



# USAID | GUINEA

FROM THE AMERICAN PEOPLE

Issue Date: June 1, 2022  
Question Due Date & Time: June 10, 2022 at 08:00 AM GMT  
NOFO Closing Date & Time: July 11, 2022 at 08:00 AM GMT

Subject: **Notice of Funding Opportunity (NOFO) No.: 72067522RFA00004**

Activity Title: Guinea Local Health System Strengthening (GLHSS) Activity

Reference: (1) Annual Program Statement (APS) No.: 72067522APS00002  
(2) Request for Concept Notes: Round 1 under the APS

Federal Assistance Listing Number: 98.001 "USAID Foreign Assistance for Programs Overseas"

Dear Prospective Applicants:

The United States Agency for International Development (USAID) is pleased to invite your organization to submit a Full Application in response to the Request for Concept Notes: Round 1 under APS No.: 72067522APS00002. USAID intends to make one (01) Cooperative Agreement award based on the merit review criteria described in this NOFO and on the outcome of the risk assessment. The authority for this funding opportunity is found in the Foreign Assistance Act of 1961, as amended.

Subject to the availability of funds, USAID/Guinea intends to provide **\$73.0 M** in total USAID funding over five years. The applicant must provide all information required in this NOFO. USAID bears no responsibility for data errors resulting from the transmission or conversion process. The applicants will be evaluated on their ability to meet the required standings and other criteria specified in this NOFO.

USAID/Guinea will not award to an applicant unless the applicant has complied with all applicable Unique Entity Identifier and System for Award Management (SAM) requirements detailed in **Section D**. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process.

All submissions (including questions) must be emailed to the undersigned at [aasante@usaid.gov](mailto:aasante@usaid.gov) with a copy to [conakryoaa@usaid.gov](mailto:conakryoaa@usaid.gov) by the date and time indicated on this cover letter. .

Issuance of this NOFO does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of comments/suggestions or an application. In addition, final award, if any, cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID/Guinea procedures. Applications are submitted at the risk of the applicant; should circumstances prevent an award, all preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID programs.

Sincerely,

---

Albert P. Asante  
Regional Agreement Officer  
USAID/Office of Acquisitions and Assistance

## TABLE OF CONTENTS

SECTION A: PROGRAM DESCRIPTION	4
SECTION B: FEDERAL AWARD INFORMATION	4
B.1. Estimate of Funds Available and Number of Awards Contemplated .....	4
B.2. Start Date and Period of Performance for Federal Awards.....	4
B.3. Substantial Involvement .....	5
B.4. Cost Sharing .....	9
B.5. Authorized Geographic Code .....	9
B.6. Nature of the Relationship between USAID and the Recipient .....	9
SECTION C: ELIGIBILITY INFORMATION	9
SECTION D: APPLICATION AND SUBMISSION INFORMATION	9
D.1. Agency Point of Contacts.....	9
D.2. Questions and Answers .....	9
D.3. General Content and Form of Application .....	10
D.4. Application Submission Procedures.....	11
D.5. Technical Application Format.....	12
D.6. Business (Cost) Application Format .....	18
D.7. Co-creation Phase.....	29
SECTION E: APPLICATION REVIEW INFORMATION	31
E.1. Criteria.....	31
E.2. Review and Selection Process.....	31
SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION	34
F.1. Federal Award Notices.....	34
F.2. Administrative & National Policy Requirements.....	34
F.3. Reporting Requirements.....	35
F.4. Environmental Compliance and Climate Risk Management .....	38
F.5. Other Requirements.....	40
F.6. Closeout Plan.....	41
SECTION G: FEDERAL AWARDED AGENCY CONTACT(S)	42
G.1. NOFO Points of Contact .....	42
SECTION H: OTHER INFORMATION	43
ATTACHMENT 1 – PAST PERFORMANCE TEMPLATE	44
ATTACHMENT 2 - STANDARD PROVISIONS	45

## **SECTION A: PROGRAM DESCRIPTION**

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

USAID/Guinea understands that this activity will take place in an environment that is in transition. Evolving circumstances may affect activity implementation in unpredictable ways. For this activity to be effective, applications should demonstrate capacity to adapt in response to change and new information. USAID/Guinea expects the application to include sufficient flexibility to respond to unforeseen needs that may arise and adjust the path to implementation in response to emerging opportunities and changes in the environment that may arise and enable implementation of GLHSS to take advantage of emerging opportunities.

Please see the Request for Concept Notes: Round 1 under APS No.: 72067522APS00002.

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

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

USAID intends to award one (01) Cooperative Agreement under this NOFO. Subject to funding availability and at the discretion of the Agency, USAID intends to provide \$73 million in total USAID funding over a five (05) year period. Under that total estimated cost and throughout the performance, USAID anticipates the below funding levels:

Estimated funding levels by health area are subject to availability of funds:

Family planning	20%
Maternal and child health	25%
Infectious disease (malaria and possibly COVID)	55%

USAID anticipates subawards and strongly encourages substantive collaboration and partnerships with a wide range of local private sector actors and institutions for service delivery, technical assistance, innovation, and other relevant skills and expertise. Interested parties should seek to issue performance-based, capacity-building, and/or innovation sub-awards and sub-grants to local organizations. All sub-awards to local organizations should connect to specific national priorities with clear, achievable, and measurable outcomes mapped to priority health indicators.

### **B.2. Start Date and Period of Performance for Federal Awards**

The anticipated period of performance is five (05) years. **The estimated start date will be November 1, 2022.**

### **B.3. Substantial Involvement**

Consistent with ADS 303.3.11, USAID/Guinea will be substantially involved in the implementation of GLHSS. The intended purpose of the Agreement Officer's Representative (AOR) involvement during the implementation of the program is to assist the recipient in achieving the supported objectives. It is expected that the USAID's Agreement Officer (AO) will delegate the following approvals to the AOR, except for changes to the Program Description, or the approved budget or key personnel, which may only be approved by the AO.

#### **1) Approval of the Recipient's Implementation Plans**

The annual Implementation Plan, and any subsequent revisions, are subject to approval by USAID AOR prior to implementing substantive work for each year of the Agreement. The AOR will ensure that the Implementation Plans align with GLHSS's stated goals, milestones, benchmarks and outputs, as well as fit within the scope, terms and conditions of the Cooperative Agreement.

#### **2) Approval of Specified Key Personnel**

Applicants are required to propose the number of Key Personnel required to lead implementation of the proposed GLHSS activity. Where possible, the Recipient is encouraged to utilize Guinean staff for these positions. When recruiting Key Personnel or making changes thereto, the applicant will recommend the names with resumes of the qualified candidates to the Agreement Officer for approval prior to making final hiring decisions. All Key Personnel require the Agreement Officer's written consent prior to any placement under this Activity.

The illustrative requirements for these position descriptions are described below:

- a) Chief of Party (COP): The resident COP candidate is expected to have both technical and management experience, and will be responsible for overall program management, including providing leadership to attain objectives, ensuring adequate communications with USAID/Guinea and identifying and mitigating activity implementation risks. The candidate for this five-year position must meet the following minimum qualifications:
  - Master's degree in Public Health, Public Administration, Medicine or related field.
  - At least 10 years of relevant experience managing, designing and implementing similar, international, multi-million-dollar, donor-funded projects in developing countries.
  - Ability to advise host country contacts at the ministerial level, and create and maintain effective working relations with international and MOH stakeholders, Non-Governmental Organization (NGOs), CSOs, private sector entities, and USG Agencies.
  - Excellent speaking and reading proficiency in the French language and professional communication (verbal and written) ability in English.

- b) Senior Malaria Advisor (SMA): The resident SMA will provide strategic and technical leadership, guidance and overall direction for the implementation of the malaria components of GLHSS. The SMA will oversee the work of all those involved with the GLHSS malaria program in twenty health districts in three regions of Guinea and five communes of Conakry. This individual works in close coordination with the COP and USAID. The candidate for this five-year position must meet the following minimum qualifications:
- Master's degree in a health-related field and/or equivalent clinical experience
  - Minimum of 10 years of work experience that demonstrates relevant technical expertise with substantial developing country experience with malaria control programs.
  - Minimum of eight years of demonstrated excellence in working with a malaria control program, including direct supervision of professional and support staff, evaluation of staff performance and deliverables, and contract/grant management.
  - Experience interacting with government agencies, host country government partners and counterparts, and international donor agencies.
  - High proficiency in speaking and reading French, and excellent ability to communicate in English.
- c) Senior Family Planning/Maternal and Child Health (FP/MCH) Advisor: This senior resident advisor is expected to have previous relevant experience working on health projects in developing countries, especially in the areas of implementing FP and MCH activities that favor improved health outcomes. The candidate for this five-year position must meet the following minimum conditions:
- Master's degree in a health-related field and/or equivalent clinical experience.
  - Minimum of 10 years of relevant work experience that demonstrates knowledge of FP/MCH issues in developing countries and the use of proven FP/MCH approaches in the public and private sector.
  - Experience with the constructive engagement of community leaders and local public health facility staff with regard to promoting and adopting best FP/MCH practices.
  - Experience in team building, including fostering collaborative partnerships and linkages with host government service agencies and local stakeholder groups.
  - High proficiency in speaking and reading French, and excellent ability to communicate in English.
- d) Monitoring, Evaluation and Learning (MEL) Specialist: This individual will work in close coordination with the COP and USAID/Guinea. His or her main function will be to monitor GLHSS progress in terms of achieving results, tracking performance indicators, and providing advice on activity adjustments needed for GLHSS to be more responsive to evolving local conditions. He or she will play a central role in ensuring the achievement of

GLHSS results. The MEL Specialist will also play a leading role in galvanizing other staff responsible for the delivery of key activity results, and the preparation and delivery on time to USAID/Guinea of scheduled reports and data submission. The MEL Specialist is expected to meet the following minimum qualifications:

- Master's degree in demography, statistics, economics, health or another similar field.
  - Eight years of work experience in the area of monitoring, evaluation and learning in a developing country.
  - Demonstrated relevant professional excellence with a similar activity in Africa.
  - Excellent proficiency in French and an excellent ability to communicate and write in English.
- e) Financial Manager (FM): The FM will collaborate closely with the COP and the GLHSS implementation team to ensure GLHSS resources are used to achieve its results. The FM will also ensure that GLHSS is complying with all USAID rules and regulations and satisfies on a timely basis all of USAID's financial reporting requirements. The FM will also oversee financial assistants located at the regional level as well as at the central level. The FM will ensure systems and procedures are in place for the operation of GLHSS in a strong financial control environment, including cash management, vendor payments, budgeting and forecasting, procurement, property and grants management and other financial tasks. The FM is expected to have the following minimum qualifications:
- Bachelor's degree in relevant financial or international development field.
  - Minimum of five years of experience in a similar financial management role supporting USAID or other donor activities in developing countries.
  - Experience with budgeting and financial reporting requirements of multi-million-dollar USAID-funded activities.
  - Strong knowledge of USG-approved accounting practices, financial reporting standards and financial management processes.
  - Good proficiency in French and an excellent ability to communicate and write in English.

### 3) USAID and Recipient Collaboration or Joint Participation

The following collaboration or joint participation of USAID and the recipient of the GLHSS award are authorized:

- a) Collaborative involvement in selection of advisory committee members: The AOR will be involved in the selection of advisory committee members. The AOR, USAID Project Management Team, and the Recipient will participate as members of this committee together with relevant stakeholders jointly selected by the AOR and the Recipient. This committee will ensure continuous co-engagement throughout activity implementation. Co-engagement will include in-depth study and discussion on topics

of critical interest, which may include but is not limited to: female genital mutilation/cutting, private sector engagement, capacity building and sustainability, accountability and transparent decision-making, community health approaches and governance, incentive schemes to improve health worker performance, affordability of public health care services, adoption of positive health behaviors and practices, health financing, and links between information systems.

- b) USAID will approve sub-awards/sub-grants, pursuant to 2 CFR 200.308.
- c) The AOR will approve the recipient's final Activity Monitoring & Evaluation Plan (AMELP) which will be developed in consultation with USAID/Guinea. The AMELP will be aligned with the monitoring and reporting framework and other relevant reporting mechanisms required by USAID/Guinea. During the initial project planning period, the Recipient shall work closely with USAID/Guinea to establish major milestones, activity performance monitoring indicators, as well as baseline data and performance targets which will demonstrate successful achievement of the results expected of this new activity.
- d) The AOR will approve the Environmental Monitoring and Mitigation Plan (EMMP).
- 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.
- f) Agency monitoring to permit specific kinds of direction or redirection of the work because of requirements under the relevant USG annual Operational Plans (Malaria Operational Plan and Operational Plan) and/or 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) Highly prescriptive Agency requirements established prior to award that limit the recipient's discretion with respect to the scope of services offered, organizational structure, staffing, mode of operation, and other management processes, coupled with close monitoring or operational involvement during performance over and above the normal exercise of Federal stewardship responsibilities to ensure compliance with these requirements.



#### **B.4. Cost Sharing**

USAID has established a mandatory recipient cost share of \$5,840,000 for the award. Such funds may be provided directly by the recipient; other multilateral, bilateral, and foundation donors; host governments; and local organizations, communities and private businesses that contribute financially and in-kind to implementation of activities at the country level. This may include contribution of staff level of effort, office space or other facilities or equipment which may be used for the program, provided by the recipient. For guidance on cost sharing in grants and cooperative agreements see 2 CFR 200.306.

Leverage is encouraged, and cost-share can count towards leverage in full applications submitted under this NOFO. USAID anticipates the Applicant will leverage its financial and in-kind resources.

#### **B.5. Authorized Geographic Code**

The geographic code for the announcement under this program is **935**.

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

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the GLHSS activity which is authorized by Federal statute. The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.

### **SECTION C: ELIGIBILITY INFORMATION**

Please see the Request for Concept Notes: Round 1 under APS No.: 72067522APS00002.

### **SECTION D: APPLICATION AND SUBMISSION INFORMATION**

#### **D.1. Agency Point of Contacts**

Albert P. Asante  
Regional Agreement Officer  
[aasante@usaid.gov](mailto:aasante@usaid.gov)

#### **D.2. Questions and Answers**

Questions regarding this NOFO should be submitted electronically via email to Albert P. Asante, Regional Agreement Officer at [aasante@usaid.gov](mailto:aasante@usaid.gov) with a copy to [conakryoaa@usaid.gov](mailto:conakryoaa@usaid.gov) no later than the date and time indicated on the cover letter, as amended. All questions submitted by email

must have the NOFO number in the email subject line. Any information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as an amendment to this NOFO.

### **D.3. General Content and Form of Application**

Only applicants that have been invited to submit a full application will receive a copy of this announcement.

Each applicant must furnish the information required by this NOFO. Applications must be submitted in two parts: the Technical Application and the Business Cost Application. Subsections D.5 and D.6 address specific content requirements in the Technical and Business Applications.

Applications must comply with the following:

- Please ensure that applications comply with the page limitations on the subsequent sections.
- Written in English
- Use standard 8 ½ x 11 single-sided, single-spaced, 12-point Times New Roman font, 1-inch margins, left justification, and headers or footers on each page, including consecutive page numbers, date of submission, and applicant's name.
- They are submitted via Microsoft Word or PDF formats, except budget files which must be submitted in Microsoft Excel.
- The estimated start date identified in Section B of this NOFO must be used in the cost application.
- The Technical application must be searchable and editable in both MS Word and PDF format.
- The Cost Schedule must include an Excel spreadsheet with all cells unlocked and no hidden formulas or sheets. A PDF version of the Excel spreadsheet may be submitted in addition to the Excel version at the applicant's discretion; however, the official cost application submission is the unlocked Excel version.

Applicants must review, understand, and comply with all aspects of this NOFO. Failure to do so may be considered non-responsive and may be evaluated accordingly.

**Both** the Technical and Business (Cost) Applications must include **a cover page**. The cover page must display the following:

- Name of organization(s) applying
- Identification and signature of the primary contact person (by name, title, organization, mailing address, telephone number, and email address) and the label of the alternate contact person (by name, title, organization, mailing address, telephone number, and email address).
- Date of submission

- Activity title
- NOFO number
- Unique Entity Identifier (UEI)
- Name of all proposed sub-recipients or partnerships (identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303).

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 must organize the **Technical Application** in the following manner:

- Cover Page (see above for requirements)
- Table of Contents
- List of Acronyms
- Executive Summary
- Technical Approach
  - Understanding Program Objectives, Operating Environment, and Description of Approach
  - Resources Partnership and Rapid Response
- Management Plan and Organizational Structure, Staffing Plan, and Key Personnel
  - Management Plan and Organizational Structure
  - Staffing Plan
  - Key Personnel
- Activity Monitoring and Learning Plan
- Annexes
  - Annex 1: Performance Indicator Table
  - Annex 2: Draft five-year Implementation Plan, Activity Timeline and Cost
  - Annex 3: Resumes of key personnel
  - Annex 4: Branding and Marking Plan
  - Annex 5: Organizational Chart
  - Annex 7: Sub-Recipient Letters of Intent and Partner MOUs
  - Annex 8: Staffing Matrix
  - Annex 9: Past Performance Summary (See Attachment A). To be completed by the apparent successful applicant.

#### **D.4. Application Submission Procedures**

Applications in response to this NOFO must be submitted no later than the closing date/time indicated on the cover page of this NOFO, as amended. Late applications will not be considered, so applicants must retain the proof of timely delivery.

Applications must be submitted by email to [aasante@usaid.gov](mailto:aasante@usaid.gov) and with a copy to [conakryaaa@usaid.gov](mailto:conakryaaa@usaid.gov). Email submissions must include the NOFO number and applicant's name in the subject line heading. In addition, for an application sent by multiple emails, the subject line must also indicate whether the email relates to the technical or cost application and the desired sequence of the emails and their attachments (e.g., "No. 1 of 4", etc.). For example, if your cost application is sent in two emails, the first email should have a subject line that states: "NOFO No.: 72067522RFA00004 - [organization name], Cost Application, Part 1 of 2."

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

After responding electronically, applicants should immediately check their email to confirm that the attachments were indeed sent. If an applicant discovers an error in transmission, please send the material again and note in the email's subject line or indicate in the file name if submitted that it is a "corrected" submission. Do not send the same email unless a change is being made - please display the "corrected" email.

Applicants are reminded that sending emails are **not** always instantaneous, and in some cases, delays of several hours occur from transmission to receipt. Therefore, applicants are requested to plan ahead the deadline. For this NOFO, the initial point of entry to the government infrastructure is the USAID email server. There may be a problem with receiving \*.zip files due to anti-virus software. Therefore, applicants are discouraged from sending files beyond 20MB because we cannot guarantee their acceptance by the internet server.

#### **D.5. Technical Application Format**

The technical application must be specific, complete, and presented concisely. The application must demonstrate a clear understanding of the work to be undertaken, the responsibilities of all parties involved, offer critical thinking and analysis for each objective, demonstrate how the programmatic approach and operational principles will be implemented, and tie the technical approach to expected results to be achieved. The applicant's capabilities and expertise with respect to achieving the goals of this program. The application should take into account the requirements of the program and merit review criteria found in this NOFO.

The Technical Application must not **exceed twenty-five (25) pages** in length excluding the cover page, table of contents, and required annexes. Every page of the technical application must be numbered. The total size of each e-mail transmission should not exceed 25 Megabytes. Large graphics files are discouraged. Attached file format must be MS Word and PDF. Attached files should be printable on standard letter-sized paper. Pages that exceed this limitation will not be reviewed.

The Technical Application must include the following sections:

- a. Cover Page (See Section D. 3 above for requirements)
- b. Table of Contents - that follows the technical application format outlined herein.
- c. List of Acronyms
- d. Executive Summary (**not to exceed two (2) pages**)

The Executive Summary should contain a concise summary of the Applicant's vision, strategy, and approaches for achieving the results of the proposed program. Briefly describe how the Applicant proposes to meet the requirements, carry out the activity functions, and achieve the anticipated results.

- e. Technical Approach (**not to exceed fifteen (15) pages**)

The Applicant must propose a technical approach that leads to the achievement of the Intermediate Results of the NOFO. The Applicant is expected to propose a technical approach that builds on lessons learned and best practices from past USAID bilateral programs.

- (1) Understanding Program Objectives, Operating Environment, and Description of Approach

The Applicant must demonstrate understanding and expertise of the program objectives, operating environment of the program with respect to developing a clear relationship between planned interventions and expected results within the approach chosen. Applicants are encouraged to present creative and innovative approaches for scaling-up delivery of the different elements of the integrated package and demonstrate how they will be strengthened, including what strategies and measures will be taken to improve the quality of the services offered as well as availability of the program at all levels to achieve the vision articulated in their technical approach. An innovative and ambitious approach considers feasibility and program sustainability, which considers lessons learned from previous interventions, and increases coverage and utilization of evidence-based, sustainable, high impact interventions at the household, community, and health facility, in the target regions. The application must articulate how quality Social Behavior Change Communication (SBCC) activities will promote care seeking and healthy behaviors as well as support the increase in utilization of high impact interventions. It must describe how the delivery of the different elements of the integrated package will be strengthened, including what strategies and measures will be taken to improve the quality of the services offered as well as availability of the program at all levels.

Additionally, the Applicant must explain how its organization will work with the Ministry of Health (MOH) and Guinean organizations to implement the proposed activities, and by doing so, simultaneously strengthen their capacity to implement USG funded programming. The Applicant must explain how the mechanism will build capacity of the MOH at all levels. The application must describe the technical and management approach the mechanism will use to achieve the results articulated for all technical areas. Furthermore, the application must explain how sub-national data will be used to tailor implementation approaches to achieve results by region, and/or district.

GLHSS represents one mechanism of USAID's overall investment in the Guinean health sector. Sustainable, transformative change can only occur through profound collaboration by projects, the MOH, and other stakeholders. The Recipient will be expected to work closely with these other entities to achieve the broader vision and support the attainment of USAID goals. In the application, Applicants are expected to indicate specifically how they propose to work with these other projects on key cross cutting issues that challenge the viability and sustainability of the vision expressed in Section A of the Request for Concept Notes Round 1.

(2) Resource Partnership and Rapid Response

The applicant must propose a resource partnership development and rapid response plan for the first 180 days and propose a mechanism for partnership development during implementation. This subsection should discuss the applicant's approach to partnership and how collaboration with these partners builds on existing knowledge and rapid response in order to achieve the goal of the intermediate results (See Section A. Program Description, 2nd paragraph).

f. Management Plan and Organizational Structure, Staffing Plan, and Key Personnel (**not to exceed eight (8) pages**)

(1) Management Plan and Organizational Structure

The applicant must take into consideration USAID's response to the challenges such as systems, management, and lessons learned from evaluated projects. Therefore, the applicant must propose an appropriate balance between three important elements: (a) the number of personnel dedicated to the activity (especially procurement, financial, and technical specialists); (b) the ratio of program to operational costs; and (c) the need to expand or provide rapid responses as needed. The applicant must clearly present the management and administration structures and functions for managing this USAID/Guinea Cooperative Agreement towards achieving the objectives and results. This includes the use and management of subrecipients, its approach to coordinating diverse activities that produce documented, quantifiable effective results, and the general strategy to manage the Cooperative Agreement in the most efficient and cost-effective manner possible.

Applicants must include a management plan narrative that illustrates the management structure for the prime and all subrecipients. The narrative must describe the roles, responsibilities and lines of authority of key staff, partners and subrecipients. The applicant must clearly describe the proposed delegation of financial and programmatic authority to its Conakry office. A description of the proposed home office structure and how the home office will directly support the Guinea field office(s) and ensure overall program oversight and guidance must also be provided.

A clear approach to managing technical and financial reporting of multiple funding sources, harmonizing program logistics, personnel, travel, and procurement systems, while taking advantage of organizational strengths, emphasizing cost-effectiveness, and avoiding duplication of effort, should be included.

The applicant must discuss the nature of organizational linkages between the prime applicant and subrecipients, resource partners, or joint venture entities. In addition, the management plan must describe how the tasks will be organized and managed to minimize non-productive costs to the government and how the applicant will utilize the complementary capabilities of any resource partner identified.

The applicant must also describe how communication, coordination, collaboration and knowledge sharing will occur between this activity and GOG, U.S. Government partners, and others who implement activities.

An organizational chart that illustrates the management structure of both key-personnel and non-key personnel for prime and all subrecipients. The organizational chart must be two (2) pages maximum, be attached as Annex 5, and will not be included in the overall page limitation.

## (2) Staffing Plan

The Applicant must propose a staffing plan that includes a narrative and a matrix of the skill sets, and number of staff needed to implement the Cooperative Agreement and how this team will support the achievement of the program objectives. **The staffing matrix will be two (2) pages maximum, be attached as Annex 8, and will not be included in the page limitation.** The estimated level of effort that will be provided by the prime recipient and the proposed subrecipients and partners must be provided.

The applicant must propose a staffing pattern that will ensure maximum effectiveness and a diverse range of professional experience to implement the proposed technical approach and achieve the expected program results.

The Applicant must explain how the staffing pattern will fulfill the programmatic and operational requirements of the cooperative agreement, including program development, technical assistance, procurement, financial oversight, coordination, and program

administration. The application must explain how additional staff would be staffed in the field and deployed in response to changing demands on the program.

USAID recognizes the need for short-term technical assistance to complement the skills and enhance the work of local staff. It is the preference of USAID that, to the extent possible, the Offeror engages short-term technical assistance resources available locally (in the West Africa Region) to minimize travel costs.

As the GLHSS Cooperative Agreement is focused at the lower levels of the health system, USAID anticipates that the bulk of the staffing needs will be at regional level. In addition to management/ administrative staff, regional offices should include staff with the skills to address all the technical areas under GLHSS. To effectively implement the activities, USAID anticipates the need for a small team in Conakry with the management and technical skills to oversee activities in the regions and to coordinate/liaise with counterparts in the Ministry of Health, other donors, and USAID staff.

### (3) Key Personnel

The Key Personnel team must have a combination of skills, experience and knowledge to ensure the successful achievement of the stated objectives as described in this NOFO. Additional consideration will be given to applicants who propose a team with diverse experience in maternal, newborn and child health, family planning, and malaria.

The Applicant must include in Annex 3 as part of its application a resume for each proposed key person and a statement signed by each person proposed as Key Personnel confirming their present intention to serve in the stated position and their availability to serve for the term of the proposed agreement between the Applicant and USAID/Guinea. Each key person must provide three professional references, with email and telephone contact information for each reference. In addition, the Applicant must provide brief summaries of the job descriptions and qualifications of other full-time technical professional staff, and short-term advisors. Full resume (not to exceed 4 pages), job descriptions, and letters of commitment from Key Personnel must be included in an Annex. USAID reserves the right to check references of key personnel beyond those submitted by the Applicant.

g. Activity Monitoring and Learning Plan (AMELP) (not to exceed 5 pages - Not included in the page limitation)

The Applicant must include an Activity Monitoring, Evaluation, and Learning section focused on the following aspects:

- The application should clearly outline the broad elements/components of a future activity monitoring, evaluation and learning plan that shows how results registered



under the activity will be tracked to inform decision making, address issues of accountability, and monitor progress towards self-reliance.

- The application should clearly identify the key results and associated indicators (at the purpose, intermediate and sub-results, and/or outcome levels, as appropriate), baseline data, end-of-program targets, and annual milestones with appropriate linkages to the major activities and tasks.
- The application should clearly describe the anticipated sources of data, methods to be used to collect data, the flow of data and the method to be used for data analysis.
- The application should clearly explain the approach for establishing effective procedures for collecting and responding to feedback from beneficiaries
- The application should indicate the approach for involving local partners, partner-country, and donor counterparts in monitoring efforts.
- The implementing partner will provide all assistance and support to external evaluators for performance evaluations, as deemed necessary.

The applicant is encouraged to propose additional and/or alternative indicators (See Section A of the Request for Concept Notes Round 1) as part of its specific Activity Monitoring, Evaluation and Learning Plan (AMELP), including the Applicant's proposed outcome monitoring approach.

h. Annexes (Not included in page limitation)

- Annex 1: Performance Indicator Table. In table format, with all proposed indicators and targets (maximum 3-pages).
- Annex 2: Draft five-year Implementation Plan, Activity Timeline and Cost (maximum 3-pages) - The draft five-year implementation plan will display expected activities per quarter/month to achieve the Intermediate Results. The five-year implementation plan will describe activities to be conducted at a greater level of detail than in the Program Description but shall be cross-referenced with the applicable sections in the Program Description.
- Annex 3: Resumes of key personnel (maximum 4-pages per key personnel), job description, references, and signed statement of commitment for key personnel
- Annex 4: Branding and Marking Plan (maximum 2-pages) (See D.6 (i) below)
- Annex 5: Organizational Chart (maximum 2-pages) (See D.5.f above)
- Annex 7: Sub-Recipient Letters of Intent and Partner MOUs - Signed letter of intent from each sub-recipient proposed (if any). The letter must commit the organization to participation in the mechanism, and briefly state that the sub-recipient understands its role on the project. Though USAID is not imposing a page limit, the Applicant is encouraged to limit each letter to one page maximum.

- Annex 8: Staffing Matrix (maximum 2-pages) (See D.5.f.(2) above)
- Annex 9: Past Performance Summary (See Attachment A). To be completed by the apparent successful applicant.

#### **D.6. 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 concise while still providing the necessary details. The business (cost) application must illustrate the entire performance period using the budget format shown in the SF-424A.

Before award, applicants may be required to submit the additional necessary documentation for the Agreement Officer to assess the applicant's risk under 2 CFR 200.206. Applicants should not submit any other 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 D.5 above for requirements)

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

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

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

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

### c) 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 <http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>
- (2) Assurances for Non-Construction Programs (SF-424B)
- (3) Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).

### d) Budget and Budget Narrative

The Budget must be submitted as one unprotected Excel file (MS Office 2000 or later versions) with visible formulas and references and must be broken out by project year, including itemization of the federal and non-federal (cost share) amount. Files must not contain any hidden or otherwise inaccessible cells. Budgets with hidden cells lengthen the cost analysis time required to make an award, and may result in a rejection of the cost application. The Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs. The applicant must ensure the budgeted costs address any additional requirements identified in Section F, such as Branding and Marking. The Budget Narrative must be thorough, including sources for costs to support USAID’s determination that the proposed costs are fair and reasonable.

The Budget must include the following worksheets or tabs, and contents, below:

- Summary Budget, 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. Applicants must submit a summary and a detailed budget as follow (each proposed sub-award must include the same cost element breakdown):

Overall Summary Budget by Years						
Cost Elements	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Salaries & Allowances						
Fringe Benefits						
Travel, Transportation, & Per Diem						
Equipment & Supplies						
Sub-Awards						
Other Direct Costs						
Plug Figures (Rapid Response)						\$1,500,000

Indirect Costs						
Estimated Cost						
Total Award Budget						
Cost Share						\$5,840,000

<b>Family Planning - Summary Budget by Years</b>						
Cost Elements	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Salaries & Allowances						
Fringe Benefits						
Travel, Transportation, & Per Diem						
Equipment & Supplies						
Sub-Awards						
Other Direct Costs						
Plug Figures (Rapid Response)						
Indirect Costs						
Estimated Cost						
Total Award Budget						
Cost Share						

<b>Maternal and Child Health - Summary Budget by Years</b>						
Cost Elements	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Salaries & Allowances						
Fringe Benefits						
Travel, Transportation, & Per Diem						
Equipment & Supplies						
Sub-Awards						
Other Direct Costs						
Plug Figures (Rapid Response)						
Indirect Costs						
Estimated Cost						
Total Award Budget						
Cost Share						

<b>Infectious Disease (Malaria and possibly COVID) - Summary Budget by Years</b>						
Cost Elements	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Salaries & Allowances						
Fringe Benefits						
Travel, Transportation, & Per Diem						
Equipment & Supplies						
Sub-Awards						
Other Direct Costs						
Plug Figures (Rapid Response)						
Indirect Costs						
Estimated Cost						
Total Award Budget						
Cost Share						

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

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

- 1) Salaries and Allowances – Must be proposed consistent with 2 CFR 200.430 Compensation - Personal Services. The applicant's budget must include position title, salary rate, level of effort, and salary escalation factors for each position. Allowances, when proposed, must be broken down by specific type and by position. Applicants must explain all assumptions in the Budget Narrative. The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what is paid for similar work in other activities of the applicant. Applicants must provide their established written policies on personnel compensation. If the applicant's written policies do not address a specific element of compensation that is being proposed, the Budget Narrative must describe the rationale used and supporting market research.
- 2) Fringe Benefits – (if applicable) If the applicant has a fringe benefit rate approved by an agency of the U.S. Government, the applicant must use such rate and provide evidence of its approval. If an applicant does not have a fringe benefit rate approved, the applicant must propose a rate and explain how the applicant determined the rate. In this case, the Budget Narrative must include a detailed breakdown comprised of all items of fringe benefits (e.g.,

superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.

- 3) Travel and Transportation – Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Per Diem and associated travel costs must be based on the applicant's normal travel policies. When appropriate please provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.
- 4) Equipment & Supplies – Must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.
- 5) Subawards – Any goods and services being procured through a subaward mechanism. The applicant should identify the activities to be implemented through subaward. The Applicant shall describe its approach to, and how it will manage the competition and award of sub-awards in line with USAID best practices and the Guinean context.
- 6) Other Direct Costs – This may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams and inoculations, as well as any other miscellaneous costs which directly benefit the program proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs. Otherwise, the narrative should be minimal.
- 7) Indirect Costs – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In order to better understand indirect costs please see Subpart E of 2 CFR 200. The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most commonly used Indirect Cost Rate methods:

Method 1 - Direct Charge Only

Eligibility: Any applicant

Initial Application Requirements: See above on direct costs

Method 2 - Negotiated Indirect Cost Rate Agreement (NICRA)

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

Initial Application Requirements: If the applicant has a current NICRA, submit your approved NICRA and the associated disclosed practices. If your NICRA was issued by an Agency other than USAID, provide the contact information for the approving Agency. Additionally, at the Agency's discretion, a provisional rate may be set forth in the award subject to audit

and finalization. See [USAID's Indirect Cost Rate Guide for Non Profit Organizations](#) for further guidance.

**Method 3 - De minimis rate of 10% of modified total direct costs (MTDC)**

Eligibility: Any applicant that does not have a current NICRA

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

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.

8) Cost sharing - The applicant should estimate a cost-sharing of \$5,840,000 to be provided over the life of the agreement and specify the sources of such resources, and the basis of calculation in the budget narrative. Applicants should also provide a breakdown of the cost share (financial and in-kind contributions) of all organizations involved in implementing the resulting award.

9) Plug Figure (Rapid Response) - The plug figure of \$1,500,000 over the 5-year of implementation is estimated to ensure activities in response to an emergency that may arise.

**e) Prior Approvals in accordance with 2 CFR 200.407**

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

**f) 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 Number (UEI)
- 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.

**g) Unique Entity Identifier Number and SAM Requirements**

USAID may not award to an applicant unless the applicant has complied with all applicable Unique Entity Identifier Number and System for Award Management (SAM) requirements. Each applicant (unless the applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:

1. Be registered in SAM before submitting its application;
2. Provide a valid Unique Entity Identifier number for the applicant and all proposed sub-recipients. To obtain information regarding the preceding, see the link <https://www.sam.gov>. Note: the Unique Entity Identifier Number must be submitted with the application (it is required on the SF-424).; and
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.

For any additional help, please reach out to [maspmo@gsa.gov](mailto:maspmo@gsa.gov).

**h) History of Performance**

The applicant must provide information regarding its recent history of performance for all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs, in the last three years, as follows:

- Name of the Awarding Organization;
- Award Number;
- Activity Title;



- A brief description of the activity;
- Period of Performance;
- Award Amount;
- Reports and findings from any audits performed in the last three years}; and
- Name of at least three (3) updated professional contacts who most directly observed the work at the organization for which the service was performed with complete current contact information including telephone number, and e-mail address for each proposed individual.

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

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

It is a Federal statutory and regulatory requirement that all overseas programs, projects, activities, public communications, and commodities that USAID partially or fully funds under an assistance award or sub-award must be appropriately marked with the USAID identity.

Under 2 CFR 700.16, USAID requires the submission of a Branding Strategy and Marking Plan from only the Apparent Successful Applicant (ASA); therefore, applicants do not need to submit a draft Branding Strategy and Marking Plan in the initial applications.

More information on Branding Strategy and Marking Plan are available at [https://www.usaid.gov/sites/default/files/documents/1869/USAID\\_GSM-02\\_04\\_2020.pdf](https://www.usaid.gov/sites/default/files/documents/1869/USAID_GSM-02_04_2020.pdf)

#### **Branding Strategy – Assistance (June 2012)**

- a. Applicants recommended for an assistance award must submit and negotiate "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 clarifications 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 brand mark, with the tagline “from the American people” as found on the USAID Web site at <https://www.usaid.gov/branding>, unless Section F of the RFA or APS state 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 F of the RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.
- (3) The intended primary and secondary audiences for this project or program, including direct beneficiaries and any special target segments.
- (4) Planned communication or program materials used to explain or market the program to beneficiaries.
  - (i) Describe the main program message.
  - (ii) Provide plans for training materials, posters, pamphlets, public service announcement, billboards, Web sites, and so forth, as appropriate.
  - (iii) Provide any plans to announce and promote publicly this program or project to host country citizens, such as media releases, press conferences, public events, and so forth. Applicant must incorporate the USAID Identity and the message, “USAID is from the American People.”
  - (iv) Provide any additional ideas to increase awareness that the American people support this project or program.
- (5) Information on any direct involvement from host-country government or ministry, including any planned acknowledgement of the host-country government.
- (6) Any other groups whose logo or identity the applicant will use on program materials and related materials. Indicate if they are a donor or why they will be visibly acknowledged, and if they will receive the same prominence as USAID.
- f. The Agreement Officer will review the Branding Strategy to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.
- g. If the applicant receives an assistance award, the Branding Strategy will be included in and made part of the resulting grant or cooperative agreement.

**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 brand mark, 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 RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.
- b. The request for a Marking Plan, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.
- c. Failure to submit and negotiate a Marking Plan within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.
- d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and clarifications with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.
- e. The Marking Plan must include all of the following:
  - (1) A description of the public communications, commodities, and program materials that the applicant plans to produce and which will bear the USAID Identity as part of the award, including:
    - (i) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other sites physical in nature;
    - (ii) Technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;
    - (iii) Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and
    - (iv) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.
    - (v) Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.
  - (2) A table on the program deliverables with the following details:
    - (i) The program deliverables that the applicant plans to mark with the USAID Identity;
    - (ii) The type of marking and what materials the applicant will use to mark the program deliverables;
    - (iii) When in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking;
    - (iv) What program deliverables the applicant does not plan to mark with the USAID Identity, and

- (v) The rationale for not marking program deliverables.
- (3) Any requests for an exemption from USAID marking requirements, and an explanation of why the exemption would apply. The applicant may request an exemption if USAID marking requirements would:
  - (i) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials. The applicant must identify the USAID Development Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why an aspect of the award is presumptively neutral. Identify by category or deliverable item, examples of material for which an exemption is sought.
  - (ii) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent. The applicant must explain why each particular deliverable must be seen as credible.
  - (iii) Undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications. The applicant must explain why each particular item or product is better positioned as host-country government item or product.
  - (iv) Impair the functionality of an item. The applicant must explain how marking the item or commodity would impair its functionality.
  - (v) Incur substantial costs or be impractical. The applicant must explain why marking would not be cost beneficial or practical.
  - (vi) Offend local cultural or social norms, or be considered inappropriate. The applicant must identify the relevant norm, and explain why marking would violate that norm or otherwise be inappropriate.
  - (vii) Conflict with international law. The applicant must identify the applicable international law violated by the marking.
- f. The Agreement Officer will consider the Marking Plan's adequacy and reasonableness and will approve or disapprove any exemption requests. The Marking Plan will be reviewed to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.
- g. If the applicant receives an assistance award, the Marking Plan, including any approved exemptions, will be included in and made part of the resulting grant or cooperative agreement, and will apply for the term of the award unless provided otherwise.

#### **j) Funding Restrictions**

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

Construction will not be authorized under this award.

USAID will not allow the reimbursement of pre-award costs under this award without the explicit written approval of the Agreement Officer.

Exceptions may be specifically approved in advance by the AO; all commodities and services reimbursed by USAID under this award must be from the authorized geographic code specified in Section B.5 of this NOFO and must meet the source and nationality requirements outlined in 22 CFR 228.

Procurements made on or after October 1, 2022 for covered telecommunications, will be unallowable in accordance with the standard provision “Allowable Costs” and 2 CFR 200.471, or the Standard Provision “Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment” for non-US recipients.

**k) Conflict of Interest Pre-Award Term (August 2018)**

**a. Personal Conflict of Interest**

1. An actual or appearance of a conflict of interest exists when an applicant organization or an employee of the organization has a relationship with an Agency official involved in the competitive award decision-making process that could affect that Agency official’s impartiality. The term “conflict of interest” includes situations in which financial or other personal considerations may compromise, or have the appearance of compromising, the obligations and duties of a USAID employee or recipient employee.

2. The applicant must provide conflict of interest disclosures when it submits an SF-424. Should the applicant discover a previously undisclosed conflict of interest after submitting the application, the applicant must disclose the conflict of interest to the AO no later than ten (10) calendar days following discovery.

**b. Organizational Conflict of Interest**

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

**D.7. Co-creation Phase**

Only the Apparent Successful Applicant (ASA) will be invited for co-creation with the USAID Mission. Through co-creation, participants will work through areas of weakness, respond to

USAID questions, and clarify aspects of the application that are not clear. The goals of the co-creation would likely be to explore and validate critical challenges and problems and then jointly develop promising solutions or adapt and expand upon existing solutions. Ideas described within the application may be discussed and further developed. Co-creation will also include discussing best practices, lessons learned in the relevant technical sectors and the Guinean context, proper research, evaluations, and other matters. USAID envisages a product of the co-creation process to be a strong draft project description and quantitative and/or qualitative indicators or performance milestones. Discussions with potential resource partners may continue throughout the process and during implementation.

**Note:** None of USAID's communication during the co-creation process should be interpreted as a commitment to making an award of USAID funding.

[End of Section D]

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

### **E.1. Criteria**

The merit review criteria prescribed here are tailored to the requirements of this particular NOFO. Applicants should note that these criteria serve to: (a) identify the significant matters which the applicants should address in their applications, and (b) set the standard against which all applications will be evaluated.

Technical and other factors will be evaluated relative to each other, as described here and prescribed by the Technical Application Format. The Technical Application will be scored by a Selection Committee (SC) using the criteria described in this section.

### **E.2. Review and Selection Process**

#### **a) Merit Review**

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

#### Technical Approach

- a) Understanding Program Objectives, Operating Environment, and Description of Approach

The extent to which the applicant demonstrates understanding and expertise in malaria, maternal and child health, family planning, and Infection Disease Outbreak, and describes a feasible, sustainable technical assistance program developing a clear relationship between the intermediate results, planned interventions, and expected results.

- b) Resources Partnership and Rapid Response

The extent to which the applicant clearly describes a strategy to forge resource partnerships and rapid mobilization which demonstrates a clear understanding of the country's context, issues, opportunities, challenges, and innovative solutions to achieve progress on the intermediate results.

#### Management Plan and Organizational Structure, Staffing Plan, and Key Personnel

- a) Management Plan and Organizational Structure

The extent to which the applicant proposed a management plan, including the organizational chart, that demonstrates optimal configuration for efficiency and cost-

effectiveness (with an emphasis on local/regional resources where possible), clear lines of communication and authority for managing all program staff including partners and subrecipients. In addition, demonstrates the ability to effectively and efficiently implement this program, including engagement with the MOH and other stakeholders in Guinea.

b) **Staffing Plan**

The extent to which the proposed staffing plan includes personnel with an appropriate balance of managerial, technical, and operational skills sufficient to achieve the program's aim and objectives (as outlined in the Intermediate Results).

c) **Key Personnel**

The proposed Key Personnel will be evaluated on the extent to which they possess the skills, abilities, experience, and qualifications that are necessary to implement the applicant's proposed technical approach. Key Personnel will also be evaluated based on the extent to which the personnel demonstrate a health system strengthening mindset with the combination of development experience, technical qualifications, professional competence, relevant academic background, language skills and a sound understanding of special consideration identified in the intermediate results. In addition, the key personnel will be evaluated based on how they contribute to the achievement of results per the technical approach.

Activity Monitoring and Learning Plan

- The degree to which the proposed Monitoring, Evaluation, and Learning (MEL) approach demonstrates the applicant's ability to implement monitoring, evaluation, and learning activities that are appropriate and innovative.
- The extent to which the Applicant demonstrates capability to manage, analyze, and report on collected data using the District Health Information Software 2 (DHIS2) and the Logistic Management Information System (LMIS).

**b) Business (Cost) Review**

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

The Agency will also consider (1) the extent of the applicant's understanding of the financial aspects of the program and the applicant's ability to perform the activities within the amount requested; (2) whether the applicant's plans will achieve the program objectives with reasonable



economy and efficiency; and (3) whether any special conditions relating to costs should be included in the award.

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

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

[End of Section E]

## **SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION**

### **F.1. Federal Award Notices**

Award of the agreement contemplated by this NOFO cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While USAID anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award.

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

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

The award will be issued to the contact as specified in the application as the Authorized Individual in accordance with the requirements in the Representations and Certifications. USAID reserves the right to perform a pre-award survey which may include but is not limited to: (1) interviews with individuals to establish their ability to perform agreement duties under the project conditions; (2) a review of the prime recipient's financial condition, business and personnel procedures, etc.; and (3) site visits to the prime recipient's institution.

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

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

For US organizations: [ADS 303](#), [2 CFR 700](#), [2 CFR 200](#), and [Standard Provisions for U.S. Non-governmental organizations](#).

For Non US organizations: [Standard Provisions for Non-U.S. Non-governmental Organizations](#).

See Attachment 2 for a list of the Standard Provisions that will be applicable to any awards resulting from this NOFO.

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

#### **1. Financial Reporting**

Financial reporting requirements will be in accordance with USAID's policies and regulations set forth in 2 CFR 200.327.

- a) Quarterly Financial Reports The recipient must submit the Financial Report along with the Federal Financial Form (SF-425) on a quarterly basis via electronic format to the U.S. Department of Health and Human Services (<http://www.dpm.psc>) with a copy at the same time to the Agreement Officer (AO) and the Agreement Officer's Representative (AOR).

Two weeks before the end of each quarter (e.g. mid-December, mid-March, mid-June and mid-September) the Recipient shall submit accruals information to the AOR. Accruals information should be disaggregated by funding stream (malaria, maternal and child health, family planning, COVID if relevant, etc). Financial reports must contain sufficient information on a sub-line item basis to review vouchers for approval.

- b) Final Financial Report: The recipient must submit the original within 90 days following the estimated completion date of this award, the Final Financial Report and the final SF-425 to USAID/Washington, M/CFO/CMP-LOC Unit; the AO and the AOR. The electronic version of the final SF 425 must be submitted to the U.S. Department of Health and Human Services (<http://www.dpm.psc.gov>). The final report contents shall meet requirements as set in 2 CFR 200.327. The final report will clearly describe major accomplishments and results achieved attributable to activities under this award, an account of the sustainability of these efforts and/or results, final data for indicators in the performance management plan, an account of any problems encountered during implementation (including financial issues), and lessons learned and/or best practices identified during implementation.

#### **2. Monitoring and Performance Reporting**

The Recipient must submit the following implementation and reporting documents in English. The Recipient and AOR will agree upon the appropriate format and length for each. In addition, a French-language version of some of these documents is required (see below) to facilitate information sharing with partners and stakeholders. They will be written with that audience in mind. The length and format of the French-language versions will be in collaboration with the AOR.

- a) Annual Implementation Plan: The annual Implementation Plans include Work Plans, Monitoring & Evaluation Plans, and Environmental Monitoring and Mitigation Plans.

The Recipient must submit an electronic copy of a first-year implementation plan within 45 days of signature of the award. Subsequent implementation plans must be submitted by

September 1 for each year cycle, which begins on October 1. A brief, French-language version of the work plan must also be submitted at the same time.

The Activity Monitoring, Evaluation & Learning Plan (AMELP) is a management tool that enables the Applicant and USAID to track whether desired results are being achieved and project implementation is being adapted to changing conditions. This plan should define critical performance indicators, data collection methods and the Recipient's plans for analyzing, utilizing and sharing information for reporting, accountability, learning and adaptation. The AMELP must also include the activity's approach for establishing effective procedures for collecting and responding to feedback from beneficiaries and reporting to USAID a summary of beneficiary feedback and how the implementing partner and the Mission addressed it. The Recipient must submit a life-of-activity AMELP within 90 days of signature of the award. Annual updates of the AMELP must be submitted by November 5.

Environmental Monitoring and Mitigation Plan (EMMP). The EMMP must describe how the recipient will, in specific terms, implement all IEE conditions that apply to proposed project activities within the scope of the award. The EMMP shall include monitoring the implementation of the conditions and their effectiveness.

- b) Exit Strategy. The Recipient must submit an exit strategy within 45 days of signature of the award. Annual updates of the exit strategy must be submitted by September 1. The exit strategy will document the steps the Recipient will take to strengthen the host country's ability to sustain and potentially expand the interventions and/or results of the Activity.
- c) Baseline survey: The recipient must conduct a baseline survey to establish the baseline against which targets will be set to measure activity progress. The baseline survey will be completed within the first 90 days of implementation. It must complement, rather than duplicate, data available from other sources.
- d) Quarterly Performance Reports: The Recipient must submit quarterly performance reports to include the Performance Indicator Tracking Table (PITT) within 30 days following the end of the quarter, i.e. January 30, April 30, July 30, and October 30. The Recipient may be required to input indicator data directly into USAID's Development Information Solution (DIS) system. The quarterly performance reports must include a narrative report and a summary table of results. In accordance with 2 CFR 200.328, the report must contain a comparison of actual accomplishments to the objectives established for the performance period; reasons why established goals were not met; and additional pertinent information. A brief, French-language version of the quarterly report must also be submitted at the same time. The Recipient will also present quarterly results at USAID-hosted sharing events.
- e) Annual Performance Reports. The Recipient must submit annual performance reports by October 30. Annual performance reports must include a narrative report, a summary table

of results, and a minimum of two success stories. In accordance with 2 CFR 200.328, the report must contain a comparison of actual accomplishments to the objectives established for the performance period; reasons why established goals were not met; and additional pertinent information. For all results that either exceed or fall short of the annual target by 10% or more, a brief (1 to 3 sentences) narrative explanation must be included that explains the deviation. A French-language version of the annual report must also be submitted at the same time. The annual performance report and the fourth quarterly performance report can be combined into one report.

- f) **Outreach and Communication Strategy.** A communication and outreach strategy shall be developed on an annual basis and incorporated as a section of the Annual Implementation Plan. The strategy will include the overall communication message of the activity, as set forth in the Branding and Marking Plan. The annual strategy will identify opportunities based on the Annual Implementation Plan to promote activity success and demonstrate that the activity is made possible with the generous support of the American people. Activities may include, but are not limited to; signing ceremonies, graduation ceremonies, events to celebrate key milestones or "firsts," the delivery of commodities, or policy changes. The strategy should address reporting, events, traditional and social media.
- g) **Success Stories.** The Recipient will provide to the AOR regular (no less than quarterly) at least one success story demonstrating how the program is achieving partnership objectives. Success stories may be in either written or digital/video format. Success stories should be no more than one page and demonstrate program impact. The Recipient will obtain USAID guidance from the designated AOR.
- h) **Final Performance Report:** The Recipient must submit a final report no later than 90 days following the end of implementation of interventions or 45 days before the award end date, whichever comes first. The Final Report must include a narrative report and a summary table of results. In accordance with 2 CFR 200.328, the report must contain a comparison of actual accomplishments to the objectives established for the performance period; reasons why established goals were not met; and additional pertinent information. The results table must include annual targets, annual results, and cumulative results. The final report and the last annual report can be combined into one report as long as all requirements of both reports are met. A French-language version must be submitted at the same time. The Final Performance Report will be submitted to the AOR, the Agreement Officer, and the Development Experience Clearinghouse (DEC) at <http://dec.usaid.gov>.
- i) **Geographic Data Reporting Requirements.** Activity Location Data (coordinates): The Awardee shall submit Activity Location Data which indicates the geographic location(s) where an activity is implemented. If Activity Location Data exists in a Geographic Information System (GIS) data format, it shall be submitted in accordance with the Geographic Data formatting requirements outlined in the below standards. Activity Location Data shall be submitted as part of the quarterly reports.

**Geographic Data Standards:**

- Geographic Data must be submitted in industry standard formats such as Shapefile (.shp) or GeoTIFF, or in a File Geodatabase, at a minimum data must be provided in an MS Excel sheet with latitude and longitude locations in decimal degree format.
- Geographic Data must be projected to the Geographic Coordinate System World Geodetic System 1984 (GCS WGS 1984). All data must use the World Geodetic System 1984 (WGS 1984) datum.

**Table 1: Summary of Required Reports**

Reports	Period Covered	Due Date
Annual Implementation WorkPlan (including the Environmental Monitoring and Mitigation Plan)	Upcoming fiscal year	September 1 (30 days before new fiscal year) – For year one the annual implementation workplan will be submitted within 45 days upon signature of the award
Activity Monitoring, Evaluation, & Learning Plan (AMELP)	Life of Activity	Within 90 days upon signature of the award (Annual updates: November 5)
Exit Strategy	Life of Activity	Within 45 days upon signature of the award
Baseline Survey	Baseline	Within 90 days upon signature of the award
First Quarter Report	October 1 to December 31	January 30
Second Quarter Report	January 1 to March 30	April 30
Third Quarter Report	April 1 to June 30	July 30
Annual/Fourth Quarter Report	October 1 to September 30 (including July-September quarter)	October 30
Closeout Plan	Life of Activity	120 days prior the completion date of the activity
Final Performance Report	Life of Project	90 days upon completion date of the activity

#### **F.4. Environmental Compliance and Climate Risk Management**

##### **I. Environmental Compliance**

- The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID’s activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID’s Automated Directives System (ADS) Parts 201 and 204 (<https://www.usaid.gov/who-we-are/agency-policy/series-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. Recipient environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this NOFO.

- In addition, the recipient must comply with host country environmental regulations unless 50 otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the more stringent shall govern.
- No activity funded under this cooperative agreement will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as “approved Regulation 216 environmental documentation.”)
- An IEE has been approved for Activity funding this cooperative agreement. The IEE covers interventions expected to be implemented under this cooperative agreement. USAID has determined that a Negative Determination with conditions applies to one or more of the proposed activities. This indicates that if these activities are implemented subject to the specified conditions, they are expected to have no significant adverse effect on the environment. The recipient shall be responsible for implementing all IEE conditions pertaining to activities to be funded under this NOFO.
- 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 cooperative agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation.
- If the recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.
- 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.
- Unless the approved Regulation 216 documentation contains a complete environmental mitigation and monitoring plan (EMMP), the recipient shall prepare an EMMP describing how the recipient will, in specific terms, implement all IEE conditions that apply to proposed project activities within the scope of the award. The EMMP shall include

monitoring the implementation of the conditions and their effectiveness.

- The recipient shall integrate a completed EMMP into the initial work plan, if applicable.
- The recipient shall Integrate an EMMP into subsequent Annual Work Plans, making any necessary adjustments to activity implementation in order to minimize adverse impacts to the environment.

## **II. Climate Risk Management**

- Climate Risk Management (CRM) is the process of assessing, addressing, and adaptively managing climate risks that may impact the ability of USAID programs to achieve objectives. For USAID's purposes, climate risks are potential negative consequences to changing climatic conditions.
- CRM is required per ADS 201 for all new projects and activities commencing after October 1, 2016. ADS 201mal is the main CRM supplemental guidance for projects and activities. With a few exceptions, USAID project and activity design teams are required to identify relevant climate risks and then qualitatively assess them as low, moderate, or high.
- The Informal Livelihoods Advancement activity focuses on technical assistance. Expected climate risks are to be determined based on the types of micro and small businesses that are supported. Climate risks will be assessed during the screening of each subgrant. The Implementing Partner should carefully consider the future climate change impacts on certain businesses that are sensitive and depend on water for their processes.
- CRM resources and support, including how to conduct climate screening of activities and sub-activities, are included in the above referenced ADS 201mal.
- During implementation of the activity, the EMMP will be used as a reporting tool to regularly report on climate mitigation measures that are agreed on by the AOR and MEO after screening is conducted.

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

During the life of the award, the Recipient may be required to prepare and submit to USAID other special reports concerning specific interventions and/or analyses. These requests will be in writing and will specify the due date. The substance of this reporting may include special award interventions (including short-term consultants reports detailing interventions and findings and making recommendations as appropriate), coordination with other USAID projects, USG agencies, or coordination with other donors (especially in light of alignment and harmonization of strategies and activities in support of a sector wide approach). USAID may also request the attendance of project staff to Partners' Meetings.



#### **F.6. Closeout Plan**

Hundred Twenty (120) calendar days prior to the end of the Agreement, the Recipient shall submit a closeout plan to the AOR and the Acquisition and Assistance Office. The closeout plan shall include: brief program summary and timeline; program and activity end date; financial status report; final Financial Status Report timeline; latest NICRA or indirect cost rates; anticipated balance of federal funds after expiration of the instrument; a property disposition plan; final inventory of residual non-expendable property, which was acquired or furnished under the instrument; recipient responsibilities during phase out; Subawardees and/or partnership phase out; status of all program audit reports per the instrument's provisions; final audit report timeline; final report timeline; submission of reports and data to DEC, and DDL; personnel phase-out plan and timeline; job descriptions for personnel anticipated to serve during the closeout phase; and a schedule to address office leases, bank accounts, utilities, personnel notification, etc.

[End of Section F]

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

### **G.1. NOFO Points of Contact**

Any prospective Applicant desiring an explanation or interpretation of this NOFO must request it in writing by the deadline for questions specified in the cover letter to allow a reply to reach all prospective applicants before submitting their applications. Any information given to a prospective Applicant concerning this NOFO will be furnished promptly to all other prospective applicants as an amendment of this NOFO if that information is necessary for submitting applications or if the lack of it would be prejudicial to any other prospective applicants. Any questions or comments concerning this NOFO must be submitted in writing via email (See information in Section D(1)) by the deadline for questions indicated at the top of this NOFO's cover letter.

### **G.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]

## **SECTION H: OTHER INFORMATION**

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

### Applications with Proprietary Data

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

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

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

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

[End of Section H

## ATTACHMENT 1 – PAST PERFORMANCE TEMPLATE

1	Award Number:
2	Contractor/Recipient (Name and Address):
3	Type of Award:
4	Complexity of Work: Difficult___Routine _____
5	Description, location, and relevancy of work:
6	Dollar Value of Work : _____Status: Active___Completed ____
7	<i>Date of Award: _____</i> <i>Award Completion Date (including extensions):</i>
8	Type and Extent of Subawards:
9	Name, Address, Telephone Number, and E-mail Address of the Awarding Contracting/Agreement Officer and/or the Contracting/Agreement Officer 's Representative (and other references as applicable):

[End of Attachment 1]

## ATTACHMENT 2 - STANDARD PROVISIONS

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

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

### REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR US NONGOVERNMENTAL ORGANIZATIONS

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

	X	RAA17. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
X		RAA18. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)
	X	RAA19. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
	X	RAA20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
	X	RAA21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
	X	RAA22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
X		RAA23. UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (NOVEMBER 2020)
X		RAA24. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (NOVEMBER 2020)
	X	RAA25. PATENT REPORTING PROCEDURES (NOVEMBER 2020)
	X	RAA26. ACCESS TO USAID FACILITIES AND USAID'S INFORMATION SYSTEMS (AUGUST 2013)
X		RAA27. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
X		RAA28. AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (April 2016)
	X	RAA29. RESERVED
	X	RAA30. PROGRAM INCOME (AUGUST 2020)
	X	RAA31. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)

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

Required	Not Required	Standard Provision
TBD		RAA1. ADVANCE PAYMENT AND REFUNDS (NOVEMBER 2020)
		RAA2. REIMBURSEMENT PAYMENT AND REFUNDS (DECEMBER 2014)
TBD		RAA3. INDIRECT COSTS – NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA) (NOVEMBER 2020)
		RAA4. INDIRECT COSTS – CHARGED AS A FIXED AMOUNT (NONPROFIT) (JUNE 2012)
		RAA5. INDIRECT COSTS – DE MINIMIS RATE (NOVEMBER 2020)
X		RAA6. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (NOVEMBER 2020)
X		RAA7. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (NOVEMBER 2020)
X		RAA8. SUBAWARDS (DECEMBER 2014)

X		RAA9. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)
X		RAA10. OCEAN SHIPMENT OF GOODS (JUNE 2012)
X		RAA11. REPORTING HOST GOVERNMENT TAXES (JUNE 2012)
X		RAA12. PATENT RIGHTS (JUNE 2012)
X		RAA13. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
	X	RAA14. INVESTMENT PROMOTION (NOVEMBER 2003)
X		RAA 15. COST SHARE (JUNE 2012)
	X	RAA16. PROGRAM INCOME (AUGUST 2020)
X		RAA17. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
	X	RAA18. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
	X	RAA19. PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012)
	X	RAA20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
	X	RAA21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
	X	RAA22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
X		RAA23. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
	X	RAA24. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
X		RAA25. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
	X	RAA26. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
X		RAA27. LIMITATION ON SUBAWARDS TO NON-LOCAL ENTITIES (JULY 2014)
X		RAA28. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
X		RAA29. CONTRACT AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (April 2016)
	X	RAA30. RESERVED
	X	RAA31. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)

[End of Attachment 2]

[End of NOFO]