



# USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

Issue Date: September 9, 2024

Deadline for Questions: September ~~2013~~, 2024, at 17:00 Ghana Local Time

Closing Date & Time for Concept Papers: ~~October 25~~September 30, 2024, at 17:00 Ghana Local Time

Closing Date & Time for Full Applications: ~~4530~~ days after receiving Request for Full Application, at 17:00 Ghana Local time

Closing Date & Time for APS: February 7, 2025, at 17:00 Ghana Local Time

**Subject: Notice of Funding Opportunity (NOFO) – 72062424APS00002**

**Activity Title: Addressing Sexual and Gender-Based Violence (SGBV) and Trafficking in Persons (TIP) in West Africa (SGBV-TIP)**

To All Interested Parties:

The United States Agency for International Development (USAID) is seeking applications for one or more Cooperative Agreements and Grants (including but not limited to Fixed Amount Awards [FAA]) from qualified entities to implement Addressing Sexual and Gender-Based Violence and Trafficking in Persons in West Africa (the Activity). Eligibility for the award(s) is restricted to local entities in Africa only; please see Section C of this Annual Program Statements (APS) for additional details.

Subject to availability of funds, USAID intends to make up to five (5) awards (Cooperative Agreements and Grants) to responsible applicants that best meet the objectives of this NOFO based on the Merit Review Criteria described in this NOFO, and subject to a Risk Assessment. While up to five awards are anticipated as a result of this notice of funding opportunity (NOFO), USAID reserves the right to fund any or none of the applications submitted.

Please note that USAID reserves the right to conduct co-creation sessions with applicants at any stage of this process. This process would entail in-person or virtual technical meetings/workshops between USAID and Applicant Representatives to review and further develop the proposed technical approach.

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. This is a multi-tiered NOFO, and selection under this APS will be based on a two-step process:

- **Phase 1** - Concept Paper submissions: open to all eligible organizations as described in this APS.
- **Phase 2** - Full Application submissions: by invitation only to applicants selected as a result of the evaluation conducted in Phase 1.

Applicants' concept paper and draft application documents can be in either French or English. However, the Final Application and Award must be in English.

To be eligible for award, the applicant must provide all information as required in this NOFO and meet the eligibility standards described in Section C. This funding opportunity is posted on [www.grants.gov](http://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 NOFO, and to ensure that the APS has been received from the internet in its entirety. USAID bears no responsibility for data errors resulting from the transmission or conversion process. If you have difficulty registering on [www.grants.gov](http://www.grants.gov) or accessing the APS, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at [support@grants.gov](mailto:support@grants.gov) for technical assistance.

USAID may not award to an applicant unless the applicant has complied with all applicable Unique Entity Identifier (UEI) and System for Award Management (SAM) requirements detailed in Section D (D.3.2.3.8). The registration process may take several weeks to complete. Therefore, applicants are encouraged to begin registration early in the process (if not already registered). Local organizations working in the same country in which they would be registered do not have to have a UEI in order to submit a concept under the APS, but they will need to be registered in System Award Management (SAM) to be selected to receive an award from USAID. Subrecipients must also acquire a UEI and therefore any proposed subawardees are also encouraged to begin the registration process early in the process (see Section D.3.2.3.7).

Please send any questions regarding this solicitation to the point 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](http://www.grants.gov). For organizations selected to submit Full Applications as a result of the Phase I Concept Paper evaluations, another opportunity for questions will be provided prior to the submission due date for Full Applications.

Issuance of this NOFO does not constitute an award commitment on the part of the United States 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,

Yves Kore  
Director, Regional Acquisition and Assistance Office

## TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b>	<b>3</b>
<b>SECTION A – PROGRAM DESCRIPTION</b>	<b>4</b>
<b>SECTION B – FEDERAL AWARD INFORMATION</b>	<b>10</b>
<b>SECTION C – ELIGIBILITY INFORMATION</b>	<b>14</b>
<b>SECTION D – APPLICATION AND SUBMISSION INFORMATION</b>	<b>18</b>
<b>SECTION E – APPLICATION REVIEW INFORMATION</b>	<b>45</b>
<b>SECTION F – FEDERAL AWARD ADMINISTRATION INFORMATION</b>	<b>49</b>
<b>SECTION G – FEDERAL AWARDED AGENCY CONTACTS</b>	<b>57</b>
<b>SECTION H – OTHER INFORMATION</b>	<b>58</b>
<b>ANNEX I – SUMMARY BUDGET TEMPLATE</b>	<b>60</b>
<b>ANNEX II – INITIAL ENVIRONMENTAL EXAMINATION</b>	<b>61</b>
<b>ANNEX III – ABBREVIATIONS AND ACRONYMS</b>	<b>62</b>

## 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 the Agency Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the applicable standard provisions, as well as the additional requirements found in Section F.

### GENERAL DESCRIPTION OF FUNDING OPPORTUNITY

Set forth below is a description of the proposed program, covering:

1. Introduction;
2. Background;
3. Outcomes;
4. Geography; and
5. Inclusive Development Principles.

#### 1. Introduction

The U.S. Agency for International Development (USAID)'s West Africa Regional Peace and Governance Office (RPGO) seeks to award funding to prevent, mitigate, and/or respond to sexual and gender-based violence (SGBV) and/or trafficking in persons (TIP) in West Africa (Benin, Cameroon, Côte d'Ivoire, Guinea, Niger and Togo) under an Annual Program Statement (APS). USAID intends to have one (1) selection round over the course of one (1) year, but may choose to have a second round if necessary. The APS is intended to help USAID partner with African organizations with experience working in West Africa on these topics.

This APS intends to address two specific human rights challenges in West Africa: SGBV and TIP. Addressing the scourges of SGBV and TIP is a USG priority. The United States believes that preventing and responding to SGBV around the world is a matter of human rights, justice, equity, and equality, and is central to achieving the Agency's mission to end extreme poverty and promote resilient, democratic societies while advancing security and prosperity in developing countries. The United States believes that TIP is a severe humanitarian and development challenge which affects millions of people of all ages worldwide. The United States Government. is legally mandated by the Trafficking Victims Protection Act of 2000 (TVPA) to impose consequences on countries whose governments are not making significant efforts to meet the TVPA's minimum standards for the elimination of human trafficking.<sup>1</sup> For this reason, the USG is committed to supporting our partners efforts to combat trafficking-in-persons

#### 2. Background

##### Development Problem:

SGBV and TIP are core human rights concerns and humanitarian and development challenges which affect millions of people. Further, both SGBV and TIP interact with regional trends in ways that present serious threats to development and stability within West Africa.

---

<sup>1</sup> <https://www.state.gov/reports/2024-trafficking-in-persons-report/>

## SGBV

As a human rights concern, SGBV is a significant issue within West Africa. Depending on the country, community, and type of SGBV, between 12% to over 90% of women and girls have experienced SGBV and the rates for men and boys, while less clear, are likely similarly devastating.

Critically, SGBV has also been proven to have significant negative impacts on countries' economic prosperity and overall stability. Economically, higher rates of violence against women and girls are associated with lower economic development and reduced economic activity. In West Africa, these countries characterized by weaker economies<sup>2</sup>, comparatively high rates of incidence of SGBV have debilitating economic and developmental effects. Societally and politically, SGBV's negative impact on cohesion and resilience could prove to be critical in a region that is already increasingly fragile in the face of democratic declines and climate change. While there have been some positive initiatives by both governmental and non-governmental institutions to deal with this challenge, significant gaps remain - that is where this APS aims to engage.

*Some common forms of SGBV present in West Africa include the following (this list is not exhaustive):*

- **Intimate Partner Violence (IPV)**
- **Forced, Early, and Child Marriage (FECM)**
- **Female Genital Mutilation (FGM)**
- **Conflict-related Sexual Violence (CRSV)**
- **Sexual Exploitation and Abuse (SEA)**
- **School-related Gender-based Violence (SRGBV)**
- **Targeting of Persons with Disabilities**
- **Targeting of LGBTQI Individuals**

Individuals of all gender identities experience SGBV, though women, girls, and gender non-conforming individuals face a disproportionate risk of SGBV across every context due to their unequal status in society.<sup>3</sup> Among those targeted by SGBV, people in the LGBTQI community are at particular risk and continue to face violence or the threat of violence in many ways across the region. Applications for all the target countries (see Section A.D Geography) are welcome, and we particularly encourage applications for SGBV for Cameroon.

## TIP

TIP also presents a serious threat to development and stability in West African countries. It is first and foremost a gross violation of human rights. Women and girls, as well as men and boys, are exploited across the region through forced labor, sex trafficking, and hereditary slavery, depriving significant proportions of the population of basic human freedom and autonomy. The problem of trafficking-in-persons is amplified by the challenges facing the region, including conflict and climate change, which increase the number of people susceptible to exploitation. The skyrocketing number of internally displaced persons (IDPs) in a number of countries in the region has created

<sup>2</sup> <https://www.imf.org/-/media/Files/Publications/WP/2021/English/wpia2021277-print-pdf.ashx>

<sup>3</sup> <https://www.state.gov/reports/united-states-strategy-to-prevent-and-respond-to-gender-based-violence-globally-2022/>

needs for TIP prevention and response in surrounding countries, separate from the previously existing risks presented by migration and poverty.

As with SGBV, TIP can also fuel instability. Armed groups target vulnerable people, including IDPs, women, and children, into combatant and non-combatant roles; the existence and prevalence of TIP undermines trust in governmental authorities and security throughout communities; and, as one of the most lucrative criminal markets globally,<sup>4</sup> the resources gained from TIP itself sustains armed groups and their activities. Applications for all the target countries are welcome, and we particularly encourage TIP applications for Benin and Cameroon.

*Some common forms of trafficking in persons include the following (this list is not exhaustive):*

- **Forced Child Begging**
- **Other forms of Forced Child Labor**
- **Domestic Servitude**
- **Sex Trafficking**
- **Forced and Child Marriage**

### 3. **Outcomes**

Program outcomes and guidance governing this program are specified below.

The goal of this APS is to better equip local organizations to work together to prevent, mitigate, and/or respond to sexual and gender-based violence (SGBV) and/or trafficking in persons (TIP) in West Africa at the local, national, cross border, and/or regional level. However, this APS is not meant to be prescriptive. Rather, Applicants are encouraged to propose their own solutions - we want you to tell us what works best. Some illustrative outcomes of activities under this APS are listed below, though the list is not definitive:

- a) Reduced levels of SGBV and/or TIP.
- b) Increased capacity of civil society to address SGBV and/or TIP.
- c) Strengthened SGBV and/or TIP international/regional networks (victims networks or otherwise).
- d) Stakeholders mobilized to affect policy and societal-level change around SGBV and/or TIP.
- e) Effectuated norm and societal change around SGBV and/or TIP.
- f) Strengthened TIP and/or SGBV legal frameworks and their implementation within and among West African Countries.

### 4. **Geography**

Activities under this APS should be implemented within or across the following six (6) countries:

- Benin
- Cameroon
- Côte d'Ivoire
- Guinea
- Niger
- Togo

---

<sup>4</sup> [https://www.unodc.org/conig/en/human-trafficking-in-west-africa\\_-three-out-of-four-victims-are-children-says-unodc-report.html](https://www.unodc.org/conig/en/human-trafficking-in-west-africa_-three-out-of-four-victims-are-children-says-unodc-report.html)

Strong regional or cross-border approaches that include additional countries will be considered (ex. CTIP activity covering target country(s) and Ghana, etc.).

## 5. Inclusive Development Principles

USAID encourages applicants to propose approaches that are gender-informed, locally-led, and inclusive. Awardees should use survivor-centered approaches that recognize the rights, needs, and wishes of persons who have experienced SGBV and/or TIP.

Awardees should take a nondiscriminatory and inclusive approach to development that ensures that all people – including those who face discrimination and thus may have limited access to a country’s benefits, legal protections, or social participation (including, but not limited to, indigenous peoples, LGBTQI+ people, persons with disabilities, religious/ethnic minorities, women/girls, youth) – are fully included and can participate in and benefit from development processes and activities. We encourage applicants to propose ways to engage sensitively with, or potentially incorporate as the focal point, LGBTQI+ individuals and their issues within the SGBV and/or TIP scope.

Given the above paragraph, this APS does not limit awardees to working with specific key target groups. Target groups can include but are not limited to women/girls, boys/men, youth, elderly, indigenous peoples, LGBTQI+ people, persons with disabilities, and religious/ethnic minorities, among others, and can include individuals who have experienced SGBV and/or TIP, are at risk of SGBV and/or TIP, and/or may be at risk of perpetrating SGBV and/or TIP.

### *Addressing Identity-based Gaps and Barriers*

Proposed activities must take into account identity-based barriers that can hinder efforts to address SGBV and TIP in West Africa. Applicants must consider the following recommendations and requirements:

- a) Because SGBV is not exclusively a female issue, but affects individuals of all gender and sexual identities, activities should engage populations across gender/sexual lines.
- b) Activities should take into account the gendered aspects of TIP in West Africa, such as that overall more boys/men than girls/women are trafficked for labor and more women/girls are trafficked for sexual exploitation.
- c) Both SGBV and TIP are highly context specific and change from country to country and community to community. Applicants must use context-sensitive approaches, tailoring them to best address the issues as they exist within particular communities.
- d) Activities must take into consideration the layers of potential discrimination, inequalities, and related barriers faced by populations due to their intersecting and overlapping identities, including but not limited to gender, disability, LGBTQI+ status, ethnicity, age, religion, and socio-economic level, among others, and must address their unique needs and interests throughout activity design and implementation. For example, a woman who is physically disabled and LGBTQI+ will need meetings to take place in locations that are easily accessible and safe.
- e) Addressing identity-based gaps and barriers requires staff with adequate expertise, not only in SGBV and TIP, but also in gender and inclusion topics more generally. These staff, particularly those whose identities fall into marginalized groups, must be included in leadership structures and decision-making processes within projects.

- f) Similarly, the monitoring and evaluation system must allow the project team to assess progress in addressing key gender or identity gaps and key populations, at the minimum by gender disaggregating person-level indicators, and ideally by other characteristics such as disability status and age, among others.
- g) Working on issues related to SGBV and TIP can be dangerous for providers, survivors, and participants - especially those from marginalized populations. Consequently, Activities must incorporate risk mitigation aspects to ensure the safety of implementers and participants.
- h) Activities should use survivor-centered approaches that recognize the rights, needs, and wishes of persons who have experienced SGBV and/or TIP. For example, programs working with survivors will be encouraged to ensure SGBV survivors have access to comprehensive care and support.

Please note that the above list is not exhaustive.

#### *Further Resources*

For further information on USAID's approaches to SGBV and TIP, applicants are encouraged to explore the following resources:

- [2022 U.S. Strategy to Prevent and Respond to Gender-Based Violence Globally](#)
- [USAID's Gender-Based Violence Prevention and Response Resources page](#)
- [USAID's Counter Trafficking-in-Persons Resources page](#)
- [USAID's Policy on Countering Trafficking in Persons](#)
- [USAID's Gender and Inclusive Development Resources page](#)
- [Genderlinks: USAID's platform to support learning for gender integration and the advancement of gender equality](#)
- [USAID's Guiding Principles to working with Gender-Based Violence Survivors](#)
- [USAID's Disability-Inclusive Development 101 E-Learning course](#)

**END OF SECTION A**

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

## **SECTION B – FEDERAL AWARD INFORMATION**

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

Subject to the availability of funds, USAID/West Africa intends to award a maximum of \$9.989 million under this Annual Program Statement (APS). The APS will have one (1) selection round over the course of one (1) year. The APS intends to award up to five (5) awards in either Cooperative Agreement or Grants (including but not limited to Fixed Amount Awards [FAA]). The maximum award amount is not expected to exceed \$4,000,000 and to last no longer than 36 months. However, in exceptional circumstances, this amount may be adjusted depending on the cooperative agreement timeframe, the applicant’s institutional capacity, the geographic scope of the proposed program, and the type and extent of partnership or other teaming arrangements that are proposed. USAID reserves the right to fund any one or none of the applications submitted.

USAID is using this APS as a mechanism that engages with and strengthens African organizations’ capacity to respond to identified local needs and gives USAID flexibility in the timing, number, and amount of activities to fund, if any, in line with the specified goals.

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

Expected performance indicators (standard and/or customized), targets, baseline data, and data collection details will be solidified during the co-creation process and drawn from the below broad outcomes. Applicants should also propose key indicators for their objectives.

- a) Reduced levels of SGBV and/or TIP.
- b) Increased capacity of civil society to address SGBV and/or TIP.
- c) Strengthened SGBV and/or TIP international/regional networks (victims’ networks or otherwise).
- d) Stakeholders mobilized to affect policy and societal-level change around SGBV and/or TIP.
- e) Effected norm and societal change around SGBV and/or TIP.
- f) Strengthened TIP and/or SGBV legal frameworks and their implementation within and among West African Countries.

### **3. Start Date and Period of Performance for Federal Awards**

The period of performance anticipated herein is between one (1) to five (5) years, with possibility for renewal. The estimated start date for the first award(s) under this APS is on or about December 2024.

### **4. Substantial Involvement**

USAID will be substantially involved in the administration of the cooperative agreement to help the recipient achieve the agreement objectives. “Substantial involvement” means involvement between USAID and the recipient that goes beyond such normal award administration and technical assistance.

The Agreement Officer has determined the appropriate level of substantial involvement based on

the programmatic requirements of the cooperative agreement(s) under this APS and include only those elements of substantial involvement as needed. Only the Agreement Officer (AO) may change or amend the program description, period of the award, total estimated amount or budget, and other terms and conditions of the award. However, under the cooperative agreement(s), the AO may delegate the elements of substantial involvement listed below to the Agreement Officer's Representative (AOR).

- a) **The Agency's approval of the recipient's implementation plans** during performance, including annual work plans and any significant changes, revisions or where changed contexts/new information require a pivot in the activity. If at the time of award, the program description does not establish a timeline in sufficient detail for the planned achievement of milestones or outputs, USAID may delay approval of the recipient's implementation plan for a later date. USAID may not require approval of implementation plans more often than annually.
- b) **The Agency's review and approval of one stage of work**, before work can begin on a subsequent stage during the period covered by the cooperative agreement.
- c) The Agency's **review and approval of substantive provisions of proposed subawards or contracts** (see definitions in 2 CFR 200). These would be provisions that go beyond existing policies on Federal review of recipient procurement standards and sole source procurement. 2 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. This is generally limited to approving work by a third party under the agreement.
- d) **The Agency's involvement in the selection of key recipient personnel**. USAID may designate as key personnel only those positions that are essential to the successful implementation of the recipient's program. USAID's policy limits this to a reasonable number of positions, generally no more than five positions or five percent of recipient employees working under the award, whichever is greater.
- e) **The Agency and recipient collaboration or joint participation**, such as when the recipient's successful accomplishment of program objectives would benefit from USAID's technical knowledge. There should be sufficient reason for the Agency's involvement and the involvement should be specifically tailored to support identified elements in the program description. Additionally, if the program will establish an advisory committee that provides advice to the recipient, USAID may participate as a member of this committee as well. Advisory committees must only deal with programmatic or technical issues, and not routine administrative matters.
- f) **Agency monitoring to permit specific kinds of direction or redirection of the work** because of the interrelationships with other projects or activities. All such direction or redirection must be within the program description budget, and other terms and conditions of the award.
- g) **Direct agency operational involvement or participation to ensure compliance with statutory requirements** such as civil rights, environmental protection, and provisions for

the handicapped that exceeds the Agency's role that is normally part of the general statutory requirements understood in advance of the award.

- h) **Agency's approval of the recipient's monitoring and evaluation plans**, including close monitoring or operational involvement during performance to ensure compliance with these requirements.

## **5. Authorized Geographic Code**

The geographic code for this program is 937 [the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source].

### **5a. Benefiting Geographic Areas**

Concept papers are geographically limited for implementation in the following countries: Benin, Côte d'Ivoire, Guinea, Togo, Niger, and Cameroon. Concept papers may be focused on the community, national, or regional levels. Strong regional or cross-border approaches that include additional countries will be considered (ex. CTIP activity covering target country(s) and Ghana, etc.). USAID reserves the right to broaden the scope of coverage to include other West African countries through an amendment to this APS.

## **6. Purpose of the Award**

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 Addressing Sexual and Gender-Based Violence and Trafficking in Persons in West Africa Activity which is authorized by Federal statute.

The successful Recipients 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. The Recipients using its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the resulting award.

## **7. Selection of Instrument**

The provision of Federal financial assistance to recipient(s) of these program areas serves the Agency's public purpose of supporting development actors who advance the achievement of USG development objectives in these particular program areas. The provision of Federal financial assistance for the development purpose defined by the rule of law, human rights, trafficking in persons, and social services program areas advances the mission of the Agency and serves a public purpose of support and stimulation authorized by FAA and annual appropriations legislation. In addition, the activity objectives around socio-culturally sensitive programming areas focused on

SGBV and TIP are best met by having an independent entity implement them, and not as agents of the USG.

It is the policy of the Agency to help countries strengthen their own local systems and institutions by providing Federal financial assistance to development actors who merit federal support or assistance by reason of their mission, programs, and activities in this program area for which the Agency has funding. Through the provision of Federal financial assistance under grants or cooperative agreements for these activities, the Agency intends to strengthen and build up the resilience of local West African development actors focusing on the SGBV and TIP ability to address these issues in their own communities by carrying out their mission, programs, and activities in a manner that advances sustainable development in this area.

**END OF SECTION B**

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

## SECTION C – ELIGIBILITY INFORMATION

### 1. Eligible Applicants

i. **General:** Eligibility for this NOFO is restricted to local organizations in Africa. This APS is issued worldwide as a public notice to ensure that all interested and qualified organizations have a fair opportunity to submit applications for funding. Eligible organizations include:

- Registered African private non-governmental organizations with experience in West Africa,
- Registered African non-profit organizations with experience in West Africa, and
- For-profit African organizations with experience in West Africa willing to forego profit.

Types of local organizations that are welcome to apply could include foundations, faith-based organizations (FBOs), community-based organizations (CBOs), civil society organizations (CSO), colleges and universities, private organizations, professional associations, networks, and other international organizations.

All Applicants must be legally recognized organizational entities under applicable law and must have experience in West Africa.

Other U.S. Government departments and agencies may not apply for USAID funding under this APS.

ii. **African Non-Profit Organizations:** Qualified African not-for-profit NGOs with experience in West Africa may apply for funding under this APS. Foreign government-owned parastatal organizations from countries that are ineligible for assistance under the FAA or related appropriations acts are ineligible.

iii. **African For-Profit Organizations:** Qualified African private for-profit organizations with experience in West Africa may apply for funding under this APS. Foreign government-owned parastatal organizations from countries that are ineligible for assistance under the FAA or related appropriations acts are ineligible. Potential for-profit Applicants should note that, pursuant to 22 CFR 226.81, the payment of fee/profit to the prime recipient under grants and cooperative agreements is prohibited. However, if a prime recipient has a subcontract with a for-profit organization for the acquisition of goods or services (i.e., if a buyer-seller relationship is created), fee/profit for the subcontractor is authorized.

iv. **African Colleges and Universities:** Qualified African colleges and universities with experience in West Africa may apply for funding under this APS. U.S. Government and USAID regulations generally treat colleges and universities as NGOs, rather than governmental organizations; hence, both public and private colleges and universities are eligible. Non-U.S. colleges and universities in countries that are ineligible for assistance under the FAA or related appropriations acts are ineligible.

v. **African Private Voluntary Organizations (PVOs):** A local or indigenous private voluntary organization (PVO), which by definition is a non-U.S. PVO operating in the same foreign country in which it is organized, with experience in West Africa may apply for funding under this APS. Local PVOs are not required to register with USAID.

**vi. Local Entities:** Only local organizations as defined below are eligible for 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; and
- (2) Has as its principal place of business or operations in; and
- (3) Is
  - (A) majority owned by individuals who are citizens or lawful permanent residents of; and
  - (B) managed by a governing body the majority of who are citizens or lawful permanent residents of the country receiving assistance.

For purposes of this definition, ‘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.

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.

**vii. New and Underutilized Partners:** USAID encourages applications from and partnerships with new and underutilized partners with experience in West Africa. However, resultant awards to these organizations may be delayed if USAID must undertake necessary pre-award reviews of these organizations to determine a risk assessment for the organization. These organizations should take this into account and plan their implementation dates and activities accordingly.

- a) A “new partner” is defined for purposes of this APS as an organization that has never received direct or indirect awards from USAID.
- b) An “underutilized partner” is defined for purposes of this APS as an organization that has received less than \$25 million in direct or indirect awards from USAID over the five years preceding the organization’s application to a USAID procurement/funding opportunity.

**viii. Pre-Award Risk Assessment:** In order for an award to be made under this APS, the USAID Agreement Officer will make a positive risk assessment determination, as discussed in ADS 303.3.9. This means that the applicant:

- Possesses or has the ability to obtain the necessary management competence to plan and carry out the assistance program to be funded;
- Will practice mutually agreed upon methods of accountability for funds and other assets provided by USAID;
- Has a satisfactory record of performance;
- Has a satisfactory record of business integrity; and
- Is otherwise qualified to receive an award under applicable laws and regulations.

Failure to meet these thresholds will lead to removal from consideration of an award.

Recipients are not required to register with USAID until the full application stage or have previous experience with USAID. When considering making an award to an organization with limited or no previous USAID experience, **USAID might determine to conduct a Pre-award Survey** which is a risk assessment to determine the organization's capabilities to complete the proposed activities.

Applicants must have established financial management, monitoring and evaluation processes, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations. The successful applicant(s) will be subject to a responsibility determination assessment (Pre-award Survey) by the Agreement Officer (AO).

The Recipient must be a responsible entity. 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, accounting and operational controls, 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.

## **2. Cost Sharing or Matching**

Cost sharing is not required for this activity.

## **3. Other Relevant Information**

- i. **Local Organizations and Sub-Agreements:** Local organizations (lead host-country investigators or institutions) may enter into sub-agreements with technical-assistance providers locally or based in other countries including the United States. However, sub-agreements are limited to less than 50% of the total award budget.
- ii. **Previous Experience and Organizational Capacity:** Recipients are not required to register with USAID until the Full Application stage or have previous experience with USAID. When considering making an award to an organization with limited or no previous USAID experience, USAID might determine to undertake necessary pre-award reviews of these organizations to determine their capabilities to complete the proposed activities. In order for an award to be made, a USAID Agreement Officer (AO) must make an affirmative determination that the Applicant is capable as discussed in [ADS 303.3.9](#). This may take the form of a pre-award survey for “new partners” or for organizations with outstanding audit findings. Accounting systems, audit issues, and management capability questions may be reviewed as part of this process. If notified by USAID that a pre-award survey is necessary, Applicants must prepare in advance the required information and documents. A Pre-award Survey does not commit USAID to make an award to any organization.
- iii. **Organizational Capacity Development:** Depending on USAID's assessment of recipient capacities to meet USG requirements and deliver intended results, USAID may require the Recipient to obtain the services of a capacity development organization to complete an organizational needs assessment, and provide services to help the recipient address

its areas of organizational weakness. Potential areas for improvement could include financial management and controls, human resource management, operational security, monitoring & evaluation, communications and reporting, inclusive development (gender, disabilities, minorities), and relevant technical topics. Sufficient budget must be included in the recipient's agreement with USAID to cover these costs.

- iv. **Multiple Applications:** Applicant organizations may submit more than one application.

***USAID is committed to engaging and working with local partners to embrace their ideas on how to address SGBV and TIP in West Africa. Local partners are strongly encouraged to submit concept papers in response to this APS.***

**END OF SECTION C**

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

## SECTION D – APPLICATION AND SUBMISSION INFORMATION

### 1. Agency Point of Contact

Supervisory Agreement Officer:

Name: Yves Kore

Street Address: 24 Fourth Circular Road, Cantonments, P.O. Box 1630 Accra, Ghana

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

Senior Acquisition and Assistance Specialist:

Name: Samuel Nwanokwu

Street Address: 24 Fourth Circular Road, Cantonments, P.O. Box 1630 Accra, Ghana

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

Acquisition and Assistance Specialist:

Name: Robert Ago-Josiah

Street Address: 24 Fourth Circular Road, Cantonments, P.O. Box 1630 Accra, Ghana

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

Acquisition and Assistance Specialist:

Name: Alex Larbie

Street Address: 24 Fourth Circular Road, Cantonments, P.O. Box 1630 Accra, Ghana

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

For the purposes of this APS, the term “applicant” is used to refer to the legal entity or organization submitting the application.

### 2. Questions and Answers

All questions regarding this NOFO should be submitted in writing to USAID/West Africa via email to the email addresses provided above no later than the date and time indicated on the cover letter.

When submitting questions or requests for clarification, please refer to the specific NOFO in the subject line of the email as follows: “Questions – 72062424APS00002”. If relevant to the question, please reference the solicitation section, paragraph, and page number.

Oral explanations or instructions given before the award will not be binding.

Any responses to questions received prior to the deadline will be furnished through an amendment to this notice if that information is necessary in submitting applications.

### 3. General Content and Form of Application

Applications received under this APS will be reviewed based on the merit criteria set forth in Section E of this APS. The APS uses a multi-phased process with various steps. The flowchart below is illustrative. Please note process steps may be revised or added at USAID’s discretion depending

on concept papers received, including but not limited to multiple co-creation and full application stages if needed.

The submission of full applications is discouraged, and they will be discarded without following stages and procedures outlined below. Applicants may provide more than one submission at a time to the APS or submit a differing concept after USAID has determined that a previous submission does not merit further consideration.

**Language requirements at each stage:** Initial Concept Paper, Co-Creation, and Initial Full application can be in either French or English. The Final Application and Award MUST be in English.

“In the event of inconsistency between any terms of this NOFO and any translation into another language, the English language version will control.”

### **PHASE 1: CONCEPT PAPER AND BUDGET SUBMISSION**

The issuance of this APS will trigger the request for Concept Papers, including an estimated budget. A Concept Paper is a short document (no more than ten (10) pages) where the Applicant provides an overview of their idea, in response to the specific criteria described in Section D of this APS. USAID has provided a template for Concept Papers in Section D below. USAID will provide individual results to each Applicant following the Selection Committee meeting. USAID may reply with one of four (4) possible results from the Concept Paper merit review process:

- **Conditional Acceptance - Invited for Co-Creation:** Concept Paper generally meets objectives and receives strong ratings against the Program Statement merit review criteria. Additional clarity is needed. USAID Mission invites Applicant to engage in Co-Creation to address the weaknesses identified by the USAID Mission in its Invitation for Co-Creation letter to the Applicant. If the Co-Creation process is successfully concluded, USAID Mission will follow with a request for submission of a full application.
- **Conditional Acceptance - Invited to edit and re-submit the Concept Paper:** Concept paper generally meets objectives and receives strong ratings against the Program Statement, but some edits are still required before moving towards a formal co-creation process. USAID Mission invites Applicant to respond to these alteration requests and resubmit. If the edits are successfully concluded, USAID Mission will follow with an Invitation for Co-Creation letter.
- **Evergreening:** If USAID identifies opportunities to strengthen or fund an application by connecting with other USAID mechanisms, other potential funders, and/or external partners, USAID may make that Concept Paper available internally or externally for appropriate consideration.
- **Rejection:** Concept Paper does not meet objectives and receives average to low ratings against the Program Statement merit review criteria. USAID Mission rejects the Concept Paper.

## PHASE 2: CO-CREATION

As broadly defined at USAID, co-creation brings people together to collectively design solutions to specific development challenges. Time-limited and participatory, partners, potential implementers, and end-users define a problem collaboratively, identify new and existing solutions, build consensus around action, and refine plans to move forward with programs and projects.

Applicants whose concept papers are invited for co-creation will engage with the USAID Mission to work through areas of weakness and to respond to USAID Mission questions and clarify aspects of the concept that are not clear. During this phase, Applicants will work with USAID technical teams to address issues such as environmental, social, and cost concerns and analyses; impact indicators; and evaluation of their application. Ideas described within the concept papers will be discussed and further developed in co-creation, but possible full applications will not be limited to these ideas. The co-creation may also identify potential consortia and partnerships to support these new or existing solutions and activities. This may result in organizations moving forward with implementation, if an award is made, of the solution(s) based on essential and complementary knowledge, skills, capacities, and networks that are identified through the co-creation. Co-creation therefore may include host country technical experts, potential resource partners including development partners or end users. This process may take place over the course of one or several sessions and participation can be virtual or in person. USAID/WA/RPGO envisages a product of the co-creation process to be a strong draft project description for the full application phase, as well as quantitative and/or qualitative indicators or performance milestones.

Applicants are requested to submit concept papers that are clear, concise, and present the very best of the Applicant's envisioned or anticipated approach and capabilities to meeting the program objectives. This will help lessen the time required for the co-creation discussions. Following successful co-creation, Applicants in Phase 2 may be requested to submit a full application. Not all co-creation invitations may result in an award or request for full application. If an Applicant does not succeed at the co-creation phase, the process ends for that Applicant.

Applicants can expect to hear if they are successful no later than 20 business days after the co-creation event/meeting.

Travel costs and any other costs associated with attending the workshop will not be reimbursed by USAID. If a successful concept paper Applicant cannot attend the co-creation workshop in person or virtually, their concept paper may be removed from consideration for award.

## PHASE 3: FULL APPLICATION

If Applicants successfully complete co-creation, a full application will be requested based on the consensus reached during Phase 2. The full application will detail and expand upon the concept developed through co-creation. The full application also requires the Applicant to complete specific USG forms and to provide some additional information that the USAID Mission will need to move forward with an appropriate implementing instrument.

There are reasons why an Applicant may be unsuccessful at the full application phase. For example:

- The detailed program does not satisfy merit review criteria provided in Section VI of this APS;

- The application is not responsive to the changes and refinements agreed upon during the co-creation phase;
- The partner does not meet the partner eligibility criteria in Section 3A;
- The USAID Mission has other concerns after conducting due diligence or pre-award surveys.

USAID reserves the right to make no award under this Program Statement at any stage of the process.

#### **4. Application Submission Procedures For Phase 1: Concept Paper**

Concept Papers must not exceed ten (10) pages, using standard page margins with 12-point font. Applicants must follow the format below. Clarity and specificity are important as is ensuring that Concept Paper narratives address the points that will be used to review the Concept Paper. During the merit review process, USAID is likely to reject funding those Concept Papers that are vague or merely restate language. The approximate page lengths are provided as a rough guide and are not mandatory as long as the entire Concept Paper does not **exceed ten (10) pages**.

#### **CONCEPT PAPER FORMAT**

##### **1. Application Cover Page (1 page)**

- NOFO Number:**
- Proposed Activity Name/Title:**
- Proposed Period of Performance (i.e., start date and end date):**
- Program Name:**
- Total Program Amount (in USD):**
- Total Amount of Funding Requested from USAID:**
- (Optional) Other Funding Applicant has received or mobilized that would amplify proposed activity outcomes (USD, name of funding source):**
- Applicant Organization(s) Name:**
- Applicant Contact Person (name, title, organization, mailing address, telephone number and email address):**
- Alternate Contact Person (name, title, organization, mailing address, telephone number and email address):**
- Full Address for Applicant Organization:**
- Organizational Details (country where it is incorporated, countries where it operates, profit/non-profit status):**
- Name(s) of Partner(s) (Name subrecipients or partnerships; identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303):**

##### **2. Concept Introduction: (approximately one-half [½] page). Identify the problem you will address, the specific focus area (SGBV and/or TIP), and briefly describe your intervention for tackling this problem. Describe why there is a strategic need for your concept, how it differs from alternatives, and any relevant partner-specific considerations for the problem or solution.**

##### **3. Beneficiaries: (approximately one-half [½] page). Describe the types of benefits the**

*intervention will produce and the types and range of people who will benefit from this intervention. Was the concept designed with end user input?*

4. **Geographic Location:** *(approximately one-half [½] page). In what location(s) (e.g., countries, regions, cities) are you proposing to operate under this proposed partnership? Describe key elements of and actors in the geographic location(s) in which you propose to work. What are the biggest challenges and opportunities related to this geographic focus?*
5. **Technical approach:** *(approximately two [2] pages) Building on the introduction, propose a Theory of Change<sup>5</sup> for how this intervention will produce the desired impact in the focus area(s) identified. Briefly describe critical barrier(s) or problem(s), related to your focus area(s) that your concept addresses. What are the key technical interventions that your approach will draw upon? Be sure to include information describing how the approach is potentially scalable, evidence to support it as a tested solution or as an intervention likely to have a significant development impact, and how it will be sustained. The narrative should also describe how the approach will be consistent with this NOFO's operational principles of Gender-Informed Development, Do No Harm, Locally-led Development, Policy and Societal Impacts, Inclusion, Sustainability, and Survivor-Centered Approaches.*
6. **Expected results:** *(approximately one-half [½] page) As specifically as possible, describe the anticipated outputs, outcomes, results and/or impact of the proposed intervention. What are the key, quantifiable metrics related to your project's performance or expected performance? What are the baselines that you will measure before the project begins?*
7. **Implementation approach:** *(approximately three [3] pages) Describe how the technical approach will be implemented, to include any additional partners, timeline, staffing, and process for learning and adapting. Include a discussion of how you will address security risks that might impact your staff, community beneficiaries and partners. Describe and address any sensitivities related to host government approvals or other concerns.*
8. **Applicant capacity:** *(approximately two (2) pages). Describe organizational capacity – technical, managerial, financial, etc. – of the partner(s) involved to carry out the proposed intervention. This should include a description of all sub-partners and a definition of their roles. Highlight the Applicants organizational management structure, approach to capacity building within the organization, and how the organization has previously approached similar or related initiatives.*

## BUDGET FORMAT

**Budget format:** (1 page limit) – budgets must be presented in a table and follow the format below:

- 1) Personnel;
- 2) Fringe Benefits;
- 3) Travel;

---

<sup>5</sup> **Theory of Change (ToC):** A narrative description, usually accompanied by a logic model, that describes how and why a given purpose or result is expected to be achieved in a given context. ([ADS 201](#)) See ToC examples here: <https://usaidlearninglab.org/resources/theory-change-toc-samples>.

- 4) Equipment;
- 5) Supplies;
- 6) Program Direct Costs;
- 7) Other direct/indirect costs (indirect costs are only authorized for organizations with a NICRA); and
- 8) Summary of total costs.

These costs must be in a summary format for the entire period of the proposed activity. No further details regarding the concept paper or budget will be required until and unless a full application is requested by USAID.

Concept papers that are incomplete or not directly responsive to the terms, conditions, and provisions of this APS may be eliminated from further consideration. Concept papers should be prepared in English or French. Concept papers in any other language shall be eliminated from further consideration. USAID will not review any pages in excess of the page limits noted in the subsequent sections. Please ensure that applications comply with the page limitations.

Concept Papers will be evaluated according to the criteria described in Section VI. If Applicants are successful at the Concept Paper stage, USAID will request the Applicant to submit a Full Application in line with the format described below and any additional instructions from the Agreement Officer. Instructions from the Agreement Officer will include a deadline for the submission of the Full Application. The Full Application will offer the Applicant an opportunity to explain the technical approach in more detail. The Full Applications will be evaluated according to criteria described in Section VI.

Any erasures or other changes to the application must be initialed 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 should retain a copy of the application and all enclosures for their records. Applications will not be returned to Applicants.

### **5. Application Submission Procedures for Phase 3: Full Application**

USAID/West Africa will invite the Applicants who successfully completed co-creation to submit a full application. This section provides an example layout of a potential full application.

***Note: Do NOT submit a full application unless requested to do so by USAID.***

For those Applicants requested to submit full applications, due dates for full applications will be ~~4524~~ days after receiving Request for Full Application at 17:00 Ghana Local time.

The full application should be submitted in two parts:

- a. Merit Review Technical Application, and
- b. Business (Cost) Application.

These parts should be prepared according to the structural format set forth below.

**NOTE:** Those with successful concept papers will receive additional instruction from the Agreement Officer. This guidance should be considered as **sample instruction only** and is indicative but not prescriptive of what the Applicant can expect if and when invited to submit a full application.

1. *Technical Application Requirements and Format*

1.a. Requirements:

The Technical Application should:

- a. Final version be written in English; initial versions may be in French;
- b. Be written on letter/A4 size paper and legible (illegible applications will not be considered);
- c. Be single spaced and paginated with each page consecutively numbered; and
- d. Not exceed fifteen (15) pages (not including the cover page, executive summary, and annexes). Pages in excess of this stated limit will not be considered.

1.b. Format:

The Technical Application should include:

- a. Cover Page
- b. Executive Summary
- c. Technical Application Body
- d. Annexes
  1. (Optional) Implementation Plan Table (Objectives, Activities, Indicators, Measurement Methodology)
  2. Letters of support from all sub-partners
  3. Resumes and letters of commitment for proposed key personnel

**Cover Page (One page):** A single page with the names of the organizations/institutions involved in the proposed application, with the lead or primary Applicant clearly identified. In addition, the Cover Page should include information about a contact person for the prime Applicant, including this individual's name (both typed and his/her signature), title or position with the organization/institution, address, e-mail address, and telephone number. Also state whether the contact person is the person with authority to contract for the Applicant, and if not, that person should also be listed. This does not count against the page total for technical application.

**Executive Summary (One Page):** The executive summary must summarize the key elements of the Applicant's technical application, including, but not limited to, the problem to be addressed, the proposed technical approach, and their organization's relevant experience and expertise.

**Technical Application Body (15 pages):** The Technical Application Body will contain the main parts of the technical application and will include the following sections:

- I. Technical Approach
  - A. Conceptual Framework
  - B. Implementation Plan
  - C. Monitoring and Evaluation Approach
- II. Organizational Capacity and Management Approach
  - A. Organizational Capacity and Achievements
  - B. Personnel and Management Approach

The purpose of this section is to provide the information necessary to allow USAID to fairly and completely evaluate the Applicant under each of the technical evaluation criteria specified in Section VI of this APS. Additional specific guidance for each section of the Technical Application Body is detailed below.

#### I. Technical Approach

##### A. Conceptual Framework

Applicants must address the requirements of the program description and objectives, expected results, and guiding principles. This subsection should describe in detail the Theory of Change and proposed technical strategy and approach to achieve the proposed objectives over the life of the activity. This section must also describe the major interventions and activities proposed to achieve the proposed objectives or outcomes. The approach should clearly demonstrate how it is responsive to the relevant context.

For those Applicants who have been asked by USAID to submit a Fixed Amount Award (FAA) application, this section should be structured according to a milestone plan. The details of the milestone plan will be developed together by USAID and the Applicant during the co-creation process.

##### B. Implementation Plan

The implementation plan should clearly outline links between the proposed results, conceptual approach, performance milestones, and a realistic timeline for achieving the program results. Applicants will be expected to reflect their understanding of how to address SGBV and/or TIP, establish or strengthen mechanisms/processes aimed at combating SGBV and/or TIP, and complement what is already being done regionally to address these challenges. Applicants should incorporate the inclusive development principles throughout. This section must include benchmarks to track the progress of the interventions throughout the life of the activity.

Because of the changing and challenging context in the prospective project countries, the recipient should be able to respond proactively to changes in the existing platform during the project period. Consequently, applicants should also describe their plan for Rapid Start up.

Additionally, due to the sensitivity of these issues, applicants will be expected to describe and address any sensitivities related to host government approvals or other concerns.

The implementation plan should include a description of all planned activities with sufficient detail including:

- Sequence of activities;
- Timeframes for implementing each activity;
- Outcome of each activity;
- Impact on gender equality; and
- Sustainability plan.

Using a tabular format, summarize main activities, objectives, indicators, and measurement methods. Succinctly explain how a particular set of activities will achieve a specific objective and how these results will be measured. The table should contain the following:

- i. Main results-oriented objectives that the program will accomplish;
- ii. Primary activities intended to achieve results for each stated objective;
- iii. Examples of key indicators that will measure the results of each objective; and
- iv. Methods that will be used to measure key indicators.

If the Applicant determines that a lengthy chart is required, the table may be included as an Annex, with a summary narrative of that table in this section.

### C. Monitoring and Evaluation Approach

The Applicant must describe how they will develop a robust and cost-effective monitoring system to assess progress towards achieving each of the technical objectives, including expected quantifiable program results, benchmarks, and indicators to monitor progress and impact over the life of the project. As relevant the Applicant is encouraged to propose a number of higher level, outcome focused indicators over the life of the program to measure higher-level results of the program. The Applicant must also describe how it would ensure the quality of its activity-monitoring data.

The M&E approach must describe how it will help to: a) ensure the intended results are being generated; b) inform activity management if and when course corrections may be necessary; c) ensure the interventions are targeting the right groups; d) capture diverse perspectives from stakeholders; and e) monitor the context.

The monitoring and evaluation system must allow the project team to assess progress in addressing key gender or identity gaps and key populations, at the minimum by gender disaggregating person-level indicators, and ideally by other characteristics such as disability status and age, among others.

## II. Organizational Capacity and Management Approach

### A. Organizational Capacity and Achievements

The Applicant should describe their specific project experience implementing and monitoring programs similar to the one being proposed. This should include activities to address human rights and other topics related to SGBV and TIP. Experiences which highlight advocacy and other policy engagement are welcome, as are work in community mobilization and CSO capacity development. Applicants should describe work that is inclusive of marginalized populations (such as, but not limited to, indigenous peoples, LGBTQI+ people, persons with disabilities, religious/ethnic minorities, women/girls, youth). This may include capacity building of CSOs operated by/for

marginalized groups, engaging marginalized groups in project activities, and consulting CSOs representing marginalized groups in program design. Applicants should demonstrate capacity in management, planning and implementation of activities similar to those proposed. Applicants should also discuss experience with implementing activities at a rapid pace.

#### B. Personnel and Management Approach

Applicants should clearly describe how the grant or cooperative agreement will be managed, including the approach to addressing potential problems. The management plan must:

- Specify the composition and organizational structure of the entire project team (including sub-partners, if any) and describe the role of each staff member named under key personnel, his or her technical expertise, and estimated amount of time he or she will devote to the program;
- If there are partners or sub-grantees in the application, describe how the activity will be organized to use the complementary capabilities of all sub-recipients and/or partners most effectively and efficiently;
- If there are partners or sub-grantees, include the roles and responsibilities of each sub-grantee and/or partner; and
- If there are partners or sub-grantees, include lines of authority and communication among the prime and all proposed sub-recipients and/or partners in order to maximize efficiency and best utilize technical expertise/strengths of each partner.

Applicants are requested to develop a comprehensive staffing plan to accomplish the objectives and expected results and outcomes of the Program Description. The plan should also demonstrate an appropriate balance of skills, expertise, and efficiency. Resumes for all key personnel and any additional information for all other proposed personnel should be included in an annex. In addition, Applicants should specify the qualifications and abilities of proposed personnel relevant to successful implementation of the proposed technical approach.

#### 2. *Business (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 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.

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

##### a. **Cover Page** (See Section V.1. above)

**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 <https://www.grants.gov/web/grants/forms/sf-424-family.html>. Failure to accurately complete these forms could result in the rejection of the application.

**c. Pre-Award Required Certifications and Assurances:** The Applicant must complete the following documents and submit a signed copy with their application:

- (1) "Certifications, Assurances, Representations, and Other Statements of the Recipient" ADS 303mav document found at <https://www.usaid.gov/ads/policy/300/303mav>
- (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).

**d. Budget and Budget Narrative**

1. The cost application should be for the entire project period.
2. All requests for cost summaries and breakdowns should include the amounts anticipated to be funded by USAID/West Africa should be stated in US Dollars.
3. **For Fixed Award Applicants:** Applicants should provide a budget and narrative describing the sufficient cost, historical, or unit pricing data necessary to establish realistic milestones.

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

- **Summary Budget Sheet**, inclusive of all program costs (federal and non-federal), broken out by major budget category and by year for activities implemented by the Applicant and any potential sub-Applicants for the entire period of the program. See Annex 1 for Summary Budget Template.
- **Detailed Budget Sheet**, 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.
- If applicable, Detailed Budgets Sheets for each sub-recipient, for all federal funding, broken out by budget category and by year, for the entire implementation period of the project.

*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 V, 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 Applicant should follow the budget template provided in [Annex 1](#) when developing their business/cost application. The Budget must include the following worksheets or tabs, and contents, at a minimum:

- *Salary and Allowances* – Direct salaries and wages should be proposed in accordance with the organization's personnel policies.
- *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.
- *Travel and Transportation* - the application should indicate the number of trips, domestic and international, and the estimated costs. Specify the origin and destination for each proposed trip, duration of travel, and number of individuals traveling. Per Diem should be based on the Applicant's normal travel policies.
- *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
- *Other Direct Costs* - This includes communications, report preparation costs, passports and visas fees, medical exams and inoculations, insurance (other than insurance included in the Applicant's fringe benefits), equipment (procurement plan for commodities), office rent abroad, branding/marketing supplies, etc. The narrative should provide a breakdown and support for all and each other direct costs.
- *Indirect Costs* - Local/ regional or other organizations that do not have a Negotiated Indirect Cost Rate Agreement (NICRA) letter with the U.S. Government, these organizations should treat all indirect costs as direct costs and provide a fully developed and supported rationale for allocating or estimating how much of the indirect costs should be allocated to the program.

The Applicant should support the proposed indirect cost rate with a letter from a cognizant, U.S. Government audit agency, a Negotiated Indirect Cost Agreement (NICRA), or with sufficient information to determine the reasonableness of the rates (e.g., a breakdown of labor bases and overhead pools, the method of determining the rate, etc.). Pursuant to the Code of Federal Regulations (CFR), Chapter II (2 CFR), Para. 200.414(f) ***“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 15% of modified total direct costs (MTDC) which may be used indefinitely. As described in***

***§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.***

The Applicant 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 200.414. The application must identify which approach the Applicant is requesting and provide the applicable supporting information. Below are the most common Indirect Cost Rate methods:

**Method 1 - Direct Charge Only (No Indirect Costs)**

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 (<https://www.usaid.gov/work-usaid/resources-for-partners/indirect-cost-rate-guide-non-profit-organizations>) for further guidance.

**Method 3 - De minimis rate of 15% of modified total direct costs (MTDC)**

Eligibility: Any Applicant that has never received a 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 200.414(f) 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.
- 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.

- *Seminars and Conferences* – The application should indicate the subject, venue, and duration of proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs.
- *Foreign Government Delegations to International Conferences* - Funds in this agreement may not be used to finance the travel, per diem, hotel expenses, meals, conference fees, or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization, except as provided in ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences or as approved by the AOR."<sup>6</sup>
- *Source and Nationality Requirements* - The authorized Geographic Code for this Agreement will be 937.
- *Training Costs* - If there are any training costs to be charged to this Agreement, they must be clearly identified.
- *Audit Fees* - If the Applicant proposes expending more than \$300,000 of USAID funding during a single fiscal year of the Applicant, the Applicant must include funds within the budget to contract an audit, with the Statement of Work approved by USAID. Any sub awards for more than \$300,000 per year or \$500,000 in total are required to be audited.

**e. Responsibility Determination:**

An award will be made only when the Agreement Officer (AO) makes a positive 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. For the organizations that are new to USAID, or organizations with outstanding audit findings, it will be necessary to perform a pre-award risk assessment.

**f. 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.

---

<sup>6</sup> <http://www.info.usaid.gov/pubs/ads/300/refindx3.htm>

**Potential Request for Additional Documentation**

Upon consideration of award or during the negotiations leading to an award, the Applicant may be required to submit additional documentation deemed necessary for the Agreement Officer to make an affirmative determination of responsibility. The Applicant should not submit the information below with their applications. The information in this section is provided so that the Applicant may become familiar with additional documentation that may be requested by the Agreement Officer:

**The information submitted should substantiate:**

- Bylaws, constitution, and articles of incorporation, if applicable.
- Whether the organizational travel, procurement, financial management, accounting manual and personnel policies and procedures, especially regarding salary, promotion, leave, differentials, etc., submitted under this section have been reviewed and approved by any agency of the Federal Government, and if so, provide the name, address, and phone number of the cognizant reviewing official. The Applicant should provide copies of the same.

**g. Unnecessarily Elaborate Applications:** Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this APS are not desired and may be construed as an indication of the Applicant's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

Note: Applicants who include data in their Concept Paper or Full Application that they do not want disclosed to the public for any purpose or used by the U.S. Government except for merit review purposes, should:

(a) Mark the title page with the following legend:

"This application includes data that shall not be disclosed outside the<sup>[SEP]</sup> U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, a grant is awarded to this Applicant as a result of - or in connection with - the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets; and

(b) Mark each sheet of data it wishes to restrict with the following legend:

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

**3. Pre-Award Certifications, Assurances and Other Statements of the Recipient (full application stage).**

The required *Certifications*, including the SF 424s, should be included with the Cost Application.

In addition to the certifications included in the Standard Form 424, the Applicant is required to submit the following certifications, assurances, and other statements for non-U.S. organizations along with the Application as required by the regulations listed in this section.

- i. Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs (This assurance applies to Non-U.S. organizations, if any part of the program will be undertaken in the U.S.);
- ii. Certification Regarding Lobbying (22 CFR 227);
- iii. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206, Prohibition of Assistance to Drug Traffickers);
- iv. Certification Regarding Terrorist Financing;
- v. Certification of Recipient;
- vi. A signed copy of Key Individual Certification Narcotics Offenses and Drug Trafficking, (ADS 206.3.10) when applicable;
- vii. A signed copy of Participant Certification Narcotics Offenses and Drug Trafficking (ADS 206.3.10) when applicable;
- viii. Other Statements of Recipients.
- ix. Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements – Representation (April 2015); and
- x. Certification Regarding Trafficking in Persons, Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013.

Certifications, Assurances, Other Statements of the Recipient, and Solicitation Standard Provisions are listed in ADS Chapter 303 Mandatory Reference located at:

<https://docs.google.com/document/d/1kTsEHWxF96nVItFRHFdDkgbLgBRvIVorGuFmlsOoZU/export?format=docx>

#### 4. *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 such as a SAM registration for awards performed outside the United States valued at less than \$500,000 ([see ADS 303maz](#)), Applicants must be registered in SAM prior to submitting a full 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.

To begin the registration process, please visit the following websites:

UEI number: <http://fedgov.dnb.com/webform>

SAM registration: <http://www.sam.gov>

Non-U.S. Applicants can find additional resources for registering in SAM, including a Quick Start Guide and a video on how to obtain an NCAGE code, on [www.sam.gov](http://www.sam.gov), navigate to Help, then to International Registrants.

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

#### 5. *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
- Unique Entity Identifier
- 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.

#### 6. *Submission Dates and Times*

All applications in response to this APS shall be due at not later than 21 days after the request for full application at 5:00 p.m. Accra, Ghana Time on the date indicated on the cover page to this APS. Consistent with ADS 303.3.6.7, applications that are submitted late may be eliminated from the competition. If a late application is evaluated and considered for award, all similarly situated late applications (in terms of time of receipt) will also be evaluated and considered for award.

#### 7. *Branding Strategy & Marking Plan and Messaging Approach*

Within 30 days after the award, the Applicant is required to submit a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer and incorporated into any resulting award. The Branding Strategy and Marking Plan must be submitted in English.

The Applicant will also be asked to provide an approach to internal and external messaging, including but not limited to strategic messaging.

## 8. *Pre-Award Terms*

The following pre-award terms which are indicated below in full text should be specially noted by the Applicant:

### I. ELECTRONIC PAYMENTS SYSTEM

#### 1. Definitions:

a. **“Cash Payment System”** means a payment system that generates any transfer of funds through a transaction originated by cash, check, or similar paper instrument. This includes electronic payments to a financial institution or clearing house that subsequently issues cash, check, or a similar paper instrument to the designated payee.

b. **“Electronic Payment System”** means a payment system that generates any transfer of funds, other than a transaction originated by cash, check, or similar paper instrument, that is initiated through an electronic terminal, telephone, mobile phone, computer, or magnetic tape, for the purpose of ordering, instructing or authorizing a financial institution to debit or credit an account. The term includes debit cards, wire transfers, transfers made at automatic teller machines, and point-of-sale terminals.

2. The Recipient agrees to use an electronic payment system for any payments under this award to beneficiaries, subrecipients, or contractors.

3. Exceptions: Recipients are allowed the following exceptions, provided the Recipient documents its files with the appropriate justification:

a. Cash payments made while establishing electronic payment systems, provided that this exception is not used for more than six months from the effective date of this award.

b. Cash payments made to payees where the recipient does not expect to make payments to the same payee on a regular, recurring basis, and payment through an electronic payment system is not reasonably available.

c. Cash payments to vendors below \$3000, when payment through an electronic payment system is not reasonably available.

d. The recipient has received a written exception from the Agreement Officer that a specific payment or all cash payments are authorized based on the recipient’s written justification, which provides a basis and cost analysis for the requested exception.

4. More information about how to establish, implement, and manage electronic payment methods are available to recipients at <http://solutionscenter.nethope.org/programs/c2etoolkit>.

### II. 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 [transition.usaid.gov/branding](https://transition.usaid.gov/branding), unless Section F of the 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. 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 announcements, 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.

- (4) Information on any direct involvement from host-country government or ministry, including any planned acknowledgement of the host-country government.
  - (5) 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.
- a. 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.
  - b. 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 PROVISION]**

### **III. MARKING PLAN – 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 F of the 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.
- (2) 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. 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 PROVISION)**

**IV. M20. LIMITING CONSTRUCTION ACTIVITIES (AUGUST 2023)**

- a) Construction is not eligible for reimbursement under this award unless specifically identified in paragraph d below.
- b) "Construction" means construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures. The term does not include emplacement and removal of prefabricated structures and humanitarian shelters that are designed and constructed to be readily moved, erected, disassembled, stored, and reused (i.e., "relocatable buildings"), unless the emplacement and removal of the relocatable building requires site preparation work that otherwise meets the definition of construction.
- c) "Improvements, renovation, alteration, and refurbishment" means 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.). It also does NOT include repairs used in humanitarian assistance which constitute minor fixes to physical elements of a currently serviceable structure, if those repairs do not significantly impact or change the primary mechanical, electrical, or structural elements of the real property.

- d) Agreement Officers will not approve any subawards or procurements by recipients for construction activities that are not listed in paragraph e) below. USAID will reimburse allowable costs for only the construction activities listed in this provision not to exceed the amount specified in the construction line item of the award budget. The recipient must receive prior written approval from the AO to transfer funds allotted for construction activities to other cost categories, or vice versa, with the exception of increases or decreases directly associated with currency fluctuations.
- e) Description [Type of construction and location(s)]
- f) The recipient must include this provision in all subawards and procurements and make vendors providing services under this award and subrecipients aware of the restrictions of this provision.

**[END OF PROVISION]**

## **V. TRAINING RESULTS AND INFORMATION NETWORK (TRAINET)**

Exchange Visitors: The Recipient will conform to USAID Automated Directives System (ADS) Chapter 252 – Visa Compliance for Exchange Visitors and ADS 253 – Participant Training for Capacity Development, as well as USAID/WAMissions-specific requirements for processing of J-1 Exchange Visitors.

Training: The Recipient will enter applicable information into TraiNet for any participant Training, third-country training and in-country training that is funded through this award.

## **VI. NON-FEDERAL AUDITS**

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

## **VII. LENDING LIMITATIONS**

Without the prior written consent of USAID, no assistance will be provided to 1) any government official or employee; 2) nor to any prospective client involved in activities relating to surveillance, abortion, luxury goods, gambling, weather modification, the police or the military.

## **VIII. SALARY SUPPLEMENTATION**

No salary supplement payment shall be made to or on behalf of any employee of any government without the advance written approval of the Agreement Officer. Any payments by the recipient to employees at any level of the Government of Ghana shall be subject to the USAID policy on salary supplements (Department of State Cable no. 119780 dated April 15, 1988 or as amended).

### *9. Funding Restrictions*

- Profit is not allowable for recipients or subrecipients under this award. See [2 CFR 200.330](#) for assistance in determining whether a sub-tier entity is a subrecipient or contractor.
- Construction will not be authorized under this award.

- USAID will not allow the reimbursement of pre-award costs under this award.
- 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 B.4 of this NOFO and must meet the source and nationality requirements set forth in [22 CFR 228](#).

#### 10. *Past Performance (to be annexed)*

The Applicant 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 following:

- Applicant organization,
- Past Activity/Program title,
- Period of performance and location,
- Total cost of the Activity/Program,
- Award number (if available),
- A brief description of the work performed, and the results achieved,
- Relevance to the proposed Activity, and
- Point of contact list with current email and telephone numbers.

USAID will validate the Applicant's past performance reference information to the maximum extent possible, and make a reasonable, good faith effort to contact all references to verify or corroborate the following:

- How well the Applicant performed,
- The relevancy of the work performed under the program with focus on successful adoption, replication and scale up of High Impact Practices (HIPs),
- Instances of good performance,
- Instances of poor performance,
- Significant achievements,
- Significant problems, and
- Any indications of excellent or exceptional performance in the most critical areas.

USAID reserves the right to contact references other than those provided in the application.

#### 11. *Conflict of Interest Pre-Award Term*

##### **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.

**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.

#### *12. Other Submission Requirements*

USAID will accept concept papers and applications from the qualified entities as defined in Section C of this APS. The Applicant should follow the instructions as outlined. If an Applicant does not follow the instructions, the Applicant's application may be downgraded and may not receive full credit under the applicable evaluation factors, or, at the discretion of the Agreement Officer, be eliminated from the competition. All applications received by the deadline will be reviewed against the evaluation factors in Section E.

(a) Submission, Marking and Copies

The Applicant must submit the application electronically, via email as indicated above. Telegraphic or faxed applications are not authorized for this APS and will not be accepted.

**END OF SECTION D**

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

## SECTION E – APPLICATION REVIEW INFORMATION

### 1. Criteria

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 application and (b) set the standard against which the application will be evaluated. To facilitate the review of applications, applicants should organize the narrative sections of their applications in the same order as the evaluation criteria.

USAID/West Africa will evaluate technical and other factors relative to each other, as described here and prescribed by the Concept Paper/Technical Application Format. The Concept Papers and Technical Applications will be scored by a Selection Committee (SC) using the criteria described in this section.

### 2. Review and Selection Process

#### A. Technical Evaluation

USAID will conduct a merit review of applications received that complies with the instructions in this NOFO. Applications will be reviewed and evaluated in accordance with the following criteria shown in descending order of importance:

This is a multi-tiered NOFO in accordance with [ADS 303.3.6.1\(c\)](#). Selection under this NOFO will be based on a two-step process:

- **Phase 1** - Concept Paper submissions: open to all eligible organizations as described in this NOFO. Concept papers will receive a **PASS or FAIL** rating depending on the results of the evaluation process according to the merit review criteria outlined below for this stage. Applicants who are not invited to proceed to Phase 2 will be notified.
- **Phase 2** - Full application submissions: by invitation only to applicants selected under Phase 1's evaluation.

Applicants must first submit a Concept Paper for review. All concept papers will be evaluated according to the criteria specified in this NOFO. If the concept is determined to warrant further evaluation per the selection criteria established, USAID will request a full application. In accordance with **ADS 303.3.10.2** and **2 CFR 200.306**, cost sharing will be used to break ties among full applications with equivalent scores after evaluation against all other factors.

#### 2.1 Merit Review Phase 1 - Concept Paper – Open to all eligible organizations

The concept papers will be evaluated based on the following criteria:

1. Does the concept paper suggest an appropriate level of understanding of the local and regional context of SGBV and/or TIP in the activity's proposed locations, and its related challenges and opportunities?
2. Does the proposed program strategy demonstrate a high probability of achieving the relevant outcomes while mitigating potential risks?

3. Does the applicant have the relevant organizational capacity and experience in implementing similar activities in terms of focus area, technical approach, magnitude, or complexity?

## 2.2 Merit Review Phase 2 - Full Application – Open only to organizations selected in Phase 1

USAID will conduct merit reviews of all full applications from organizations invited from Phase 1 that comply with all requirements and instructions in this NOFO. The review and evaluation of full applications will be in accordance with the below criteria which are in descending order of importance. There are no sub-criteria.

Merit Review Criteria	
<b>1. Technical Approach</b>	Extent to which the Applicant's proposed technical approach is consistent with the scope and priorities of this APS, is tailored to local and regional contexts, is meaningfully inclusive of marginalized groups, is survivor-centered, and proposes evidence-based and contextually appropriate interventions for preventing, mitigating, and responding to SGBV and TIP.
<b>2. Organizational Capacity and Management Approach</b>	Extent to which the Applicant demonstrates relevant prior experience in addressing the focus areas of the APS and describes a management and staffing approach that will lead to successful and effective implementation of the proposed technical approach, and for which the proposed key personnel have the technical, analytical, and interpersonal skills and experience in successfully implementing similar activities in terms of technical focus, magnitude, and/or complexity.

### Evaluation Criteria Method

Technical applications will be evaluated based on adjectival rating of the overall application and each section of the application, respectively. The following adjectives will be used in assessing the criteria set forth:

- *Outstanding*: The application exceeds the highest expectations of the Government. The Applicant has compellingly demonstrated that the requirements have been analyzed, evaluated, and will result in an outstanding, efficient, effective, and cost-effective performance under the award. An assigned rating with "outstanding" indicates that the application demonstrates an "outstanding" capacity.
- *Very Good*: The application demonstrates a level of effort that fully meets the NOFO's requirements, and that this effort has produced, or could produce, results which should

prove to be substantially beneficial to the achievement of the strategic objective and intermediate results. The application may or may not have any weaknesses.

- *Good*: The application meets the requirements as described in the NOFO. The application may contain weaknesses and/or significant weaknesses that are correctable but has no deficiencies. An assigned rating of "good" indicates that, in terms of the overall application and/or specific sections, the application demonstrates a "good" understanding and ability to fulfill the requirements. If any weaknesses and/or significant weaknesses are noted, they should not affect the Applicant's performance significantly.
- *Marginal*: The application demonstrates a shallow understanding of the requirements and approach and barely meets the minimum evaluation standard. The application contains weaknesses and/or significant weaknesses and may contain deficiencies. If deficiencies exist, they may be correctable. A rating of "marginal" indicates that, in terms of the overall application and/or specific sections, the application marginally meets the standard for minimal but acceptable performance. The Application may address the strategic objective and intermediate results; however there is a moderate risk that the applicant will not be successful.
- *Unacceptable*: The application fails to meet minimum requirements or contains a major deficiency or deficiencies. The application is incomplete, vague, incompatible, incomprehensible, or so incorrect as to be unacceptable. The Evaluator thinks that the deficiency or deficiencies is/are uncorrectable without a major revision or re-write of the application. The assignment of a rating within the bounds of "unacceptable" indicates that in terms of the overall application and/or specific application sections, the application fails to meet performance or capacity standards.

## B. Cost Evaluation

While Cost is less important than technical and is not weighted, however, the cost applications of the apparently successful technical applications will be evaluated for cost effectiveness including the level of proposed cost share. Other considerations are the completeness of the application, adequacy of budget detail and consistency with elements of the technical application. In addition, the organization must demonstrate adequate financial management capability, to be measured for a responsibility determination.

The application with the lowest estimated cost may not be selected if award to a higher priced technical application offers a greater overall benefit for the program. All evaluation factors other than cost or price, when combined, are significantly more important than cost. However, estimated cost is an important factor and the estimated cost to the Government increases in importance as competing applications approach equivalence and may become the deciding factor when technical applications are approximately equivalent in merit.

USAID 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, but not be limited to, the following:

- 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,
- Whether the Applicant's plans will achieve the program objectives with reasonable economy and efficiency,
- Whether any special conditions relating to costs should be included in the award,
- Cost reasonableness and cost realism,
- Completeness and adequacy of proposed budget information, and
- Overall cost control/cost savings evidenced in the application (avoidance of excessive salaries, excessive home office visits, and other costs in excess of reasonable requirements).

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]**

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

## SECTION F – FEDERAL AWARD ADMINISTRATION INFORMATION

### 1. Federal Award Notices

If deemed successful, the selected Applicant will be provided a notice of award signed by the AO following the completion of USAID's merit review of the final technical application and its review of the final business/cost application. USAID will provide this notice electronically to the point of contact indicated on the cover page of the technical application.

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.

### 2. Types of Award

USAID has a number of assistance award types to choose from when providing funds under this APS to Apparently Successful Applicants. The type of award and terms and conditions included therein is based upon the recipient organization type, programmatic factors, and other due diligence matters (including a pre-award risk assessment) determined by the AO (in consultation with the Selection Committee). Following is a matrix of commonly used awards, their general prescription for use and key characteristics:

Award Type:	Generally used when:	Characterized by:
Cooperative Agreement	Recipient has adequate financial and management capacity to operate on a cost-reimbursement basis with the USG.	Recipient is free to pursue its sponsored program with USAID Agreement Officer's Representative (AOR) and AO involved in defined technical areas (referred to as "substantial involvement"). Such involvement may include but is not limited to approval of annual work plans, approval of key personnel, authority to halt a construction project, and joint collaboration and participation (defined in the award and specific to the project).
Grant	Recipient has adequate financial and management capacity to operate on a cost-reimbursement basis with the USG and USAID will not be "substantially involved" in selected programmatic elements.	A grant is a legal instrument used when the principal purpose is to transfer anything of value (i.e., money, property, or services) to a recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute. Grants are appropriate when substantial involvement by USAID is not anticipated. For More information, see link below: <a href="https://www.usaid.gov/ads/policy/300/303">https://www.usaid.gov/ads/policy/300/303</a>
Fixed Amount Award (FAA)	Milestones can be defined; Adequate pricing information is available; Recipient has limited financial and management capacity.  Must be a grant – not a cooperative agreement.	Program milestones tied to fixed payments. Advantages for both USAID and the recipient (when used appropriately). Milestones with fixed amounts assigned to each. Focus is on outputs and results, limits risk for both parties. Grantee is paid when USAID concurs the milestone is completed. Minimizes administrative burden on USAID and the grantee since payment is not a cost-reimbursement. Assists in building institutional capacity of new grantees. For more information, see link below: <a href="https://www.usaid.gov/ads/policy/300/303saj">https://www.usaid.gov/ads/policy/300/303saj</a>

### **3. Administrative & National Policy Requirements**

The following regulations, policies, and directives shall apply in the administration of the Cooperative Agreement:

- 1) For U.S. organizations, the 2 CFR 700, 2 CFR 200, and ADS 303maa, Standard Provisions for U.S. Non-governmental Organizations are applicable [<https://www.usaid.gov/ads/policy/300/303maa>].
- 2) For non-U.S. organizations, the Standard Provisions for Non-U.S. Non-governmental Organizations in AD 303mab will apply [[https://docs.google.com/document/d/1rfJ\\_-WvZk7bzyyHJCDV1NzRvY\\_yI-JNpVqE3bLTi6qU/export?format=docx](https://docs.google.com/document/d/1rfJ_-WvZk7bzyyHJCDV1NzRvY_yI-JNpVqE3bLTi6qU/export?format=docx)]

The recipient has full responsibility for the conduct of the project or activity supported under the Cooperative Agreement and for the results achieved. The recipient should monitor the performance of the project to assure adherence to performance goals, time schedules or other requirements as appropriate to the project or the terms of the agreement.

The applicable standard provisions will be attached to the final award document.

### **4. Plans and Reporting Requirements**

The recipient must adhere to all reporting requirements listed below. All plans and reports must be submitted in English. Documents must be submitted electronically by email by the due date for review by the Agreement Officer's Representative (AOR) designated by the AO. Reports and related requirements will be included in the Cooperative Agreement issued as a result of this NOFO.

Requirements for periodic performance reports are contained below and are supplemented by **2 CFR 200.328**. Copies of all required financial reports will be submitted to the Agreement Officer's Representative (AOR) at USAID/West Africa, as well as the Agreement Officer (AO) and designated Acquisition & Assistance Specialist.

The Applicant is reminded to budget prudent and adequate resources for completing the required reporting. All reports shall be in the English language, unless otherwise specified by the AOR.

Electronic submissions are preferred. The Recipient will provide the following reports to the USAID Agreement Officer's Representative (AOR) and the Agreement Officer, as specified below, in accordance with **2 CFR 200.328** and **2 CFR 200.327** and the Substantial Involvement provisions as mentioned in the B.5 of this NOFO.

#### **4.1 Reporting Requirements:**

The recipient shall be responsible to USAID/West Africa for all matters related to the execution of the agreement. Specifically, the recipient shall report to the Agreement Officer (AO) and to the Agreement Officer's Representative (AOR), who will be designated by the AO prior to award.

## 1. Annual Work Plan

The Annual work plan guides Activity implementation. It describes all activities, responsible parties, and timelines for completion. Specifically, the work plan will outline the:

- Anticipated accomplishments and expected progress towards achieving planned results and performance targets,
- Timeline for implementation of the proposed activities and target completion dates,
- Information on how activities will be implemented and supervised,
- Personnel requirements to achieve expected outcomes,
- Commodities and equipment to be procured, when applicable,
- Details of collaboration with other implementing partners and other stakeholders,
- Detailed budget by activity, and
- Planned short-term technical assistance.

For Fixed Amount Awards, the work plan should be organized by the agreed milestones.

## 2. Monitoring and Evaluation Plan

The Recipient will submit its detailed Monitoring and Evaluation plan for the life of the program within 90 days of the award. For projects of over one year, this plan should be updated as needed.

The AMEP will be expected to include:

- The identification of appropriate milestones and targets
- A framework for monitoring project outputs, outcomes and results
- A description of how feedback from target communities, populations and persons is obtained and used, including the methodology used for performance measurement and how the collection and analysis of relevant and reliable data will be used for more effective management and continuous improvement of the project
- Procedures for ensuring high data quality
- A data collection plan and a strategy for sharing data with USAID/West Africa

Data on performance results reported by projects will be aggregated with data from other sources to meet annual Agency reporting purposes. It is thus essential that data reported by projects meet data quality standards as established in USAID's Automated Directives System (ADS 203.5). AMEPs should include methodology that assures the reliability and validity of data reported by the project on all indicators reported to USAID.

In accordance with Automated Directives System (ADS) 201, achieving results outlined in a project through the implementation of a set of activities is a continuous process. Monitoring efforts should include ongoing consultations and other forms of direct communication with marginalized groups (such as, but not limited to, indigenous peoples, LGBTQI+ people, persons with disabilities, religious/ethnic minorities, women/girls, youth) to gauge their perception of programming as well as program impacts.

### 3. Quarterly Progress and Financial Reports

The Recipient will submit separate Quarterly Progress and Financial reports to USAID/West Africa within 30 days after the end of each quarter of the fiscal year during the performance period. The Quarterly Progress Reports shall include the following information:

- A summary of key achievements;
- Actual achievements of the quarter that should be presented in quantitative terms whenever possible and described in a narrative that relates activities, products, and results established in the work plan. Progress on performance data should be presented for the quarter and also cumulatively; and
- Information on management issues, including administrative or coordination problems.

Each Quarterly Progress Report shall include a cumulative list of report/studies/documents sent to USAID's Development Experience Clearinghouse (DEC). Upon receiving AOR approval, the approved Quarterly Progress Report shall be submitted to the USAID's DEC.

### 4. Annual Report

If the project is for longer than one year, the Recipient will submit an Annual Report to USAID/West Africa each year within 30 days after the end of the fiscal year. The Annual Report shall contain the following information: i) a summary of key achievements; ii) a comparison of actual accomplishments against goals established for the period in the annual work-plan; iii) cumulative quantitative Monitoring and Evaluation data, including information on progress towards targets, and explanations of any issues related to data quality; iv) a summary of funds expended during the fiscal year by funding source; v) a cumulative list of report/studies/documents sent to USAID's DEC; vi) lessons learned and success stories, vii) information on major challenges and constraints faced during the performance period being reported; and viii) prospects for the next year's performance. Upon receiving AOR approval, the approved Annual Report shall be submitted to the USAID's DEC.

### 5. Final Report

The Recipient shall submit a draft of the final report to the AOR within 90 days following the estimated completion date of the cooperative agreement. This Final Report will include the following information: i) overall program accomplishments, presented in quantitative terms and described in a narrative that relates activities, products, and results to the Performance, Monitoring, and Evaluation Plan; ii) discussion of why unexpected progress, positive or negative, was made toward the planned results; if the performance monitoring system (indicators) indicates that expected results were not achieved, the partner shall seek to determine and explain the reason; and iii) analysis of lessons learned, summary of responses to problems encountered during project implementation, and a bibliography of all products, tools, reports, and studies produced through the project. Upon receiving AOR approval, the approved Final Report must be submitted to the USAID's DEC.

The reports described above are in addition to any financial or performance reporting otherwise required under the standard provisions of the Agreement. Copies of all required financial reports

will be submitted to the Agreement Officer's Representative at USAID/West Africa.

## 6. Branding Strategy and Marking Plan

Branding and Marking Plan: The Applicant will be required to submit a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer within thirty (30) days of the 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: <https://www.usaid.gov/policy/ads/300/>.

Project Factsheet: Should be shared with USAID by the Recipient upon starting the project launch and an updated version should be shared with USAID every year.

Success stories of the project: Should be shared with USAID by the Recipient every quarter. The Recipient's final, approved Branding Strategy and Marking Plan will be made part of this Agreement.

NOTE: Branding Strategy and Marking Plan will be incorporated into the Agreement by amendment.

## 5. Environmental Compliance

### 1. General

A. 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 (2 CFR 200.322) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (<http://www.usaid.gov/policy/ads/200/>), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. The Recipient's environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this Request for Applications.

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

C. No activity funded under this Grant will be implemented unless an environmental threshold determination, as defined by 2CFR 200.322 has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation.")

D. Activities under this APS fall under the umbrella of USAID West Africa/RPGO's Initial

Environmental Evaluation, which can be found at NOFO Annex II. While the majority of the potential activities may involve actions that do not have an impact on the physical environment and will be recommended for Categorical Exclusion, there are interventions that may potentially take place that require mitigations. These include all activities recommended for Negative Determination with Condition (NDwC) (ex. pesticide assistance, small-scale Construction, and water provision, among others) which must be addressed in an Environmental Mitigation and Monitoring Plan (EMMP) by each activity, as applicable.

## 2. Implementation Plans

A. 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, shall review all ongoing and planned activities under this grant 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.

**[END OF SECTION F]**

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

## SECTION G – FEDERAL AWARDING AGENCY CONTACTS

### 1. NOFO Points of Contact

Any questions or comments concerning this NOFO must be submitted in writing by email to Samuel Nwanokwu at [snwanokwu@usaid.gov](mailto:snwanokwu@usaid.gov), with copy to Robert Ago-Josiah at [ragojosiah@usaid.gov](mailto:ragojosiah@usaid.gov), and Alex Larbie at [alarbie@usaid.gov](mailto:alarbie@usaid.gov), before the deadline for questions indicated at the top of this NOFO's cover letter.

### 2. Acquisition and Assistance Ombudsman

The A&A Ombudsman helps ensure equitable treatment of all parties who participate in USAID's acquisition and assistance process. The A&A Ombudsman serves as a resource for all organizations who are doing or wish to do business with USAID. Please visit this page for additional information: <https://www.usaid.gov/work-usaid/acquisition-assistance-ombudsman>

The A&A Ombudsman may be contacted via: [Ombudsman@usaid.gov](mailto:Ombudsman@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.

### REPORTING HOST GOVERNMENT TAXES (JUNE 2012)

a. By April 16 of each year, the recipient must submit a report containing:

(1) Contractor/recipient name.

(2) Contact name with phone, fax and e-mail.

(3) Agreement number(s).

(4) The total amount of value-added taxes and customs duties (but not sales taxes) assessed by the host government (or any entity thereof) on purchases in excess of \$500 per transaction of supplies, materials, goods or equipment, during the 12 months ending on the preceding September 30, using funds provided under this contract/agreement.

(5) Any reimbursements received by April 1 of the current year on value-added taxes and customs duties reported in (iv).

(6) Reports are required even if the recipient did not pay any taxes or receive any reimbursements during the reporting period.

(7) Cumulative reports may be provided if the recipient is implementing more than one program in a foreign country.

b. Submit the reports to: [insert address and point of contact at the Embassy, Mission, or M/CFO/CMP as appropriate, may include an optional “with a copy to”].

c. Host government taxes are not allowable where the Agreement Officer provides the necessary means to the recipient to obtain an exemption or refund of such taxes, and the recipient fails to take reasonable steps to obtain such exemption or refund. Otherwise, taxes are allowable in accordance with the Standard Provision, “Allowable Costs,” and must be reported as required in this provision.

d. The recipient must include this reporting requirement in all applicable subawards and contracts.

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

### 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.”

**[END OF SECTION H]**

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

**ANNEX I – BUDGET TEMPLATE**

In addition to the information provided through the SF 424 series forms required under D-3.2.3.2, the Applicant should use the attached excel budget template to develop its cost application. As noted in section D-3.2.3.4, the excel budget must be accompanied by a budget narrative, developed in searchable Microsoft Word and/or PDF formats.

See attached file: “Annex I. USAID Addressing Sexual and Gender-Based Violence and Trafficking in Persons in West Africa Budget Template”

**[END OF ANNEX I]**

**ANNEX II – INITIAL ENVIRONMENTAL EXAMINATION (IEE)**

See NOFO attachment Annex II

**[END OF ANNEX II]**

**ANNEX III - ABBREVIATIONS AND ACRONYMS**

ADS	Automated Directive System
AMEP	Activity Monitoring and Evaluation Plan
AO	Agreement Officer
AOR	Agreement Officer's Representative
APS	Annual Program Statement
AWP	Annual Work Plan
CFR	Code of Federal Regulations
CTIP	Counter Trafficking in Persons
DOS	Department of State
IT	Information Technology
M&E	Monitoring and Evaluation
NOFO	Notice of Funding Opportunity
OMB	Office of Management and Budget
RDCS	Regional Development Cooperation Strategy
RPGO	Regional Peace and Governance Office at USAID/WA
SGBV	Sexual and Gender-Based Violence
SOW	Scope of Work
TIP	Trafficking in Persons
US	United States
USAID	United States Agency for International Development
USAID/WA	United States Agency for International Development/West Africa
USG	United States Government

**[END OF ANNEX III]**