallowable cost. Construction is defined as construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, new structures, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water and treatment facilities, pipe systems, and vertical structures.” As used in this definition, the phrase “improvements, renovation, alteration and refurbishment” includes “any betterment or change to an existing property to allow its continued or more efficient use within its designed purpose (renovation), or for the use of a different purpose or function (alteration). Improvements also include improvements to or upgrading of primary mechanical, electrical, or other building systems. ‘Improvements, renovation, alteration and refurbishment’ does not include non-structural cosmetic work, including painting, floor covering, wall coverings, window replacement that does not include changing the size of the window opening, replacement of plumbing or conduits that does not affect structural elements, and non-load bearing walls or fixtures (e.g., shelves, signs, lighting, etc.). Construction includes new structures, wastewater treatment facilities, water supply systems such as groundwater wells.

**[END OF SECTION C]**

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

## SECTION D: APPLICATION AND SUBMISSION INFORMATION

### D.1 Agency Point of Contact

**Michael Capobianco**

Agreement Officer  
USAID/Zambia  
Embassy of the United States of America  
Subdivision 694/Stand 100 Ibex Hill Rd.  
P.O. Box 320373  
Lusaka, Zambia  
Email: [mcapobianco@usaid.gov](mailto:mcapobianco@usaid.gov)

**Doreen Muleya**

Acquisition and Assistance Specialist  
USAID/Zambia  
Embassy of the United States of America  
Subdivision 694/Stand 100 Ibex Hill Rd.  
P.O. Box 320373  
Lusaka, Zambia  
Email: [dmuleya@usaid.gov](mailto:dmuleya@usaid.gov)

### D.2 Questions and Answers

Questions regarding this NOFO must be submitted to [mcapobianco@usaid.gov](mailto:mcapobianco@usaid.gov) with a copy to [dmuleya@usaid.gov](mailto:dmuleya@usaid.gov) and [cnyanoka@usaid.gov](mailto:cnyanoka@usaid.gov) no later than the date and time indicated on the cover letter. Subject line of the email must read **“NOFO No.7206 I I 23RFA00002, USAID Stop Gender Based Violence Now”**.

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 Application:**

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

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

- Name of the organization(s) submitting the application;
- Identification and signature of the primary contact person (by name, title, organization, mailing address, telephone number and email address) and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number and email address);
- Program name
- Notice of Funding Opportunity number

- Name of any proposed sub-recipients or partnerships (identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303).

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 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.

#### **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 will not be considered.

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

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

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

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

There may be a problem with the receipt of \*.zip files due to anti-virus software. Therefore, applicants are discouraged from sending files in this format as USAID/Zambia cannot guarantee their acceptance by

the internet server. File size must not exceed the 25 MB limit per email.

## **D.5 Technical Application Format (25 pages)**

The Technical application must be specific, complete, presented concisely, and responsive to the instructions contained herein. The Technical Proposal must be written in English and typed on standard A4 paper, single spaced, one-sided, Times New Roman point 12 font size (except for the cover page) with each page numbered consecutively.

All copies of the application must bear original signatures on the face page. This includes any pieces that may be submitted separately by third parties (e.g., references or letters confirming commitments from third parties that will be contributing a portion of any required cost sharing and/or the program implementation).

### **I. Cover Page**

- NOFO number
- Activity title
- Name of organization(s) submitting the application
- Name and title of contact person within the organization(s)
- Email address
- Telephone number(s)
- Postal and physical addresses
- Signatures of person(s) submitting the application
- The Applicant should also state clearly whether the identified contact person has the authority to negotiate on behalf of the Applicant, or, if not, the contact information for the appropriate person with the authority to negotiate.

### **2. Technical Application Body**

The Technical Application Body will contain the main parts of the technical application and shall include the following sections:

- 1) Implementation Strategy;
- 2) Key Personnel

#### **1) Implementation Strategy**

The applicant's implementation strategy will become the Program Description of the resulting award. The implementation strategy should include innovative and realistic approaches that addresses the technical focus/goals & expected results described in Section A above. T

The implementation strategy must set forth a conceptual approach, methodology, techniques, and results — the “what”, the “how”, and the “resulting in” — for accomplishment of the stated IRs. Applicants shall organize proposed project activities by milestones that correlate to a goal of the proposed activity. Milestone activities proposed by the applicant must be broken down into goals and objectives that are measurable and verifiable. Activities delineated by milestones will also serve as guidelines for Applicants in the development and negotiation of the payment milestones. Please note the implementation strategy must be in third person perspective. For example, it should read: “*the recipient/Stop GBV now will...*” as opposed to “*we or XXX will...*”

## **2) Key Personnel**

The applicant(s) must propose a minimum of one (1) but not more than five (5) key personnel positions to be included in the award and describe how the proposed personnel will contribute holistically to both technical and administrative needs of this activity. Positions must include a title, their roles and responsibilities, and minimum requirements/ qualifications of the key personnel position.

The Applicant must include the name of the Key Person/candidate proposed for the position (s) , and the key personnel’s CV/resume. Each resume may not exceed two (2) pages in length and the experience section must be in chronological order starting with most recent experience. Each resume for the proposed Key Personnel must list at least three (3) references not associated with the applicant organization. Please note that USAID may seek reference information from individuals outside of those submitted with the application.

## **D.6 COST APPLICATION FORMAT**

The Business (Cost) Application must be submitted separately from the Technical Application. While no page limit exists for the full cost application, applicants are encouraged to be as concise as possible while still providing the necessary details. The business (cost) application must illustrate the budget for the initial period on or about (August 22,2023 - August 21, 2026), 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 ADS 303.3.9. Applicants should not submit any additional information with their initial application.

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

### **a. Cover Page**

The Cost Application must present the costs, and address risk and must include a cover page containing the following information:

- a. NOFO number
- b. Activity title
- c. Name of organization(s) submitting the application
- d. Name and title of contact person within the organization(s)
- e. Email address
- f. Telephone number(s)
- g. Postal and physical addresses
- h. Signatures of person(s) submitting the application
- i. The Applicant should also state clearly whether the identified contact person has the authority to negotiate on behalf of the Applicant, or, if not, the contact information for the appropriate person with the authority to negotiate.

**b. SF 424 Form(s)**

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

<b>Instructions for SF-424</b>	<a href="https://www.grants.gov/web/grants/forms/sf-424-family.html">https://www.grants.gov/web/grants/forms/sf-424-family.html</a>
<b>Application for Federal Assistance (SF-424)</b>	<a href="https://www.grants.gov/web/grants/forms/sf-424-family.html">https://www.grants.gov/web/grants/forms/sf-424-family.html</a>
<b>Instructions for SF-424A</b>	<a href="https://apply07.grants.gov/apply/forms/readonly/SF424A-V1.0.pdf">https://apply07.grants.gov/apply/forms/readonly/SF424A-V1.0.pdf</a>
<b>Budget Information (SF-424A)</b>	<a href="https://apply07.grants.gov/apply/forms/readonly/SF424A-V1.0.pdf">https://apply07.grants.gov/apply/forms/readonly/SF424A-V1.0.pdf</a>
<b>Instructions for SF-424B</b>	<a href="https://www.grants.gov/web/grants/forms/sf-424-family.html">SF-424 Family   GRANTS.GOV</a>
<b>Assurances (SF-424B)</b>	<a href="https://www.grants.gov/web/grants/forms/sf-424-family.html">https://www.grants.gov/web/grants/forms/sf-424-family.html</a>

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

**a) Required Certifications and Assurances**

The applicant must complete the following documents and submit a signed copy with their application/ upon request by the AO to a risk assessment:

- 1) “Certifications, Assurances, Representations, and Other Statements of the Recipient” ADS 303mav document found at <http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>
- 2) Assurances for Non-Construction Programs (SF-424B)
- 3) Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your

organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).

**b) Budget and Budget Narrative**

While USAID intends to issue a fixed-amount award where payment will be based on achievement of milestones, a full budget and budget narrative is necessary to ensure that the total amount paid out for achievement of milestones is commensurate with the work performed. The applicant must propose a milestone plan with amounts to be paid for each milestone. Please note that payment for milestones will be in US Dollar, it is important to take this into account as you prepare budget and submission of application.

The budget and narrative must describe sufficient cost, historical, or unit pricing data necessary to establish realistic milestones. A detailed budget and narrative will enable USAID to review the Applicant's capability to achieve required results with the available funding. Since profit is not allowed under this award, detailed budget information will also enable USAID ensure that the Applicant will not profit from the award.

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 amount. Files must not contain any hidden or otherwise inaccessible cells. Budgets with hidden cells lengthen the cost analysis time required to make an 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 must include the following worksheets or tabs, and contents, at a minimum:

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

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

- 1) Salaries and Allowances – Must be proposed consistent with 2 CFR 200.430 Compensation - Personal Services. The applicant's budget must include position title, salary rate, level of effort, and

salary escalation factors for each position. Allowances, when proposed, must be broken down by specific type and by position. Applicants must explain all assumptions in the Budget Narrative. The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what is paid for similar work in other activities of the applicant. Applicants must provide their established written policies on personnel compensation. If the applicant's written policies do not address a specific element of compensation that is being proposed, the Budget Narrative must describe the rationale used and supporting market research.

2) Fringe Benefits – (if applicable) If the applicant has a fringe benefit rate approved by an agency of the U.S. Government, the applicant must use such rate and provide evidence of its approval. If an applicant does not have a fringe benefit rate approved, the applicant must propose a rate and explain how the applicant determined the rate. In this case, the Budget Narrative must include a detailed breakdown comprised of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.

3) Travel and Transportation – Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Per Diem and associated travel costs must be based on the applicant's normal travel policies. When appropriate please provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.

4) Procurement or Rental of Goods (Equipment & Supplies), Services, and Real Property – Must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.

5) Subawards – Specify the budget for the portion of the program to be passed through to any subrecipients. See 2 CFR 200 for assistance in determining whether the sub-tier entity is a subrecipient or contractor. The subrecipient budgets must align with the same requirements as the applicant's budget, including those related to fringe and indirect costs.

6) Other Direct Costs – This may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams and inoculations, as well as any other miscellaneous costs which directly benefit the program proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs. The applicant should also ensure that costs related to environmental mitigation and monitoring, such as costs associated with healthcare waste generated from the implementation of this activity, including full personal protective equipment, bins, bin liners, sharps boxes, disinfectants, incinerators, etc, are included in its

budget. Otherwise, the narrative for ODC should be minimal.

7) Indirect Costs – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In order to better understand indirect costs please see Subpart E of 2 CFR 200. The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most commonly used Indirect Cost Rate methods:

Method 1 - Direct Charge Only Eligibility: Any applicant

Initial Application Requirements: See above on direct costs

Method 2 - Negotiated Indirect Cost Rate Agreement (NICRA)

Eligibility: Any applicant with a NICRA issued by a USG Agency must use that NICRA

Initial Application Requirements: If the applicant has a current NICRA, submit your approved NICRA and the associated disclosed practices. If your NICRA was issued by an Agency other than USAID, provide the contact information for the approving Agency. Additionally, at the Agency's discretion, a provisional rate may be set forth in the award subject to audit and finalization. See [USAID's Indirect Cost Rate Guide for Non Profit Organizations](#) for further guidance.

Method 3 - De minimis rate of 10% of modified total direct costs (MTDC) Eligibility: Any applicant that does not have a current NICRA

Initial Application Requirements: Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate an indirect rate, which the non-Federal entity may apply to do at any time. The applicant must describe which cost elements it charges indirectly vs. directly. See 2 CFR 200 for further information.

Method 4 - Indirect Costs Charged as A Fixed Amount

Eligibility: Non U.S. non-profit organizations without a NICRA may request, but approval is at the discretion of the AO

Initial Application Requirements: Provide the proposed fixed amount and a worksheet that includes the following:

- Total costs incurred by the organization for the previous fiscal year and estimates for the current year. *Guidance to AO: If the indirect costs are expected to be minimal or easily attributed to performance of a USAID agreement, the AO should delete this first bullet.*
- Indirect costs (common costs that benefit the day-to-day operations of the organization, including categories such as salaries and expenses of executive officers, personnel administration, and accounting, or that benefit and are identifiable to more than one program or activity, such as depreciation, rental costs, operations and maintenance of facilities, and telephone expenses) for the previous fiscal year and estimates for the current year
- Proposed method for prorating the indirect costs equitably and consistently across all programs and activities of using a base that measures the benefits of that particular cost to each

program or activity to which the cost applies.

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

**c) 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) Approval of Subawards**

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

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

**e) Unique Entity Identifier (UEI) and SAM Registration**

Applicants must obtain a Unique Entity Identifier (UEI) and register in the System for Award Management (SAM) (<https://sam.gov/>) in order to be eligible to receive federal assistance, such as grants and cooperative agreements. Unless an exemption applies (see ADS 303maz), applicants must be registered in SAM prior to submitting an application for award for USAID's consideration. Recipients must maintain an active SAM registration while they have an active award. Each applicant (unless the applicant is an individual or entity that is exempted from UEI/SAM requirements under 2 CFR 25.110) is

required to:

1. Provide a valid UEI for the applicant and all proposed sub-recipients;
2. Be registered in SAM before submitting its application.
3. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

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

Applicants can find additional resources for registering in SAM, including a Quick Start Guide and a video, on <https://sam.gov/>.

#### **f) History of Performance**

The applicant must provide information regarding its recent history of performance for all its contracts, grants, or cooperative agreements involving similar or related programs, not to exceed three years as follows:

- Name of the Awarding Organization;
- Award Number;
- Activity Title;
- A brief description of the activity;
- Period of Performance;
- Award Amount;
- Reports and findings from any audits performed in the last 3 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. Please note that history of performance information will not be used for merit review purposes but will be used for risk assessment prior to making the award.

#### **g) Branding Strategy & Marking Plan**

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

**h) Funding Restrictions**

No reimbursement of pre-award costs is allowable under this funding opportunity unless otherwise authorized by the Agreement Officer by issuance of a pre-award expenses letter. In line with 2 CFR 200.209 and 200.458 Pre-award costs states: “Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency.”

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

Except as may be specifically approved in advance by the AO, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in Section A.4 of this NOFO and must meet the source and nationality requirements set forth in 22 CFR 228. Construction is not an allowable cost.

**i) Conflict of Interest Pre-Award Term**

The recipient must disclose any conflict of interest and the recipient’s approach for resolving the conflict of interest to the cognizant Agreement Officer for the award within 10 calendar days of the discovery of the conflict of interest.

**j) Pre-award Entity Eligibility Checklist and Risk Assessment**

The apparently successful applicant may be required to submit additional evidence to facilitate USAID’s review of eligibility and risk as found at <https://www.usaid.gov/sites/default/files/2022-05/303mak.pdf> / <https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/303mak> .

**[END OF SECTION D]**

## **SECTION E: APPLICATION REVIEW INFORMATION**

### **OVERVIEW**

The 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 will be evaluated.

#### **E.1 Merit Review Criteria**

The submitted technical application will be evaluated by a Selection Committee (SC) in accordance with the following merit review criteria:

##### **(1) Implementation Strategy**

The applicant will be reviewed/evaluated in terms of the degree to which the program aligns with and convincingly demonstrates that activities will achieve the stated objective and results stated in Section A of this NOFO, and is results oriented.

##### **(2) Key Personnel**

The applicant will be reviewed/evaluated on the degree to which the proposed key personnel positions and qualifications will lead to the successful and efficient implementation of proposed activities of the program and lead to achievement of the objectives and expected results set forth in Section A.

#### **E.2 Cost Evaluation Criteria**

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

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

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

The AO will perform a risk assessment (ADS 303.3.9). 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]**

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

## **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.

### **F.2 Administrative & National Policy Requirements**

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

For Non-US organizations: [Standard Provisions for fixed amount awards to Non-governmental Organizations](#).

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

### **F.3 Reporting Requirements**

The Recipient must adhere to all reporting requirements listed in the Milestone Plan. All reports must be submitted for approval by the USAID Agreement Officer's Representative (AOR) designated by the Agreement Officer. The Recipient must consult the AOR on the format and expected content of reports prior to submission.

The Recipient shall submit an electronic copy of the following reports in English to the Agreement Officer Representative (AOR) for approval with a copy to the Agreement Officer:

#### **A. Work Plan:**

The work plan must break down major activities in sufficient detail to allow the AOR to review activities and ensure that they will result in successful achievement of the targets, indicators, and milestones. The USAID Agreement Officer Representative (AOR) will provide a written approval of the final work plan to the Recipient. If the Recipient feels it is necessary for achieving milestones, it must request that USAID review and approve significant revisions to the approved work plan. The work plan should include:

I. *The Monitoring, Evaluation and Learning Plan (MELP)*. The MELP must establish specific, quantifiable performance indicators and targets for the overall objectives included in the final program description and activities in annual work plans; describe the establishment of monitoring systems to measure program progress against overall objectives; and present a plan for

measurement of overall program outcomes and results, including but not limited to the collection of baseline data, and for the use of data collected by the program to improve program planning and performance. Indicators and data need to be gender- sensitive, geographically-explicit and sex-disaggregated where appropriate. The MELP has to be submitted within 90 days of signing the award to the designated USAID AOR.

2. *Environmental Mitigation and Monitoring Plan (EMMPs)*. The Recipient must prepare an Environmental Mitigation and Monitoring Plan (EMMP) describing how, in specific terms, all IEE conditions that apply to proposed project activities within the scope of the award will be implemented. The EMMP must capture each of the elements that can pose a risk to people and the environment and prescribe specific mitigation measures to minimize the impact. The EMMP must be submitted to the AOR and AO for approval. The Recipient should Integrate a completed EMMP into the initial work plan, making any necessary adjustments to activity implementation to minimize adverse impacts to the environment. The EMMP must be submitted to the AOR and Mission Environmental Officer with the initial Annual Work Plan within 45 days of the award effective date. The EMMP should include, where necessary, mitigation measures for potential environmental impacts of project activities.

#### **B. Procurement Plan**

The procurement plan will highlight all necessary procurements for vehicles and equipment with a value of more than \$5,000 and provide the timing and process for making these procurements and ensuring compliance with the provision “USAID ELIGIBILITY RULES FOR PROCUREMENT OF COMMODITIES AND SERVICES (MAY 2020).” The procurement plan will be submitted within 60 days of signing the award.

#### **C. Start-up Completion Report**

The activity report must contain updates on completion of the key start-up activities, including related to the setup of offices, transition of activities from USAID Stop GBV, and hiring of staff. The report must include the following annexes:

- Information on established offices
- List of launch events and introductory meetings conducted with key stakeholders (with dates and key participants mentioned).

The startup report will document that all activities are underway, and must provide a narrative showing how all activities in the work plan and Program Description are being implemented. The report must also include evidence that all sites and locations are operating a list of sites with photos demonstrating operation and a map with locations of all facilities. Lastly, the start-up report must provide invoices for all planned procurements and a list of staff by position and location as annexes to the report. The Activity report will be submitted within 90 days of signing the award.

#### **D. PEPFAR Semi-Annual Progress Report (SAPR) and Annual Progress Report (APR)**

## **Reports:**

The Recipient must submit PEPFAR-related results achieved within the six and twelve months of the USG Fiscal Year for the PEPFAR SAPR and APR, through the DATIM (PEPFAR reporting platform) respectively. The recipient must also submit PEPFAR Semi-Annual Progress Report (SAPR) and Annual narrative Progress Report (APR) Reports to the AOR. The results are due three weeks after the last day of the reporting period. The AOR will provide guidance on the layout and content of this report.

### **E. PEPFAR Expenditures Analysis Reports**

Recipients of PEPFAR funds must report annually on program expenditures. Specifically, recipients must use the form PEPFAR Program Expenditures (DS-4213 OMB 1405-0208) as a part of completing the PEPFAR Annual Progress Report at the end of each USG fiscal year (September 30).

### **F. Quarterly Progress Report**

The Quarterly progress report must provide a narrative of the successes and challenges the activity faced in each quarter. The progress report must compare activities against the workplan and update on their status, whether completed, in progress, or not started, and provide an explanation for the status. The progress report must include a success story and/or other outreach narrative. Lastly, the progress report must report on custom indicators that are not submitted through the DATIM. This report is due fifteen (15) calendar days after the end of each quarter. The Quarterly progress report must also include a section on environmental compliance and climate risk management and include activity summaries along with environmental impacts and climate risks, success or failure of mitigation measures and measures to manage climate risk being implemented, results of environmental and climate monitoring, and any major modifications/revisions to the activity, mitigation measures or monitoring procedures.

### **G. Year 1 Annual Progress Report**

The Annual Progress Report will summarize the year of implementation. It will provide successes and challenges encountered. For challenges, it will highlight how the Recipient overcame those challenges to ensure effective implementation. It will highlight lessons learned that are applicable to future years of the activity and make recommendations to USAID for changes to approach, implementation, administration, oversight, and monitoring that can be implemented in future years. The report will also include an additional environmental compliance and climate change report completed using the USAID environmental mitigation and monitoring report template. This report is due Thirty (30) calendar days after the end of the USG fiscal year.

### **H. Final Report**

The recipient must submit the Final Report within 90 calendar days after the expiration of the award. Electronic copy of the report shall be submitted to the AOR. The final performance report should contain the following information:

- Describe accomplishments in accordance with the specific paragraphs of the project description.
- A comparison of actual activities and results with the plan established for the life of the

- project (presented in narrative and table format).
- Describe reasons why targets were not achieved or surpassed and why activities were delayed or not carried out, if appropriate.
- Success stories, including examples of synergy and collaboration with partners.
- A summary of progress made in achieving indicator targets during the program (based on valid data collection and analysis and credible baseline).
- A final year Environmental Mitigation and Monitoring Report along with the record of compliance certifying that the organization has met all conditions of the Environmental Mitigation and Monitoring Plans for the activities and include a summary and photo evidence of how mitigation and monitoring requirements were met. Other pertinent information, including recommendations within depth analysis and lessons learned related to the overall program results.

#### **F.4 Program Income**

There is no projected program income for this award. However, should program income be considered, the AO will use at least one of the three approaches listed below:

1. Deduction - Program income may be deducted from total allowable costs to determine net allowable costs. When using the deductive approach, the AO must use program income for current costs, and the total award amount must be reduced by the amount of program income earned, rather than increasing the funds committed to the project.
2. Addition - Program income may be added to the award, increasing the total amount of the award. Program income must be used for the purposes and under the conditions of the award. The AO must not allow the use of the additive approach to program income if the applicant or recipient has:
  - An inadequate or deficient cost accounting system, or is otherwise unable to adequately report or account for program income;
  - A history of frequent, large annual unobligated balances on previous awards; or
  - Requested multiple extensions of the final budget period of the project period.
3. Cost-sharing - Program income may be used to meet any cost-sharing requirement of the award. When using this approach, the total amount of the award remains the same.

#### **F.5 Other Requirements**

Environmental Compliance and Climate Change:

##### **F.5.1 Environmental Compliance**

USAID's mandatory life-of-project environmental compliance procedures require that the potential adverse impacts of USAID-financed and managed activities are assessed prior to implementation through the process defined in 22 CFR 216 (Reg. 216) and the analyses which are documented via the Initial Environmental Examination (IEE). The Foreign Assistance Act of 1961, as amended,

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

- I. The recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID/Zambia. In case of conflict between host country and USAID regulations, the latter or the most stringent shall govern.
- II. No activity funded under the award will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in an Initial Environmental Examination (IEE), duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation.").

An IEE has been approved for the Activity anticipated to be awarded as a result of this NOFO. USAID/Zambia determined that a Negative Determination with conditions applies to one or more of the proposed activities. This indicates that if these activities are implemented subject to the specified conditions, they are expected to have no significant adverse effect on the environment. The Recipient will be expected to regularly review the IEE for compliance and shall be responsible for implementing all IEE conditions pertaining to activities to be funded under this solicitation. The proposed interventions under the Stop GBV Now activity will result in the generation of healthcare waste from HIV testing, HIV infection prevention, HIV testing and STI testing, among others. Below are some of the conditions in the IEE:

- a) As part of the initial Implementation Plan, and all Annual Implementation Plans thereafter, the recipient, in collaboration with the USAID AOR and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this cooperative agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation.
- b) 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.
- c) Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.
- d) The recipient shall Integrate Environmental Mitigation Measures and Monitoring into project

work plans and ensure that an environmental monitoring indicator is included in the activity AMELP.

- e) The recipient shall prepare an Environmental Mitigation and Monitoring Plan describing how the recipient will, in specific terms, implement all IEE conditions that apply to proposed interventions within the scope of the award. The EMMP shall include monitoring the implementation of the conditions and their effectiveness.
- f) Integrate an EMMP into subsequent Annual Work Plans, making any necessary adjustments to activity implementation in order to minimize adverse impacts to the environment.
- g) The AOR, in consultation with the Mission Environmental Officer (MEO), will oversee the implementation of the requirements in the IEE.
- h) The recipient will integrate medical waste management plans to support waste management in target facilities.
- i) The activity must have access to technical expertise to (a) assess planned activities for potential impact of medical waste issues (generation, handling, disposal) and to develop, monitor, and report on implementation of management and mitigation plans, (b) ensure that mitigation measures correctly address medical waste management and other issues and ensure that training and technical assistance materials are accurate and reflect sound waste management standards and practices.
- j) Develop and submit, for USAID/Zambia approval, environmental review forms for all sub-awards under this activity before any implementation begins.

## **F.5.2 Climate Risk Management and implementing USAID's Climate Strategy**

Climate change's impact is reaching catastrophic levels globally. As the earth continues to warm, tens of millions of people are at increased risk from rapid and unpredictable spread of infectious diseases, heatwaves, water and food insecurity and scarcity, air pollution, poverty, and homelessness. Climate change threatens the sustainability of USAID's development goals through pressure from increased heat, storms, droughts, floods, shifts in duration and prevalence of diseases, and the potential for novel diseases being introduced. To protect USAID's investments and enhance the sustainability of all programs, the USAID's Climate Strategy calls for a whole-of-Agency approach to advance equitable and ambitious actions to confront the climate crisis. Addressing climate change requires a holistic approach to development, and action in every sector—including health—is critical.

This Activity, and the development gains it establishes, must be robust in the face of potential climate change impacts. Zambia is vulnerable to the negative impacts of climate change and therefore, the Recipient shall identify expected climate change impacts on the Activity's expected benefits and demonstrate how the Activity will manage risks to ensure sustainability of the Activity's achievements beyond the lift of the Activity. The Recipient should also identify opportunities to reduce greenhouse gas (GHG) emissions and propose low-emissions approaches where relevant to the main scope of the activity and practicable (e.g. when the benefits are commensurate with any additional associated costs). This may include opportunities around green procurements; energy efficiency, reducing or eliminating single use plastics; assessment of local and regional adaptive climate capacity; monitoring, and evaluation; and coordination with other activities

and initiatives to strengthen resilience among beneficiaries. The Recipient should also identify opportunities to adapt to a changing climate through initiatives such as use of early warning systems; collection of climate data information to inform programming, providing climate training to beneficiaries, among others.

Through the Climate risk management (CRM) process, USAID rated this activity as moderate with the following expectations:

- The recipient must work with the GRZ to consider alternative ways to increase access to healthcare services during extreme weather events
- Integrate Climate Change considerations in planning
- The recipient is expected to identify a climate indicator or indicators and include them in their AMELP, as well as budgeting for robust climate change mitigation and adaptation. CRM will be reported along with environmental compliance in line with reporting requirements for this agreement.
- Use climate information for Zambia on recent and historical trends to conduct further assessment of potential climate risks and climate change opportunities related to this activity. This will help strengthen climate resilience for areas with moderate/high risk to extreme climatic events. The establishment of measures to mitigate risks or enhance the opportunities of climate change with help ensure that health services are resilient to shocks
- Implement mitigation measures, monitor, and report on CRM
- Look for opportunities to reduce single-use plastics.

**[END OF SECTION F]**

**THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY**

**SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)**

The Agreement Officer who will manage this award is:

USAID/ZAMBIA/OAA

Subdivision 694/Stand 100 P O Box 320373

Lusaka 10101 Zambia

Email: [mcapobianco@usaid.gov](mailto:mcapobianco@usaid.gov)

The Financial Office for this Award is:

Financial Management Officer USAID/Zambia

Subdivision 694/Stand 100 P O Box 320373

Lusaka 10101 Zambia

E-Mail: [invoice.za@usaid.gov](mailto:invoice.za@usaid.gov)

Note: If additional information is needed, the applicant may contact USAID/Zambia through [cnyanoka@usaid.gov](mailto:cnyanoka@usaid.gov) and [dmuleya@usaid.gov](mailto:dmuleya@usaid.gov).

**[END OF SECTION G]**

**THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.**

## 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.”

Below is the summary budget format:

#### SUMMARY BUDGET FORMAT

ITEM	Year 1	Year 2	Year 3	Total
a. Personnel				
b. Fringe Benefits				
c. Travel				
d. Equipment				
e. Supplies				
f. Contractual				
g. Construction				

h. Other				
i. Total Direct Charges				
j. Indirect Charges				
k. Totals				

**[END OF SECTION H]**

**THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY**

## ANNEX I - STANDARD PROVISIONS

(Note: the full text of these provisions may be found at: <https://www.usaid.gov/ads/policy/300/303mat>. 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 organizations utilizing fixed-amount awards. 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 NON-U.S. NONGOVERNMENTAL ORGANIZATIONS

Required	Not Required	Standard Provision
	X	RAA1. FIXED AMOUNT AWARD ADVANCE PAYMENT AND REFUNDS (NOVEMBER 2020)
X		RAA2. UNIVERSAL ENTITY IDENTIFIER (UEI) AND SYSTEM FOR AWARD MANAGEMENT (SAM) (DECEMBER 2022)
X		RAA3. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2022)
X		RAA4. USAID ELIGIBILITY RULES FOR PROCUREMENT OF COMMODITIES AND SERVICES (MAY 2020)
	X	RAA5. FLY AMERICA ACT RESTRICTIONS (AUGUST 2013)
	X	RAA6. OCEAN SHIPMENT OF GOODS (JUNE 2012)
X		RAA7. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2022)
	X	RAA8. PATENT RIGHTS (DECEMBER 2022)
		RAA9. RESERVED
	X	RAA10. INVESTMENT PROMOTION (DECEMBER 2022)
	X	RAA11. PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012)
	X	RAA12. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING

		ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION
	X	RAA13. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
	X	RAA14. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
X		RAA15. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
X		RAA16. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
X		RAA17. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
X		RAA18. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING(ASSISTANCE) (SEPTEMBER 2014)

	X	RAA 19. METRIC SYSTEM OF MEASUREMENT (AUGUST 1992)
	X	RAA20. ACCESS TO USAID FACILITIES AND USAID’S INFORMATION SYSTEMS (AUGUST 2013)
X		RAA21. LIMITATION ON SUBAWARDS TO NON-LOCAL ENTITIES (JULY 2014)
X		RAA22. AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (DECEMBER 2022)
X		RAA24. PROHIBITION ON CERTAIN TELECOMMUNICATION AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (DECEMBER 2022)
X		RAA25. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)

**ANNEX 2 – ILLUSTRATIVE MILESTONE PLAN AND LIST OF INDICATORS REQUIRED**

#	Milestone Description	Milestone Verification Documentation	Approximate Date of Submission	Fixed Amount
1	Start-up Report	Report highlighting all start up activities that are underway and a narrative showing how all activities in the work plan and Program Description are being implemented.	September 20, 2023	TBD
<b>Reporting Period I: October 1 2023 - December 31, 2023</b>				
2	Approved Year I Work Plan (with annexes)	Finalized Year I work plan (narrative, detailed budget and implementation plan) and the following appendixes: <ul style="list-style-type: none"> <li>• Environmental mitigation and monitoring plan</li> <li>• Monitoring Evaluation and Learning plan</li> </ul>	Month 1	TBD
3	Proposed staff for key personnel submitted to USAID.	List of key personnel nominees submitted to USAID for approval with CV of proposed personnel.	Month 1	TBD
4	Submission of Procurement Plan	Procurement plan highlighting all planned procurements of vehicles and equipment with a value more than \$5,000.	Month 2	TBD

5	<p>Project operations::</p> <ul style="list-style-type: none"> <li>• District level offices established.</li> <li>• District launch conducted in each focus district.</li> </ul>	<p>Approved activity report containing updates on completion of the key start up activities, including related to the set up of offices, transition of activities from Stop GBV and hiring of staff.</p> <p>The report must include the following annexes:</p> <ul style="list-style-type: none"> <li>• Information on established offices</li> <li>• List of launch events and introductory meetings conducted with key stakeholders (with dates and key participants mentioned).</li> </ul>	Month 4	TBD
---	--	---	---------	-----

<b>Reporting Period 2: January 1, 2024 - March 31, 2024</b>				
6	YRI QI Progress Report	<ul style="list-style-type: none"> <li>• Approved QI narrative progress report</li> </ul>	Month 5	TBD
7	Project Start Up Activities Completed	<ul style="list-style-type: none"> <li>• Approved start up completion report with evidence that all sites are operating, including a list of sites with photos demonstrating operation, and a map with locations of all facilities in operation).</li> <li>• List of staff by position and location</li> </ul>	Month 6	TBD
8	Submission of results for GBV prevention and response with justification and corrective action plan for any result that did not meet expected target (See Appendix I for list of indicators)	<ul style="list-style-type: none"> <li>• Verified in DATIM (PEPFAR reporting platform) for submissions due at QI and confirmed results analysis with written justification and corrective action plan for any target that has not been met.</li> </ul>	Month 7	TBD

<b>Reporting Period 3: April 1, 2024 - June 30, 2024</b>				
9	YRI Q2 Progress Report	<ul style="list-style-type: none"> <li>Approved Q2 narrative progress report, including financial analysis and success story</li> </ul>	Month 8	TBD
10	Submission of results for GBV prevention and response with justification and corrective action plan for any result that did not meet expected target (See Appendix I for list of indicators)	<ul style="list-style-type: none"> <li>Verified DATIM (PEPFAR reporting platform) submissions and confirmed results analysis with written justification and corrective action plan for any target that has not been met.</li> </ul>	Month 10	TBD
<b>Reporting Period 4: July 1, 2024 - September 30, 2024</b>				
11	Year I Q3 Progress Report	<ul style="list-style-type: none"> <li>Approved Q3 narrative progress report</li> </ul>	Month 11	TBD
12	Submission of results for GBV prevention and response with justification and corrective action plan for any result that did not meet expected target (See Appendix I for list of indicators)	<ul style="list-style-type: none"> <li>Verified submissions and confirmed results analysis with written justification and corrective action plan for any target that has not been met.</li> </ul>	Month 13	TBD
13	YR I Annual Progress Report	<ul style="list-style-type: none"> <li>Approved annual progress report</li> <li>Verified DATIM (PEPFAR reporting platform) submissions and confirmed results analysis with written justification and corrective action plan for any target that</li> </ul>	Month 14	TBD

		has not been met.		
<b>Total Budgeted Amount FY23 and FY24</b>				<b>\$ 4,700,000</b>

<p><b>Indicators Required</b></p> <p><b>A. Indicators Required by PEPFAR - DATIM database</b></p> <p>Clinical services:</p> <ul style="list-style-type: none"> <li>● GEND_GB V: Number of people receiving post-gender-based violence (GBV) clinical care based on the minimum package</li> <li>● HTS_TST: number of individuals who received HIV testing services (HTS) and received their test results. Modalities: Index, Social Network Strategy (SNS), etc.</li> </ul> <p>Prevention and OVC</p> <ul style="list-style-type: none"> <li>● PP_PREV: Number of priority populations (PP) reached with the standardized, evidence-based intervention(s) required that are designed to promote the adoption of HIV prevention behaviors and service uptake</li> <li>● OVC_Serv. Preventive: Number of beneficiaries served by PEPFAR OVC programs for children and families affected by HIV</li> </ul> <p><b>B. Operational Plan Indicator</b></p> <ul style="list-style-type: none"> <li>● Number of new GBV incidents reported in targeted areas through health facilities, One Stop Centers and Anti-GBV Chiefdom Secretariat.</li> </ul> <p><b>C. Required Custom Indicators</b></p> <p>GBV clinical response services:</p> <ul style="list-style-type: none"> <li>● GEND_GB V PEP eligibility disaggregate: Number of individuals who receive post-sexual violence clinical care services and are eligible for PEP based upon national HIV and/or post-violence clinical care guidelines.</li> <li>● GEND_GB V PEP initiation disaggregate: Number of individuals who receive post-sexual violence clinical care services and initiate on a course of PEP.</li> <li>● GEND_GB V_OTHER: Number of individuals who disclosed experience of violence and received clinical care at a site that does not provide the full minimum package of GEND_GB V services.</li> </ul> <p>Key Population interventions and services:</p> <ul style="list-style-type: none"> <li>● GEND_GB V: Number of Key Population Individuals who disclosed experience of violence and received clinical care at a site that provides the full minimum package of post-violence clinical care services.</li> </ul> <p>GBV community-based prevention and first-line support:</p> <ul style="list-style-type: none"> <li>● GEND_LINK_COMM: Percentage of individuals who were provided with or referred to</li> </ul>
---

post-violence services among those who disclosed experience of violence within community settings.

- GEND\_NORM: Number of people completing an intervention pertaining to gender norms that meets minimum criteria.

## **ANNEX 3 – ABBREVIATIONS AND ACRONYMS USED IN THIS NOFO**

<b>ADS</b>	Automated Directives System
<b>AMELP</b>	Activity Monitoring, Evaluation and Learning plan
<b>AO</b>	Agreement Officer
<b>AOR</b>	Agreement Officer's Representative
<b>ART</b>	Antiretroviral Treatment
<b>AYP</b>	Adolescents and Young People
<b>CAP</b>	Corrective Action Plan
<b>CFR</b>	Code of Federal Regulations
<b>DATIM</b>	Data for Accountability, Transparency and Impact Monitoring
<b>DEC</b>	Development Experience Clearinghouse
<b>FAA</b>	Foreign Assistance Act
<b>GBV</b>	Gender Based Violence
<b>GRZ</b>	Government of the Republic of Zambia
<b>HIV</b>	Human Immunodeficiency Virus
<b>HTS</b>	HIV Testing Services
<b>IEE</b>	Initial Environmental Examination
<b>KP</b>	Key Populations
<b>LIVES</b>	Listen Inquire Validate Ensure Safety and Support
<b>M&amp;E</b>	Monitoring and Evaluation
<b>MOH</b>	Ministry of Health
<b>NOFO</b>	Notice of Funding Opportunity
<b>OVC</b>	Orphans and Vulnerable Children
<b>PEP</b>	Post Exposure Prophylaxis
<b>PEPFAR</b>	U.S. President's Emergency Plan for AIDS Relief

<b>PLHIV</b>	People Living with HIV
<b>PrEP</b>	Pre-exposure Prophylaxis
<b>SBCC</b>	Social and Behavior Change Communication
<b>USAID</b>	United States Agency for International Development
<b>USG</b>	United States Government