



# USAID | DEMOCRATIC REPUBLIC OF THE CONGO

**Issuance Date: March 15, 2024**

**Pre-Application Conference: April 2, 2024**

**Questions due by: April 5, 2024, 18:00 Kinshasa Time**

**Application Deadline: May 17, 2024, 1800 Kinshasa Time**

**Subject: Notice of Funding Opportunity (NOFO) Number 72066024RFA00003**

**Activity Title: USAID Espoir 2030 Haut-Katanga**

Dear Prospective Applicants:

The United States Agency for International Development in Democratic Republic of Congo (USAID/DRC) is seeking applications for a Fixed Amount Award (FAA) Cooperative Agreement from qualified entities to implement the **USAID Espoir 2030 in Haut Katanga**. Eligibility for this award is restricted to local non-governmental entities as defined in ADS 303.6.

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

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

USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier and System for Award Management (SAM) requirements detailed in

Physical Address:  
U.S. Agency for International  
Development  
Mobil Building  
N° 198 Avenue Isiro  
Gare Centrale / Gombe / Kinshasa  
Democratic Republic of Congo

Pouch address:  
Department of State  
2220 Kinshasa Place  
Washington, DC 20521-2220

Tel: (+243) 81 555 4430  
Fax (+243) 81 555 3528  
<https://www.usaid.gov/>

Section D.6.g. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process.

USAID/DRC will hold a pre-application conference at the above-mentioned date to briefly explain the requirements of this NOFO and receive questions which will be answered at a later time. Interested applicants should register for the pre-application conference as specified in Section D.2.

Please send any questions to the points of contact identified in Section G. The deadline for questions is shown above. Responses to questions received prior to the deadline will be furnished to all potential applicants through an amendment to this notice posted to [www.grants.gov](http://www.grants.gov).

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

Thank you for your interest in USAID programs.

Sincerely,

Gregory Wang  
Supervisory Agreement Officer

## Contents

### Table of Contents

SECTION A: FUNDING OPPORTUNITY DESCRIPTION .....	4
SECTION B: FEDERAL AWARD INFORMATION .....	20
SECTION C: ELIGIBILITY INFORMATION .....	23
SECTION D: APPLICATION AND SUBMISSION INFORMATION.....	25
SECTION E: APPLICATION REVIEW INFORMATION.....	39
SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION .....	43
SECTION G: FEDERAL AWARDED AGENCY CONTACT(S).....	56
SECTION H: OTHER INFORMATION .....	57
ANNEX 1 - STANDARD PROVISIONS .....	58
ANNEX 2: ABBREVIATIONS AND ACRONYMS .....	60
ANNEX 3: COP 23, YEAR 2 .....	62
ANNEX 4: SUBAWARD/SUBCONTRACT APPROVAL MEMORANDUM TEMPLATE .....	65
Annex 5: Required information for detailed cost application from the apparently successful applicant .....	67
Annex 6: Localization Partner Landscape and Market Compensation Survey .....	75

## SECTION A: FUNDING OPPORTUNITY DESCRIPTION

This funding opportunity is authorized under the Foreign Assistance Act (FAA) of 1961, as amended. In addition to the requirements in Section F, 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 applied through [Standard Provisions for Fixed Amount Awards with Non-Governmental Organizations](#) (ADS303mat).

Note: The term “program” as used in 2 CFR 200 and this NOFO is typically considered by USAID to be an Activity supporting one or more Project(s) pursuant to specific Development Objectives. Please see 2 CFR 700 for the USAID specific definitions of the terms “Activity” and “Project” as used in the USAID context for purposes of planning, design, and implementation of USAID development assistance.

### 1. STATEMENT OF PURPOSE

The U.S. Agency for International Development’s (USAID) Democratic Republic of the Congo (DRC) Mission (USAID/DRC) intends to fund USAID Espoir 2030 in Haut Katanga. This activity will work with the Government of the DRC (GDRC) and other USAID implementing partners to deliver high quality, accessible HIV/AIDS related services in selected provinces towards achieving HIV epidemic control. These activities will join the portfolio of partners implementing the President’s Emergency Plan for AIDS Relief (PEPFAR) program in the DRC.

USAID/DRC envisions that the USAID Espoir 2030 Haut-Katanga award will be five-year long activities that will focus on service delivery in three (3) zones outside Lubumbashi. The activity will collaborate with existing (EpiC, IHP, Chemonics Francophone Task Order) and other USAID and development partners implementing HIV programming. The number of health zones supported in the province can change depending on PEPFAR and the GDRC orientations. The service delivery model intends that each activity in a specific province will include all aspects of HIV epidemic control, Orphans and Vulnerable Children (OVC) and key populations (KPs) programming, to ensure smooth transition of the existing key populations program (EpiC).

USAID/DRC intends that the recipient will align their interventions with the Joint United Nations Program on HIV/AIDS (UNAIDS) 95-95-95 approach, which sets ambitious treatment targets to end the AIDS epidemic by 2030. It stipulates that by then 95 percent of all people living with HIV (PLHIV) know their HIV status, 95 percent of all people with diagnosed HIV infection receive sustained antiretroviral therapy (ART), and 95 percent of people receiving ART achieve and maintain viral suppression. As a result, USAID will finance the recipients that scale up HIV/AIDS services in assigned health zones, including HIV prevention; HIV testing services (HTS); pre-exposure prophylaxis (PrEP) for negative partners of PLHIV, adolescent girls and young women (AGYW), priority and KPs as well as other targeted population; enrollment in care and support services for HIV-positive patients; Antiretroviral (ARV) treatment of HIV-positive patients; continuous engagement of patients on treatment and management of HIV advanced disease.

USAID also seeks to finance activities that strengthen the integration of HIV/Tuberculosis (TB) services, family planning (FP), screening and management of co-occurring conditions including other opportunistic infections and non-communicable diseases; and provide direct, comprehensive services to OVC.

To ensure that interventions achieve sustained epidemic control and align with USAID/DRC's Country Development Cooperation Strategy (CDCS), the recipient's approach should build the capacity of the National AIDS Control Programs and increase the efficiency of their HIV response. Strengthening the GDRC's ability to plan, implement, and monitor HIV services while supporting the adoption of appropriate policies and guidelines is critical to achieving sustained epidemic control. This effort also aligns with USAID's Localization Agenda which aims to provide at least a quarter of global program funds directly to local partners by the end of fiscal year 2025.

## 2. BACKGROUND

### Epidemic Profile

The demographic information currently being used in the DRC is as follows:

- Total Population: 90 million (UNAIDS estimate)
- HIV Prevalence: 1.2% (2013-14 DHS)
- Seroprevalence rate among women aged 15-49 (1.6%) is significantly higher than that estimated among men of the same age (0.6%) (2013-14 DHS)
- Estimated total PLHIV: 506,405 (UNAIDS EPP Spectrum estimates, 2021)
  - o Percentage of PLHIV diagnosed: 80%
  - o Percentage of diagnosed on ARVs: 97%
- Viral Load suppression rate: 87%
- Life expectancy: 59/62 (WHO, 2016)
- TB incidence: 322/100,000 (WHO, 2019)
  - o Percentage of TB patients tested for HIV: 77% (DRC PNLT, 2020)
  - o Prevalence of HIV among TB patients: 8% (DRC PNLT, 2010)
- Infant and Child Mortality: 58/1,000 and 104/1,000 respectively (DHS 2014)
- Modern contraceptive prevalence rate (mCPR) :15.5% (DRC FPNSP 2021-2025)

### Strategic Context

The current national health strategy (Plan National de Développement Sanitaire (PNDS) 2020-2024) prioritizes the development of, and support to health zones as part of a greater decentralization strategy, strengthening leadership and governance of the health system and improving collaboration within the health sector and between sectors. Two national programs lead DRC's efforts in the HIV/AIDS response: the National Multi-sectoral AIDS Program (Programme National Multisectoriel de Lutte contre le SIDA (PNMLS)) and the National HIV/AIDS Program (Programme National de Lutte contre le SIDA (PNLS)), which leads the response for the Ministry of Health (MOH). The goal of the PNMLS is to (1) mobilize public and private sector partners as well as civil society in effective engagement in HIV efforts; (2) ensure

national political support for HIV and sexually transmitted infection efforts; and (3) advocate for funding for the HIV and sexually transmitted infections (STI) sector. The PEPFAR/DRC programs work closely with PNMLS to ensure multi-sectoral support for the HIV response.

In 2016, the PNLS led a rationalization process of donors and partners implementing HIV activities at the health zone level. This shift to one donor per health zone serves to increase efficiencies through geographic clustering of partner programs, thus reducing duplication of effort and improving donor coordination. USAID/DRC is committed to continue supporting this rationalization.

### **USAID/DRC Response**

USAID/DRC has been implementing PEPFAR-funded activities in DRC since 2004, beginning with a focus on prevention of mother to child transmission (PMTCT) activities and expanding to broader epidemic control activities in 2015. Given the low HIV prevalence, the DRC epidemic is considered a generalized epidemic with hotspots. Hotspots in the mining communities (Haut-Katanga and Lualaba) and urban centers (Kinshasa) are those currently prioritized by USAID/DRC partners in respect with the tenets and the guidance of PEPFAR.

The PEPFAR has a global vision of ending the HIV/AIDS pandemic as a public health threat by 2030 by assisting countries and communities to leverage the robust PEPFAR-supported public health, community, clinical care platforms to confront other current and future health threats that impact PLHIV. The PEPFAR strategy is built on five (5) pillars (health equity, sustainability, public health systems and security, partnerships, and science) and (3) enablers (community leadership, innovation and data use). The applicants are encouraged to advance the "PEPFAR 5X3 Strategy " over the length of their activity.

Additional PEPFAR information can be found at [www.pepfar.gov](http://www.pepfar.gov).

Critical objectives for the USAID/DRC team and its implementers currently are to:

- Move implementation to local partners (host government parastatal and/or non-government entities);
- Scale-up index testing and self-testing;
- Systematically reduce the testing and treatment gaps (esp. among adolescents girls, young women, pediatric populations, Pregnant Breastfeeding Women (PBFW), and KPs);
- Scale up multi-month drug (ARV, isoniazid, isoniazid and rifapentine (3HP), and cotrimoxazole) dispensing for patients;
- Quarterly Patient (cohort) certification prioritizing at least high volume sites or those contributing to 80% of the recipient's cohort;
- Improve quality viral load (VL) coverage and suppression by age bands and populations underserved;
- Scale up PrEP for priority and KPs;
- Reduce lost-to-follow-up (LTFU) to sustain epidemic control;
- Integration of HIV advanced disease package;
- Development and implementation of more patient centered HIV services;

- Critically review all activities at site, district, and national levels;
- Prioritize policy evolution which supports epidemic control;
- Leverage HIV platform to protect HIV gains and control with other other diseases, such as cervical cancer, hypertension, COVID-19;

Support the transformation to digitalization and electronic medical records alongside implementation of tested and targeted data quality assurance and continuous quality improvement.

### **3. PROGRAM GOALS AND OBJECTIVES**

**Goal: Improved HIV response to ensure sustained epidemic control in targeted health zones.**

This program goal will be accomplished through the achievement of the following four objectives:

**Objective 1: Increase uptake of HIV and other prevention services for priority and key populations.**

Expected intermediate results:

- IR. 1.1 Improved community environment to support prevention services
- IR 1.2 Increased availability and uptake of HIV and other prevention services at both facility and community levels
- IR.1.3 KPs and other high risk populations networks strengthened

**Objective 2: Increase uptake of HIV testing services at both facility and community levels**

Expected intermediate results:

- IR 2.1 Increased availability of comprehensive HIV testing services
- IR 2.2 Improved HTS approaches to optimize HIV finding and linkage to ART services.
- IR 2.3 Improved integration of self-testing and other innovative testing approaches

**Objective 3: Increase uptake and continued engagement in high quality of HIV treatment, OVC and laboratory services**

Expected intermediate results:

- IR 3.1 Improved access to comprehensive HIV care and treatment, and support services for adults and children.
- IR 3.3 Improved health, wellbeing, protection, and economic security among OVC and their families.
- IR 3.4 Improved access to lab services.

#### **Objective 4: Strengthen DRC health data systems for the management and evaluation of the HIV response.**

##### Expected intermediate results:

- IR 4.1 Streamlined data collection processes and procedures to improve functionality of data collection systems.
- IR 4.2 Increased use of reliable data to improve quality and effectiveness of service delivery.

#### **4. EXPECTED ACTIVITIES AND OUTCOMES**

##### **Objective 1: Increase uptake of HIV and other prevention services for priority and key populations.**

USAID intends that the recipient's activities will align with the UNAIDS' HIV prevention approach, which calls for 95% of people at risk of HIV to have equitable access to and use appropriate, prioritized, person-centered and effective combination prevention options. USAID seeks to fund activities which engage facilities and communities to facilitate healthy behaviors. This includes the engagement of community-based organizations to increase demand for comprehensive HIV services and to identify and reduce socio-cultural barriers. Increasing demand includes addressing social and gender norms around HIV services, normalizing use of HIV prevention methods (e.g. PrEP), contraceptive use, and social and cultural factors at the individual, community, organizational, health system and policy levels.

USAID seeks activities which will engage communities and PLHIV to address discrimination and stigma related to HIV. The recipient will be expected to coordinate their demand-creation activities with other USAID-supported social and behavior change communication efforts. In addition to building individual empowerment and efficacy for behavior change, addressing community beliefs, norms, and attitudes can foster a strong community environment for collective behavior change. Similarly, facilities should ensure client sensitivity, client satisfaction and positive provider attitudes. USAID wishes to fund the recipient's programs which will improve the community environment by addressing structural barriers to accessing HIV services.

USAID seeks activities that can increase access to HIV prevention services through differentiated (e.g., community and facility-based services) and integrated services (e.g., STI screening integration into PrEP services).

USAID seeks recipients who support legislation and policy development reducing health care worker stigma and discrimination towards training of providers in the fight against stigma and discrimination and KP Community Empowerment (KP led and KP competent processes). USAID seeks recipients who are committed to creating an enabling policy environment for comprehensive HIV prevention services.

Expected intermediate results:

- IR 1.1 Improved community environment to support prevention services.
- IR 1.2 Expanded availability of HIV and other prevention services at both facility and community levels.
- IR.1.3 KPs and other high risk populations networks strengthened.

Expected outcomes:

- Improved linkages and networks between families, communities, and facilities that enhance easy access to comprehensive and integrated HIV prevention services.
- Increased sensitization and education of HIV, prevention, and social-cultural behavior.
- Reduced levels of stigma and discrimination among health providers.
- Increased capacity of HIV services to mitigate barriers (i.e., social, financial) to accessing HIV services for PLHIV and affected families.
- Increased community engagement to counter sexual and gender-based violence (SGBV) and support survivors.
- Improved violence protection and response systems for KPs and PLHIV.
- Strengthened referral and coordination mechanisms at subnational levels to address barriers to KPs and PLHIV access and service uptake.
- Increased number of facility and community sites that provide comprehensive HIV prevention services.

Increased uptake of PrEP (PrEP\_NEW) by priority and KPs.

**Objective 2: Increase uptake of HIV testing services at facility and community levels**

The main activity will be a testing strategy comprising a package of interventions targeting a facility that is backed by the requisite technical and logistical support and will implement differentiated screening and testing targeting locations and populations of higher HIV risk. The capacity of health and community providers to deliver high quality HTS services will be increased through training, mentoring, and coaching support in all health zones. All those testing positive for HIV will be actively linked to ARV treatment, screened for TB and other co-occurring conditions, and managed accordingly, and supported to ensure they are virally suppressed. All clients testing negative for HIV dependent on their risks will be enrolled into effective prevention strategies such as the Abstain, Be faithful, or use Condoms (ABC), PrEP, and STI, educated on early warning signs for STIs and linkage to STI syndromic treatment; as well as linked for regular interval retesting to ensure maintenance of their negative status according to normative guidance. The recipient will implement both community and facility approaches for case finding. The recipient will support this review and standardization and make available registers as well as family tree forms for documentation and recording purposes.

The recipient will ensure the continuum of care for HIV services through successful clinical and community service delivery with an emphasis on strengthening service delivery at existing sites and the public systems that support them, including expanding the number of service delivery sites. Recipients should ensure that health zone management teams (HZMT) have the capacity to provide technical oversight and mentorship to facility and community management teams and should strengthen health zone capacity to implement effective quality assurance (QA) and quality improvement (QI) systems.

Expected intermediate results:

- IR 2.1 Increased availability of comprehensive HIV testing services.
- IR 2.2 Improved HTS approaches to optimize HIV finding and linkage to ART services.
- IR 2.3 Improved integration of self-testing and other innovative testing approaches.

Expected outcomes:

- Improved HTS services targeting priority and KPs.
- Improved capacity among health and community providers to deliver high quality HTS services including self-testing and index testing.
- Improved HTS community approaches with an emphasis on a) the scaling-up index Client trailing; b) Case finding in children; c) HTS focus in priority populations through mobile sites; d) testing and finding men; e) partner notification; f) home testing of consenting post-partum breast feeding mothers and their partners; f) high quality self-testing and; g) promotion of recency testing.
- Improved HTS facility approaches by optimization of provider initiated testing and counseling (PITC) and other testing entry points, a strict use of validated HIV risk assessment tools and the improvement of linkage to care.
- Improved linkages between HTS, care, and treatment services; by increasing linkage to care more than 95%, increasing early treatment initiation, improvement of same day initiation and the inter - and intra-facility as well as community-facility linkage, the tracking and linkage of men to treatment and their retention to care.
- Improved linkage between HTS and effective prevention strategies to assist those testing HIV-negative to maintain their status including scale of PrEP for priority and KPs.
- High quality, comprehensive PMTCT program established with reduced default rates of mother/infant pairs by intensifying early infant diagnosis (EID) of new-born by midwives and results tracking with emphasis on EID at 2 months. Optimization of final PMTCT outcome and reducing unknown final status among HIV exposed infants.
- Increased use of HTS/Self Testing, especially among high-risk populations, AGYW, pregnant and breastfeeding women, sero-discordant couples and KPs.

Illustrative indicators for Objective 2 include:

- Required indicators include all relevant PEPFAR MER indicators (Definitions and additional information on this indicators can be found in the “PEPFAR Monitoring, Evaluation, and Reporting Indicator Reference Guide” (<http://www.pepfar.gov/documents/organization/240108.pdf>). Please refer to Section E2 for specific indicators.

Customized indicators may include but are not limited to:

- Number of health facilities providing comprehensive HIV testing services at the end of each fiscal year.
- Percent of health facilities with comprehensive HIV testing services in each health zone.
- Cost per HIV positive tested.
- Percent of health facilities provided with quarterly support supervision on HIV.
- Percent of facilities with functional quality improvement site teams.
- Number of health care workers who successfully completed an in-service training program.
- Proportion of health-care facilities providing services for PLHIV that have infection control practices that include TB control.
- Proportion of TB patients with known HIV status.

**Objective 3: Increase uptake and continued engagement in high quality of HIV treatment, OVC and laboratory services**

Over the life of the activity, recipients should progressively increase the number of PLHIV who receive high quality HIV services in the most efficient manner. USAID aims to finance recipients' activities which serve the greatest number of individuals and families affected by HIV with essential, safe, viable services with the resources available, transitioning support to the GDRC or local partners where appropriate. USAID will finance Espoir 2030 Haut-Katanga to work with the USAID supply chain partner to ensure that patients have access to all essential HIV commodities such as rapid diagnostic tests and related supplies, antiretroviral drugs, cotrimoxazole, and isoniazid.

This objective addresses the demand side of the service delivery equation and focuses on improving the quality of demand creation approaches and activities, ensuring they are developed following state-of-the-art principles, such as audience segmentation, targeting of messages, and multi-pronged, reinforcing approaches. Immediate results are likely to be output-based, while the longer-term results sought will improve health-seeking behaviors, rational use of services, and continuity of use to complement service delivery and contribute to improved outcomes.

USAID/DRC seeks recipients who will apply a deep knowledge of the context and communities within supported health zones to introduce appropriate, innovative service delivery models which ensure successful achievement of the 95-95-95 objectives including KPs and youth-friendly services.

USAID/DRC seeks a recipient who will ensure continuity of holistic service delivery and implement activities which build the resilience of children and families in the target health zones. Strengthening household resilience will enable parents and caregivers to better meet the needs of OVC, including children and adolescents exposed to or living with HIV, as well as households with a parent or caregiver living with HIV, including children of female sex workers (FSWs). All activities will aim to reinforce family-centered care; strengthen parenting skills and economic assets of parents and caregivers; ensure child protection; and build social, educational, and economic assets of young people in affected households.

USAID/DRC seeks a recipient who will develop a functional comprehensive health zone laboratory network for a successful HIV program. In DRC, particular gains are required in the implementation of HIV VL testing. Activities across the spectrum are needed, including support for VL literacy and demand creation, efficient sample collection and transport, high-quality and reliable VL results, provider analysis and interpretation, and management of unsuppressed clients.

Expected intermediate results:

- IR 3.1 Expanded comprehensive HIV care and treatment services for adults and children.
- IR 3.2 Improved health, wellbeing, protection, and economic security among OVC and their families.
- IR 3.3 Improved laboratory services for patient's outcomes.

Expected outcomes:

- Functional adherence support systems established at both facility and community levels to ensure retention for adults and children on ART.
- Increased number of HIV-positive adults and children receiving care and support services outside of the clinic.
- High-quality, innovative approaches implemented at both facility and community levels.
- Increased availability of TB/HIV services as part of a comprehensive package of services.
- Strengthened links between health facilities and community-based support services.
- Improved linkages and systematic referrals between health facilities and OVC programs in the community.
- Increased number of trained community health workers actively supporting HIV care and treatment services, adherence, retention, and linkages between community and health facilities.

- Expansion of ART capacities dispensation by increasing capacity of all facilities to initiate ART and to ensure better retention in care.
- Strengthen ARV optimization, especially for children through promotion and delivery of Dolutegravir fixed dose combination with tenofovir and lamivudine (TLD) and other ARV regimen optimization.
- Extension of the management of HIV advanced disease, including diagnosis of advanced HIV disease (AHD) through Cluster of differentiation 4 (CD4) testing, serum cryptococcal antigen (CrAg) screening TB Lam and their treatment.
- Increased differentiated models of treatment services both at the facility and community levels.
- Expanded ARV Multi-Month Dispensation (MMD) across recommended age bands.
- Improved management of HIV advanced diseases in line with the Bureau of Global Health Security and Diplomacy (GHSD) and WHO evolving recommendations.
- Increased gain on TX\_NET\_NEW maintained over the fiscal year.
- Decreased number of patients who interrupted their treatment along the clinical cascade.
- Improved ART enrollment specifically for children.
- Improved virally suppression for both adults and children.
- Increased patient satisfaction with care and treatment services.
- Reduced economic vulnerability of OVC target households.
- Increased utilization of health/HIV, nutrition, education, protection, psychosocial, and economic strengthening services among target orphans and other vulnerable children and their families.
- Increased number of patients under optimized regimens as per the national and PEPFAR guidelines.

Indicators for Objective 3 include:

- Required indicators include all relevant PEPFAR Monitoring, Evaluation, and reporting (MER) indicators (Definitions and additional information on this indicator can be found in the “PEPFAR Monitoring, Evaluation, and Reporting Indicator Reference Guide” (<http://www.state.gov/pepfar/>) Please refer to reports and guidance for specific indicators.
- Customized indicators may include but are not limited to:
  - Percent of supported health zones with contextualized approaches to increase the rate of service utilization.
  - Increased number of HIV-positive adults and children accessing care and support services.
  - Cost per patient per year on ART.
  - Final outcomes of persons who enrolled in ART but are not currently on ART (Proportions which died/stopped therapy up to 3,6,12, and 24 months)/Transferred Number of documented referrals.

- Percentage of HIV patients (adults and children) on ART with VL suppression and VL result documented.
- Percentage of HIV-positive patients who were screened for TB in HIV care or treatment settings.
- Percent of health facilities meeting minimum quality standards for service delivery in supported health zones.
- Percent of health facilities without stock outs of essential drugs for HIV and TB management.
- Percent of health zones with updated mapping of HIV-related community services.
- Number of health facilities with innovative community-based delivery of ARVs (Community distribution points (Postes de Distribution Communautaire (PODI), Community Pharmacy).
- Percent of health facilities that deliver youth- and key-population-friendly services per health zone.
- Percent of health zone management teams trained on QA/QI in supported health zones.
- Number of functional QA/QI teams.
- Percentage of children and adolescents on ART in the PEPFAR supported clinical settings offered enrollment in the OVC Program.
- Percentage of children and adolescents on ART at a PEPFAR supported clinical setting who enrolled in OVC comprehensive Program after having been offered enrollment.
- Percentage of HIV positive OVC (required) and caregivers (suggested), active and graduated, who are served by an OVC comprehensive program who are on ART with a known documented viral load test result within the previous 12 months.
- Percentage of HIV positive OVC (required) and caregivers (suggested), active or graduated, who are served by an OVC comprehensive program who are on ART and are virally suppressed (< 1000 copies/ml).

**Objective 4: Strengthened DRC health system for the management and evaluation of the HIV response.**

In support of the GDRC's use of the WHO Framework for Health System Strengthening, USAID seeks to fund partners which support systems strengthening activities in service delivery, leadership and governance, healthcare financing, human resources, innovative medical interventions, and data collection and utilization. Special focus on interventions which support the scale-up of routine viral load testing for all PLHIV on ART will be welcomed.

USAID wishes to finance the recipient's activities which support the GDRC's efforts to strengthen the health system as it relates to HIV, particularly for improving organizational capacity leadership, demand for quality services, monitoring and evaluation (M&E) systems, and human resource capacity.

USAID desires interventions which support the availability of quality information for decision makers, ensuring that those who design, manage, and implement programs at facility, community, and health zone levels are equipped with the necessary skills to use data for decision-making. Support to develop data collection systems and procedures may be necessary to accomplish this objective. USAID seeks to fund activities that incorporate innovative evaluation and planning which contribute to GDRC's learning agenda related to HIV service delivery.

Expected intermediate results:

- IR4.1 Streamlined data collection processes and procedures to improve functionality of data collection systems.
- IR 4.2 Increased use of reliable data to improve quality and effectiveness of service delivery.

Expected outcomes:

- Adequate supply chain management and monitoring for adult and pediatric HIV commodities.
- Expansion of cohort management software (i.e. Tier.Net) in all high-volume sites.
- Appropriate data validation processes and strategic information exchange fora are in place.
- Quality evidence generated through M&E and operations research are used for decision making.
- Adequate system for scaling up routine VL monitoring is in place.
- Clear leadership exists at provincial and health zone levels to provide a vision and strategy to train and retain skilled health workers.
- There is improved GDRC communication and coordination of donors and implementing partners, including PEPFAR and the Global Fund; and
- The role of PNLs in supporting the HIV response at decentralized levels is well defined and implemented.

Indicators for Objective 4 include:

- Required indicators include all relevant PEPFAR Monitoring, Evaluation, and Reporting (MER) indicators (Definitions and additional information on this indicator can be found in the "PEPFAR Monitoring, Evaluation, and Reporting Indicator Reference Guide").

Customized indicators may include but are not limited to:

- Percent of sites /laboratories meeting laboratory QA standards.
- Percent of current ART clients who have received VL literacy training.

- Percent of HIV health providers able to interpret and respond to VL results.
- Turnaround times for VL and EID samples.
- Number of community-based VL demand creation activities undertaken
- Percent of health facilities in targeted zones with at least one provider able to manage unsuppressed clients.
- Percent of health facilities with adequate system to monitor HIV commodities (ARV) dispensation and the availability of stock.
- Number of laws, policies, or procedures drafted, proposed, or adopted with USG; assistance designed to improve HIV systems and management at the provincial level.

## **5. GUIDING PRINCIPLES FOR TECHNICAL APPROACH**

The recipient must demonstrate the following principles. These principles will be used to evaluate the technical approach and should be integrated into the technical approach.

### Partnership with the GDRC

The current national health strategy (Plan National de Développement Sanitaire (PNDS) 2020-2024) prioritizes the development of, and support to health zones as part of a greater decentralization strategy, strengthening leadership and governance of the health system and improving collaboration within the health sector and between sectors. Two national programs lead DRC's efforts in the HIV/AIDS response: the National Multi-sectoral AIDS Program (Programme National Multisectoriel de Lutte contre le SIDA (PNMLS)) and the National HIV/AIDS Program (Programme National de Lutte contre le SIDA (PNLS)), which leads the response for the Ministry of Health (MOH). The goal of the PNMLS is to 1) mobilize public and private sector partners as well as civil society in effective engagement in HIV efforts; 2) ensure national political support for HIV and sexually transmitted infection efforts; and 3) advocate for funding for the HIV and sexually transmitted infections (STI) sector. The PEPFAR/DRC programs work closely with PNMLS to ensure multi-sectoral support for the HIV response.

In 2016, the PNLS led a rationalization process of donors and partners implementing HIV activities at the health zone level. This shift to one donor per health zone serves to increase efficiencies through geographic clustering of partner programs, thus reducing duplication of effort and improving donor coordination. USAID/DRC is committed to continue supporting this rationalization.

### Relationship with other USAID-funded Activities

Health, nutrition, WASH, agriculture-led economic growth, peace, governance, and education remain the core sectors of USAID's development efforts in the DRC. Synergy and complementarity with other USAID-funded activities and priorities will be considered in selection criteria. The activity should make efforts to sustain achievements while seeking

opportunities to improve HIV services. Applicants can reference [this map](#) which provides an overview of USAID-funded activities.

#### Coordination and Collaboration with other Development Partners and Stakeholders

Collaboration between the different actors is critical to success, while conversely - poor collaboration results in stagnation and inefficient use of resources. It is important that the Applicant examines other donor partners, in particular the Global Fund, and organizations who may be playing a similar role in the health sector and HIV response. Successful proposals will demonstrate innovative approaches to collaboration.

#### Diversity, Equity, Inclusion, and Accessibility (DEIA):

USAID promotes a nondiscriminatory, inclusive, and integrated development approach that ensures that all people, including those who face discrimination and thus may have limited access to a country's benefits, legal protections, or social participation are fully included and can actively participate in and benefit from development processes and activities. For this activity, USAID seeks to support DEIA in technical programming and management of the activity. To facilitate inclusiveness, USAID seeks applicants who utilize participatory methods, particularly with beneficiaries, to design, implement, and monitor activities and uses this approach to promote local capacity building, ownership, and sustainability. USAID also wishes to promote effective DEIA approaches to management and staffing.

#### Gender Sensitive Approaches and Social Inclusion

Gender equality is critical to successful HIV/AIDS programming; women cannot achieve gender equality related to their health without the cooperation and participation of men. Men – as community, political or religious leaders – often control access to health information and services, finances, transportation, and other resources. Gender discrimination and inequities limit women and men's access to essential health services. Experience and best practices demonstrate that men can be valuable allies and supporters for women's health and can address access and utilization barriers for information and services in FP/RH, maternal and child health (MCH), nutrition, and HIV/AIDS.

Further, effective HIV/AIDS programs consider prevailing gender norms and recognize that gender roles and relations depend on social contexts in which cultural, religious, social, and economic realities are intertwined. Yet gender relations are not static – change is possible. The recipients' activities must be gender sensitive and prioritize the participation of women beneficiaries and other marginalized groups, from the beginning and continuously, in design, decision-making, priority setting, implementation and evaluation – and finally must ensure ownership by participants and beneficiaries.

The recipients must coordinate closely with relevant USAID/DRC activities, in particular coordinate design and implementation of gender-focused activities to minimize duplication. USAID Espoir 2030 illustrative examples of gender-sensitive activities include: i) working with community and religious leaders on promoting FP and MCH; ii) promoting gender equality and

empowering women through group discussions; and iii) involving men in behavioral change for HIV/AIDS prevention, FP and MCH.

The recipients must acquire and utilize a solid contextual understanding of the environment in the DRC and its specific geographic area, including laws, regulations, policies, religious and cultural traditions, and other factors that influence gender norms that affect women's status, equality, and rights. Activities will include a gender integration strategy and ensure that a gendered perspective be considered as part of the baseline and ongoing monitoring and evaluation.

The recipient must follow PEPFAR Monitoring and Evaluation Reporting (MER) which provides more details on age bands and sex for each category of population targeted.

#### Psychosocial Support

Mental health impacts progress across all development sectors, including health, for individuals and their communities, along with service providers and implementing partners. USAID/Espoir 2030 will seek to identify and address barriers that limit access to HIV services and adherence to treatment. These barriers may include health symptoms, stigma, and societal factors. The recipient may look to integrate mental health considerations into all aspects of the program objectives in order to advance progress on the overall program goal.

#### Private Sector Engagement

Public-private partnerships (PPP) can be a critical element of sustainability and expansion of support. Cultivating relationships with a wide range of potential Congolese, regional, and international actors and cementing as PPPs over the life of the activity will create potentially long-lasting relationships between communities and private sector partners. Partnerships can be cultivated to provide in-kind or direct financial investments. The applicants are encouraged to leverage funding from the private sector in the activity.

#### Digital Information Systems and Tools Integration

USAID has been supporting the GDRC in digitalizing the national health system in support of the Universal Health Coverage (UHC). The government named a new agency called Agence Nationale d'Ingénierie Clinique et Numérique de la Santé (ANICNS) in charge of the digitalization of the health sector. The recipient may draw on opportunities to strengthen digital health as it relates to strengthening the delivery of HIV services and aligned to the national policy.

#### Youth

The Applicant/Offeror will be encouraged to include an Emerging Leaders Program as part of project implementation in which youth will be hired as emerging leaders into jobs, fellowships and/or internships within the project or directly linked to specific job or remunerated internship opportunities outside the project (such as with local government or private sector providers). Emerging Leaders are defined as those with less than 2 years of

financially compensated experience and yet demonstrate potential for advancing the work activities as well as bringing in diverse perspectives of young people. Applicants/Offerors should consider national and local labor laws when planning for the inclusion of youth in their programs. While USAID defines youth as individuals ages 10-29, USAID recognizes and is supportive of many national youth policies that may define youth differently (e.g.- 15-35 or 19-30) as youth. The Emerging Leaders program should consider national youth policies when developing programming.

In line with PEPFAR Guidance on Decent work and Fair Pay, the applicant/offeror will describe how they intend to ensure that like all workers/staff, Emerging Leaders "...should be set up to succeed in their job, with a proper orientation, opportunities for continuing skill and knowledge development, career pathways where possible, and provision of the supplies and tools required to do their job properly." The Applicant/Offeror should support decent work and fair pay for all staff (including interns) including Emerging Leaders. The aim of the Emerging Leaders programs is to contribute to the promotion of gender equality to build a diverse, gender equitable, and gender-affirming workforce that advances women, non-binary, and gender minorities leadership opportunities and fosters safe work environments with fair remuneration and non-discrimination. The Applicant/Offeror should include concrete and practical approaches to address the capacity development of such Emerging Leaders and, in line with Positive Youth Development approaches, integrate the voice of such leaders into programmatic approaches.

#### Localization strategy:

USAID Espoir 2030 Haut Katanga will contribute to the agency's Localization Agenda under this program by directly granting this award to a local partner. The recipient is encouraged to engage in innovative sub-award arrangements to strengthen the overall capacity of the consortia led by the recipient to oversee the administrative, financial, and technical management of the program. The recipient may propose to award sub-awards to local, regional, or international NGOs under the resulting agreement. This approach aims to reinforce the previous successes realized under USAID ASAP and serve in strengthening the capacity of local organizations to oversee the delivery of all aspects of HIV epidemic control, OVC and KP programming.

#### Rapid Start-Up

USAID/DRC expects a rapid start-up with verifiable milestones to be achieved for activation of the major portion of planned activities within the first 90 days. This is important to avoid a gap in services. USAID expects the recipient to establish operations rapidly and efficiently accomplish formative research and other preparatory work, as well as collecting the baseline data needed to be able to measure program effectiveness and impact. The recipient is expected to hold early and intensive meetings with the Agreement Officer Representative (AOR) during the startup period.

**[END OF SECTION A]**

## SECTION B: FEDERAL AWARD INFORMATION

### 1. ESTIMATE OF FUNDS AVAILABLE AND NUMBER OF AWARDS CONTEMPLATED

USAID intends to award a Fixed Amount Award Cooperative Agreement pursuant to this notice of funding opportunity. Subject to funding availability and at the discretion of the Agency, USAID intends to provide an estimated **\$9,300,000** for the initial three-years, base period for Phase 1 of activities.

This award will have an initial 3-year period of performance, with a renewal/continuation period of 2 years (up to 5 years total). The initial award budget will be allocated as Phase 1 of the activity. The actual amount of the Phase 2 renewal award period will be an estimated figure of **\$6,600,000** with the actual amount of the Renewal Award Period higher or lower depending on the specific activities to be performed and adaptations of the activity in the future context and needs.

### 2. EXPECTED PERFORMANCE INDICATORS, TARGETS, BASELINE DATA, AND DATA COLLECTION

Section A of this solicitation lists illustrative indicators for the possible five-year duration of the activity. Indicators may change during the renewal process and based on PEPFAR guidance.

### 3. START DATE AND PERIOD OF PERFORMANCE FOR FEDERAL AWARDS

The anticipated period of performance is 5 years from the date of award separated into a Phase 1 for the initial award period of 3 years with the potential for renewal for Phase 2 for an additional 2 years.

The estimated period of performance start date is October 2024.

### 4. AWARD RENEWAL

This award is subject to renewal for an additional two years of implementation. Renewal of the award will be subject to the submission of a renewal application and a programmatic review is contingent on the following:

- Availability of funds
- Satisfactory progress towards meeting the award objectives
- Submittal of required reports
- Compliance with the terms and conditions of the award, including the conditions for renewal

During the programmatic review, USAID will review and document the following:

- The Recipient has met performance and progress in a satisfactory way and still merits support
- Program activities are still relevant to the Agency's objectives

- The renewal will support either the same work, or work that is within the programmatic activities of the current award or is closely related to the current programmatic activities
- The renewal supports the same long-term goal, with new specific targets, milestones, outputs, or indicators
- The Recipient meets the required risk-assessment requirements

## 5. SUBSTANTIAL INVOLVEMENT

Per ADS 303.3.11 “Substantial Involvement and Cooperative Agreements,” a cooperative agreement implies a level of substantial involvement by USAID in certain programmatic elements during performance of the project. This substantial involvement will be through the Agreement Officer (AO), except to the extent that he/she delegates authority to the Agreement Officer’s Representative (AOR).

USAID will remain substantially involved during the implementation of this cooperative agreement in the following ways:

- 1. Approval of the Recipient’s Annual Implementation Plans.** The Annual Implementation Plans (Work Plans) acts as a living document which is approved annually and adjusted in changed contexts or as new information requires a pivot in the activity. USAID will participate in regular reviews with the Recipient throughout implementation with the submission and approval of revisions.
- 2. The Agreement Office may halt an activity if detailed performance specifications are not met.** These would be provisions that go beyond the suspension remedies of the Federal Government for noncompliance as stated in 2 CFR 200, including non-performance. The AO and Recipient must sign a bilateral amendment for any material changes to the specifications in the award.
- 3. USAID’s approval of specified key personnel.** USAID may designate as key personnel positions that are essential to the successful implementation of the recipient’s program. Requests for change of key personnel must be submitted for USAID’s approval.
- 4. USAID collaboration or joint participation in program planning and implementation, to include:**
  - Review and oversight of the Monitoring, Evaluation, and Learning Plan.
  - Monitoring specific direction or redirection of activities because of interrelationships with other projects.
  - Review and approval of proposed subawards (contracts or subgrants) of the program implementation (see 2 CFR 200.308).

## **6. AUTHORIZED GEOGRAPHIC CODE**

The authorized Geographic Code for activity under this award is **937**, which is defined as the United States, the recipient country (DRC), and developing countries other than advanced developing countries, but excluding any country that is a prohibited source. The geographic code for the procurement of commodities and services under this program must adhere to the conditions stated in 2 CFR 200.

## **7. 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 USAID Espoir 2030 Haut Katanga which is authorized by Federal statute. The 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.

## **8. TITLE TO PROPERTY**

Property title under the resultant agreement is planned to vest with the recipient in accordance with the requirements of mandatory standard provision titled “title to and use of property” regarding use, accountability, and disposition of such property following a review and approval of the property disposition plan.

## **9. POSTING SUBAWARD OPPORTUNITIES**

Competitive subaward and contract opportunities must be posted on [workwithusaid.org](http://workwithusaid.org) under the “sub-opportunities” tab. These opportunities must be posted reasonably in advance, generally at least 45 days prior to closing, to allow organizations sufficient opportunity to review the postings and respond to work under USAID funded activities.

## **10. SALARY SUPPLEMENTATION**

No payment may be made to or on behalf of any employee of any government without the advance written approval of the Agreement Officer. Any payments by the recipient to employees at any level of the Government of DRC is subject to the USAID policy on salary supplements (Department of State Cable no. 119780 dated April 15, 1988 or as amended): <https://www.usaid.gov/document/policy-guidance-criteria-payment-salary-supplements-host-government-employees>.

**[END OF SECTION B]**

## SECTION C: ELIGIBILITY INFORMATION

### 1. ELIGIBLE APPLICANTS

Eligibility for this NOFO is restricted to local non-government entities.

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

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

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

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

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

### 2. OTHER INFORMATION

#### I. Pre-award Risk Assessment

In order for an award to be made, the AO must make a positive “risk assessment”, as discussed in ADS 303.3.9. This means that the applicant must possess, or have the ability to obtain, the necessary management and technical competence to conduct the proposed program. The applicant must agree to practice mutually agreed-upon methods of accountability for funds and other assets provided or funded by USAID.

In the absence of a positive risk assessment, an award can ordinarily not be made. However, in rare cases, an award can be made with “Specific Conditions” (e.g., additional non-standard award requirements designed to minimize the risk presented to USAID of making an award to

an NGO for which a positive risk assessment cannot be made), but only where it appears likely that the applicant can correct the deficiency in a reasonable period.

## **II. Construction**

No construction is authorized under this NOFO. No construction will be funded and will be deemed an unallowable cost. Construction is defined as construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, new structures, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water and treatment facilities, pipe systems, and vertical structures.” As used in this definition, the phrase “improvements, renovation, alteration and refurbishment” includes “any betterment or change to an existing property to allow its continued or more efficient use within its designed purpose (renovation), or for the use of a different purpose or function (alteration).

Improvements also include improvements to or upgrading of primary mechanical, electrical, or other building systems. ‘Improvements, renovation, alteration and refurbishment’ does not include non-structural cosmetic work, including painting, floor covering, wall coverings, window replacement that does not include changing the size of the window opening, replacement of plumbing or conduits that does not affect structural elements, and non-load bearing walls or fixtures (e.g., shelves, signs, lighting, etc.). Construction includes new structures, wastewater treatment facilities, water supply systems such as groundwater wells.

**[END OF SECTION C]**

*Intentionally left blank*

## SECTION D: APPLICATION AND SUBMISSION INFORMATION

### 1. AGENCY POINT OF CONTACT

USAID DRC Office of Acquisition and Assistance (OAA) is the POC for this NOFO.

USAID/DRC/OAA  
Kinshasa, DRC  
[drcoaa@usaid.gov](mailto:drcoaa@usaid.gov)

### 2. QUESTIONS AND ANSWERS

Questions regarding this NOFO should be submitted in writing via e-mail to [drcoaa@usaid.gov](mailto:drcoaa@usaid.gov) within the deadline provided on the cover letter.

#### **Pre-Application Conference**

**Date: Tuesday, April 2, 2024**

**Time: 8:00 AM**

**Location: In Kinshasa, Gombe Municipality. Specific location to be determined.**

**In-Person Reservations Due: No later than 15:00, on Thursday, March 28, 2024**

**Virtual Participation: Link to be provided TBD**

USAID/DRC will hold a joint pre-application conference for (1) USAID Espoir 2030 Haut Katanga (NOFO No. 72066024RFA00003). The pre-application conference will review the requirements of this NOFO and will receive questions. Interested applicants should register for the pre-application conference, with the name of the organization and the name(s) of the attendee(s), by email [drcoaa@usaid.gov](mailto:drcoaa@usaid.gov) with the following subject heading, "Pre-Application Conference". USAID/DRC will respond with an email confirming registration, details of the location of the meeting, and a confirmation of the date and time.

**Due to the space limitation USAID suggests nominating up to two participants from each interested applicant. USAID plans to record the pre-application conference and post it through an amendment of this NOFO.**

Any prospective applicant desiring an explanation or interpretation of this NOFO must request it in writing **by the due date and time specified on the cover page of this NOFO** in order to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before the award will not be binding.

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 in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

### **3. GENERAL CONTENT AND FORM OF APPLICATION**

Preparation of Applications:

Each applicant must furnish the information required by this NOFO. This subsection addresses general content requirements applying to the full application. Please see subsections 4 and 5, below, for information on the content specific to the applications.

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

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

Applications must comply with the following:

- USAID will not review any pages in excess of the page limits noted in the subsequent sections. Please ensure that applications comply with the page limitations.
- Written in English version. A French version may also be submitted in addition to the English version.
- Legible font
- Submitted via Microsoft Word or PDF accessible 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 a searchable and editable Word or PDF format as appropriate.

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

Applications must be submitted by email to [drcoaa@usaid.gov](mailto:drcoaa@usaid.gov) by the closing date listed on the cover page of this funding opportunity. Email submissions must include the NOFO number and applicant's name in the subject line heading. Late applications may be removed from consideration.

After submitting an application electronically, applicants should immediately check their own email to confirm that the attachments were indeed sent. USAID will respond with confirmation of receipt, so if an applicant does not receive such a confirmation, please reach out to the email again to confirm.

If an applicant discovers an error in transmission, please send the material again and note in the subject line of the email or indicate in the file name if submitted via grants.gov that it is a "corrected" submission. Do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.

#### **4. APPLICATION PROCESS AND CONTENT**

USAID/DRC will follow the following application selection process:

- Phase I - Application, summary budget, Certifications, SF 424 Forms, and History of Performance
- Phase II - Oral presentation (as required)
- Phase III - Co-creation and full final technical and cost application submission

**a. Phase I - Application, Summary Budget, Certifications, SF 424 Forms, and History of Performance: Content and Form of Submission**

The Applicant must submit an application that does not exceed the limitations per section listed below. The Application should be written from a comprehensive viewpoint that demonstrates the approaches proposed by the Applicant and lays out how the Applicant is uniquely capable of achieving the Activity outcomes and results set forth in the Funding Opportunity Description. The Applicants may provide technical applications in French but must also provide a translated version in English.

The Application must not reference cost data and history of performance in order that the merit review selection may be made strictly based on the technical merit. The Summary Budget, SF 424 Forms, Required Certifications and Assurances, and History of Performance must be submitted as a separate document in the format described below.

A complete Application package for Phase 1 should consist of the following and submitted in two separate parts:

Order	Part	Required Item	Page Limit
1	Part 1 (Technical)	Cover Page	1
2		Executive Summary	2
3		Technical Approach	15
4		Annex 1: Draft Year One Work Plan	4
5		Annex 2: Draft AMELP	10
6		Management and Staffing Plan	4
7		Annex 3: Resumes for Key Personnel, including references	15
8		Annex 4: Organizational Chart	4
9		Organizational Capacity	3
10	Part 2 (Business)	Summary Budget Information	1
11		SF 424 Forms	N/A
12		Required Certifications and Assurances	N/A
13		History of Performance	3

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

The cover page will include:

- The Activity Title
- Funding Opportunity Number
- Name of the Applicant
- Point of contact for the Applicant (contact name, title or position with the organization/institution, signature, address, telephone number, and email address)
- Applicant's UEI number
- Name of any proposed sub-recipients or partnerships

**2. Executive Summary** (up to two pages), containing a succinct summary of the key elements of the applicant's vision, strategy, and approaches for achieving the results of the proposed activity with relevant highlights from all sections below.

**3. Technical Approach (up to 15 pages) (merit review criterion 1)**

The applicants must submit a narrative that describes the technical approach to achieving all of the objectives and intermediate results in the program description and the applicant's expected inputs, planned activities, and expected outputs, outcomes, and results. At a minimum, applicants should describe the extent to which the applicant's proposed technical approach.

1. demonstrates deep understanding of the country, provincial, and health zone context, including the need and challenges and localized solutions that leverage the strengths of the communities and context;
2. is clear, ambitious yet feasible, innovative, evidence-based, appropriately tailored, and promotes system strengthening and sustainability;
3. fully integrates and embodies the Guiding Principles outlined in the Program Description.

The applicants will submit the following as annexes to the technical approach which are not part of the technical application:

**4. Annex 1: Draft Year One Work Plan:**

The draft year one work plans must describe the main tasks, actions, and timeline to achieve the results in Year 1. The applicant should also describe what steps, and corresponding timeline, which will be taken to mobilize activity personnel, award key contracts and sub-awards, and procure equipment necessary to open the offices for the rapid mobilization.

**5. Annex 2: Draft Activity Monitoring Evaluation and Learning Plan (AMELP):**

The Applicant should present an illustrative summary MEL Plan that facilitates adaptive learning and performance. The Applicant must describe how it will utilize sufficient data with appropriate disaggregation to adaptively plan, implement and manage interventions, identify people who are still under-served as the Activity progresses, and identify innovative methodologies where appropriate.

The Applicant should describe anticipated data collection sources and frequency, a proposed data management system, a proposed level of granularity for analysis of key indicators, and a data quality assurance methodology. The learning section of the AMELP should illustrate how the M&E system will support learning, fill knowledge gaps and support decision-making.

The Applicant must submit the following table by indicating proposed targets to be achieved for the three years of the program:

Outcome	Indicator(s)	Target	Assumptions
Outcome 1: Increase uptake of HIV and other prevention services for priority and key populations			
IR. 1.1 Improved community environment to support prevention services			
IR 1.2 Increased availability and uptake of HIV and other prevention services at both facility and community levels			
IR.1.3 KPs and other high risk populations networks strengthened			
Outcome 2: Increase uptake of HIV testing services at both facility and community levels			
IR 2.1 Increased availability of comprehensive HIV testing services			
IR 2.2 Improved HTS approaches to optimize HIV finding and linkage to ART services			
IR 2.3 Improved integration of self-testing and other innovative testing approaches			
Outcome 3: Increase uptake and continued engagement in high quality of HIV treatment, OVC and laboratory services			
IR 3.1 Improved access to comprehensive HIV care and treatment, and support services for adults and children			
IR 3.3 Improved health, wellbeing, protection, and economic security among OVC and their families			
IR 3.4 Improved access to lab services			
Outcome 4: Strengthen DRC health data systems for the management and evaluation of the HIV response.			

IR 4.1 Streamlined data collection processes and procedures to improve functionality of data collection systems			
IR 4.2 Increased use of reliable data to improve quality and effectiveness of service delivery			

**6. Management and Staffing** (up to 4 pages) (merit review criterion 2)

Applicants must describe the approach to management and staffing as expressed through a Management and Staffing Plan and an appropriate mix of qualified individuals as key personnel to lead the successful implementation of the activity. Applicants should propose other personnel based on the proposed technical approach to achieve the results as outlined in Section A of the NOFO.

The management structure should demonstrate a streamlined and effective structure to oversee activities in all areas of implementation and demonstrate sustainability of the activity in empowering and advancing leadership in the Democratic Republic of Congo. The management and staffing plan should provide information on the proposed field management structure and demonstrate adequate financial controls. The management and staffing plan should describe how the applicant has considered DEIA, gender balance, and localized expertise from the areas of activity implementation.

The applicants should clearly describe the distinctive roles and responsibilities of their organization and any sub/partner organizations and how they will contribute to achieving the expected results. The plan must include an overview of how activities and communication will be managed and coordinated. The Management and Staffing Plan should reflect a preference for a decentralized staffing plan, placing technical staff at the provincial level.

Key personnel are those considered to be essential to the work being performed under the activity. Key personnel and changes to key personnel are subject to approval of USAID.

There may be up to five key personnel positions envisioned under this activity. Two positions are outlined below with illustrative roles and responsibilities that may be considered as a starting point. Key personnel will be assessed on the appropriateness of their experience and qualifications. The Applicant may highlight additional position qualifications and propose additional key personnel as per their technical approach.

**1. Chief of Party (COP):**

The COP is responsible for all aspects of program implementation and overall program management, providing overall strategic leadership and oversight to the program to attain

objectives, ensuring adequate communications with USAID, identifying and mitigating program risks, and coordinating with other programs, partners, professional organizations and PNLs and PMNLS and other ministry of health counterparts at the central and provincial levels. The Chief of Party acts as the principal liaison with USAID and should have sufficient skills in French and English.

## **2. Technical Advisor**

The Technical Advisor serves as the highest technical expert who directly reports to the activity leadership and works closely with site officers. The Technical Advisor provides policy advisory support and technical assistance at all levels in support of decentralized HIV/AIDS program management. The Technical Advisor should provide technical leadership to ensure greater impact of HIV/AIDS programming and liaise with the DRC counterparts, PNLs and PNMLS and other provincial ministry of health counterparts, USAID/DRC and other cooperating partners on policy. The Technical Advisor advises on models of support, such as the science and PEPFAR's technical directions to maximize impact toward the epidemic control. The Technical Advisor integrates the PEPFAR expenditure reporting results into the implementation of the activity to find efficiencies for more impact in target geographic areas.

Applicants should submit the following annexes related to management and staffing:

### **7. Annex 3**: Resumes of proposed key personnel and references:

Should demonstrate the relevant professional qualifications and experience appropriate to manage and achieve the expected results, including three professional references for each individual (name of reference, position/title, professional relationship, email address and phone number). USAID may seek references from the provided sources as well as additional references as needed. Annex 3 must not exceed 15 pages.

### **8. Annex 4**: Organizational chart.

The organizational chart should clearly show lines of authority of all personnel, outline roles and responsibilities of key personnel, and visualize the relationships between any sub-offices or partners.

### **9. *Organizational Capacity (up to 3 pages) (merit review criterion 3)***

Applicants must demonstrate technical and managerial expertise that would directly benefit the activity implementation and reflect comparative advantages in implementing proposed interventions. Applicants should articulate: 1) financial and administrative capacity; 2) technical capacity in overseeing the delivery of health services in the Congolese context, in particular HIV services; and 3) leverage localized experience or have demonstrated experience implementing similar activities in the targeted geographical area.

Information in this section should include (but is not limited to) the following:

- Brief description of organizational history/expertise
- Relevant experience with proposed interventions
- Organizational strength as represented by experience in managing successful programs of similar scope and complexity
- Sub-awardee or subcontractor capabilities and expertise and how subaward agreements reinforce or strengthen the capacity of local actors with a view to increase local ownership

#### 10. Summary Budget (1 page)

The summary budget information must indicate the requested USAID funding amount, inclusive of all program costs broken out by major budget category for planned activities implemented by the applicant and any potential sub-applicants for the entire period of the program. Basic cost and budget assumptions applied must be provided in support of the summary budget. A detailed budget will be requested from the apparently successful applicant following the guidance provided in annex 5. The Summary Budget Information must follow the format / template below:

Line Item	Total Amount (USD)	Cost/Budget Assumption Applied
Personnel	\$	Example: "The total amount account for the salaries of X number of personnel"
Travel	\$	Example: "The amount covers the cost of X number of in-country travel and X number of international travel in support of the activity"
Equipment/Supplies	\$	Example: The amount covers the cost of office equipment for X number of staff in X number of field offices."
Other Direct Costs	\$	Example: "The amount covers the costs of rental of venues for facilitating X training/workshops"
Subawards	\$	

Total Estimated Amount	\$	
------------------------	----	--

11. **SF 424 Forms:** In addition, the Applicant must submit the following documents with the summary budget

The applicant must sign and submit the cost application using the SF-424 series. Standard Forms can be accessed electronically at <https://www.grants.gov/web/grants/forms/sf-424-family.html> Failure to accurately complete these forms could result in the rejection of the application.

## 12. Required Certifications and Assurances

The applicant must complete the following documents and submit a signed copy with their application:

- 1) "Certifications, Assurances, Representations, and Other Statements of the Recipient" ADS 303mav document found at <https://www.usaid.gov/ads/policy/300/303mav>
- 2) Assurances for Non-Construction Programs (SF-424B)
- 3) Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).

## Past performance

Applicants must provide information regarding its recent history of performance for up to three of its contracts, grants, or cooperative agreements involving similar or related programs, in the past 3 years, as follows:

### Client Organization Information

- 1) Client Organization:
- 2) Contract/Award Number:
- 3) Contract/Award Type (prime award or subaward - contract or grant):
- 4) Contract/Award Value (USD):
- 5) Client Contact Information (Name, Title, email):
- 6) Activity Title:
- 7) Primary location(s) of Work:
- 8) Period of Performance:
- 9) Brief Description of Product/Services Provided (Scope of Work or complexity/diversity of tasks):

### ***b. Phase II - Oral presentation (as required)***

The most highly ranked applicants may be required, as determined by USAID, to provide an oral presentation. The specific format and timing of the oral presentation will tentatively consist of a virtual or in-person meeting of one hour or one and a half hours. This will include a presentation of the applicant's Concept Application then followed by questions from USAID requiring a response by the applicant.

***c. Phase III - Co-creation and full technical and cost application submission***

The Apparently Successful Applicant and USAID will discuss specific plans and formats for co-creation/co-development and an associated timeline for developing the final Program Description and milestone plan. Identified Key Personnel from the Applicant's application shall be available to participate and support the co-creation phase. USAID highly encourages at least the proposed COP and other key personnel who are available to take part in the co-creation exercise.

Following completion of the co-creation activities, the Apparently Successful Applicant must submit a full technical and cost application accounting for conclusions of the co-creation. Details on the submission of the full technical and cost application will be provided following the co-creation.

**5. OTHER REQUIREMENTS APPLICANTS MUST FOLLOW**

**a) Unique Entity Identification and SAM Requirements**

USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier (UEI) number and System for Award Management (SAM) requirements. Each applicant (unless the applicant is an individual or Federal awarding agency that is exempted from 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. Provide a valid UEI number for the applicant and all proposed sub-recipients;
2. Be registered in SAM before submitting its application. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient ([www.sam.gov](http://www.sam.gov)).
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.

[“Navigating the SAM.gov Unique Entity Identifier Process.”](#) This blog provides an overview for both U.S. and non-U.S.-based entities and direct partners to a host of resources available on WorkwithUSAID.gov, such as:

- Training module on [Registering to Work with USAID \(French\)](#);
  - Step-by-step guide on [navigating Login.gov \(French\)](#);
  - Step-by-step guide on [navigating SAM.gov \(French\)](#); and
  - Step-by-step guide on [obtaining an NCAGE code \(French\)](#) ;
- Quick reference guides for [non-U.S.-based organizations \(French\)](#); and
- A [key information log](#) that outlines all of the information organizations need to collect for registration.

#### **b) Funding Restrictions**

There are no funding restrictions applicable to this NOFO at this time. USAID in its discretion and at the request of the winning applicant may allow pre-award costs.

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.

Except as may be specifically approved in advance by the AO, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in **Section B.4** of this NOFO and must meet the source and nationality requirements set forth in 22 CFR 228.

#### **c) 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) Conscience Clause Implementation (Assistance) – SOLICITATION PROVISION (FEBRUARY**

- (a) An organization, including a faith-based organization, that is otherwise eligible to receive funds under this agreement for HIV/AIDS prevention, treatment, or care—
  - 1) Shall not be required, as a condition of receiving such assistance
    - (i) to endorse or utilize a multisectoral or comprehensive approach to combating HIV/AIDS; or
    - (ii) to endorse, utilize, make a referral to, become integrated with, or otherwise participate in any program or activity to which the organization has a religious or moral objection; and
  - 2) Shall not be discriminated against in the solicitation or issuance of grants, contracts, or cooperative agreements for refusing to meet any requirement described in paragraph (a)(1) above.
- (b) An applicant who believes that this solicitation contains provisions or requirements that would require it to endorse or use an approach or participate in an activity to which it has a religious or moral objection must so notify the cognizant Agreement Officer in accordance with the Mandatory Standard Provision titled "Notices" as soon as possible, and in any event not later than 15 calendar days before the deadline for submission of applications under this solicitation. The applicant must advise which activity(ies) it could not implement and the nature of the religious or moral objection.
- (c) In responding to the solicitation, an applicant with a religious or moral objection may compete for any funding opportunity as a prime partner, or as a leader or member of a

consortium that comes together to compete for an award. Alternatively, such applicant may limit its application to those activities it can undertake and must indicate in its submission the activity(ies) it has excluded based on religious or moral objection. The offeror's proposal will be evaluated based on the activities for which a proposal is submitted, and will not be evaluated favorably or unfavorably due to the absence of a proposal addressing the activity(ies) to which it objected and which it thus omitted. In addition to the notification in paragraph (b) above, the applicant must meet the submission date provided for in the solicitation.

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

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

**[End of Section D]**

*Intentionally left blank*

## SECTION E: APPLICATION REVIEW INFORMATION

### 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 the Merit Review Committee (MRC) using the criteria described in this section.

### 2. REVIEW AND SELECTION PROCESS

#### *a. Phase I: Application Merit Review, Summary Budget, Certifications, SF 424 Forms, and History of Performance Criteria*

##### **Application**

USAID will conduct a merit review of all applications received that comply with the instructions in the NOFO. Applications will be reviewed and evaluated in accordance with the following criteria which are shown in order of decreasing importance. There is no sub-criteria.

Criterion	Criterion Name
Criterion 1	Technical Approach
Criterion 2	Management Structure and Key Personnel
Criterion 3	Organizational Capacity and Experience

#### **Selection Criterion 1: Technical Approach**

In assessing this factor, the MRC will consider:

- Extent to which the applicant demonstrates ability to achieve all objectives and intermediate results for the target health zones using approaches and strategies that are logical, feasible, grounded in the DRC context and challenges, and reflect high-impact and innovative interventions as well as apply the guiding principles as mentioned in section B.2.
- Extent to which the application and the draft work plan demonstrates a well-thought-out plan for transition of activities and rapid start up to improve the HIV/AIDS response aimed at epidemic control.

- Extent to which the proposed draft monitoring and evaluation plan is clear and logical and will accurately track progress towards program objectives and performance targets using high quality data using USAID and PEPFAR processes for program monitoring and reporting.

### **Selection Criteria #2: Key Personnel and Management Structure**

In assessing this factor, the MRC will consider:

- Extent to which proposed key personnel have relevant and complementary professional qualifications and experience appropriate to oversee technical and operational implementation and achieve the expected results.
- Extent to which the application presents a complete and well justified management plan with expected level of effort (LOE) by position, lines of authority, outlined roles and responsibilities, along with the proposed use of local staff with appropriate expertise, promotes DEIA, gender balance, and ensures adequate technical, financial, and administrative capacity.

### **Selection Criteria 3: Organizational Capacity and Experience**

In assessing this factor, the MRC will consider:

- Extent to which the experience and expertise of the applicant and proposed sub-recipients will ensure the achievement of the objectives and expected results as specified in the program description with a clear delineation of roles and responsibilities leveraging the strengths of the applicant and sub-recipient.
- Extent to which the applicant and sub-recipients demonstrate organizational capacity to comply with U.S. Government financial and administrative regulations and strengthens the capacity of local partners and actors to lead the HIV/AIDS response in the DRC.
- Extent to which the applicant and proposed sub-recipients demonstrate understanding and experience working in the targeted province and health zones.

### **Summary Budget**

The summary budget and attachments will be evaluated to assess and understand the scope of the applicant's proposed technical approach in terms of cost. This will be evaluated on a pass/fail basis.

### **Certifications, Assurances, and SF 424 Forms**

Will be reviewed for compliance and completeness.

### **History of Performance**

Information provided will be reviewed and evaluated to determine the applicant's institutional capacity and experience in implementing similar work. Applicants must provide a past

performance history that would demonstrate the capacity to successfully implement the proposed program. This will be evaluated on a pass/fail basis.

***b. Phase II: Oral Presentation Merit Review Criteria (if required)***

Oral presentations (if required) will be reviewed on the quality and soundness of oral presentation to convincingly demonstrate the concept application's approach to achieve the Activity's objectives.

***c. Phase III: Co-creation/co-development and Full Technical and Cost Application Submission***

**Co-Creation/co-development**

The apparently successful applicant will be requested to submit milestones following the guidance in [ADS 303saj, Fixed Amount Awards to Non-Governmental Organizations](#) and **full cost application**. USAID will participate in a co-creation/co-development exercise to develop the milestones with the apparently successful applicant either at USAID's location in Kinshasa or recipient's office as well as provide detailed feedback to the Applicant's technical approach. More details will be provided to the apparently successful applicant.

**Full Technical and Cost Application Submission**

Following co-creation, the apparently successful applicant will be required to submit a full application which incorporates feedback and discussion from the co-creation.

**1. Technical Application:**

At this stage, the USAID will evaluate the Final Technical Application of the Apparently Successful Applicant as "Acceptable" or "Unacceptable." In the event that negotiations fail to improve the Apparently Successful Applicant's Final Technical Application/Program Description, the Agreement Officer (AO) may determine the application as "unacceptable."

**2. Cost Application 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.

The Agreement Officer (AO) will perform a risk assessment (2 CFR 200.205). 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 200.207).

### **3. RISK ASSESSMENT**

The agency will initiate a final risk assessment on the “Apparently Successful Applicant” as described under D.6 - Business (Cost) Application Format in part h).

**[End of Section E]**

*Intentionally left blank*

## SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

### 1. FEDERAL AWARD NOTICES

The Notice of Award (ADS 303.3.7.1.a) signed by the Agreement Officer is the authorizing document that will be provided to the successful applicant to inform the applicant of its selection to be further considered to negotiate a cooperative agreement. USAID will provide this Notice electronically to the person designated to receive this information in the application.

Notification will also be made electronically to unsuccessful applicants pursuant to ADS 303.3.7.1.b. USAID will follow the procedures included in ADS 303.3.7.2 to receive and accept requests for debriefings from unsuccessful applicants.

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

### 2. ADMINISTRATIVE & NATIONAL POLICY REQUIREMENTS

The resulting award from this NOFO will be administered in accordance with the following policies and regulations. Standard Provisions for Fixed Amount Awards to Non-Governmental Organizations: <https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/303mat>. See Annex number 2 for a list of the Standard Provisions that will be applicable to awards resulting from this NOFO.

### 3. REPORTING REQUIREMENTS

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

Report	Due Date	Submission
Host Government Tax Reporting	Annually by April 16	Financial Analyst, AOR, AO

Report	Due Date	Submission
Annual Work/Implementation Plan	First Annual Work Plan (initial draft) is due no later thirty (30) calendar days of the effective date of the Cooperative Agreement  Annual work plans for subsequent years are due to the AOR on May 31 of that year	AOR
Activity Monitoring, Evaluation, and Learning Plan (AMELP)	90 calendar days of the effective date of the Cooperative Agreement	AOR
Quarterly Activity Performance Reports	30 calendar days after the end of the quarter under review	AOR
Quarterly Financial and accruals Reporting	At the direction of the AOR, QFR within 30 days of the end of the quarter (ie. January 31, April 30, July 31, and October 31).  Accruals reports are due 15 days before the end of each quarter (March 15, June 15, September 15, and December 15)	AOR and AO
Annual Performance Reports	October 30 each year	AOR and AO
Closeout Plan	6 months prior to end of performance	AOR and AO
Final Report	Final version due within 90 days of the end of the award	AOR and AO
Programmatic Review and Application for Renewal	32 months after award start (four months prior to end of Phase 1 of the award)	AOR and AO

**PEPFAR Requirements:**

As PEPFAR 3.0 evolves, the GHSD is keenly focused on monitoring and achieving results. Several PEPFAR processes have been implemented to help PEPFAR operating units and implementing partners achieve desired results. The recipient will participate in and contribute to all PEPFAR

processes, including the ones described below. All data collection processes and instruments must be dynamic and flexible, ready to accommodate regular changes to PEPFAR guidance and requirements.

Quarterly submission of data to DATIM will still remain the official system of record for PEPFAR indicators.

1. Site Improvement Monitoring System (SIMS): USAID staff will conduct visits to supported sites using the SIMS tool to assess the quality of HIV services. USAID Espoir 2030 Haut-Katanga will develop a written remediation plan to address any low-scoring domains following each visit and will conduct follow-up visits according to SIMS requirements. Recipients will be evaluated based on their ability to address site-level issues expediently so that measurable change is made within three to six months.

2. PEPFAR Oversight and Accountability Response Team (POART): GHSD conducts quarterly reviews of programmatic and financial results through the POART. Data to be reviewed include, but are not limited to, SIMS site- and partner-level results, financial data (including pipeline and expenditures), and MER results. Before the calls, partners will be expected to review available data with USAID staff. Following these calls, all partners are expected to act immediately and effectively to address any issues or recommendations so that measurable change is made by the end of the next quarter.

3. Expenditure Analysis and reporting: The recipient will participate in the annual DRC- level Expenditure Analysis exercise to help PEPFAR and the USG better understand the costs that the USG finances to provide a broad range of HIV services and support. Data collected and submitted is used to improve program planning. Expenditure data is currently collected at the provincial (divisions provinciales de la santé [DPS]) level, although the program should be prepared to move to reporting at lower levels, including the health zone or site, if requested.

#### **(a) Activity Monitoring, Evaluating, and Learning Plan (AMELP)**

The application must contain an illustrative Monitoring, Evaluation, and Learning Plan (AMELP) that explains how the applicant proposes to monitor the program and assess program impact. For the purpose of routine and formal monitoring and evaluation, the recipient shall develop a Monitoring, Evaluation, and Learning Plan (AMELP) for USAID's review and approval within 90 calendar days of the effective date of the Cooperative Agreement for the timeframe of the project.

The AMELP will be developed in accordance with ADS 203 and USAID Evaluation Policy and it will underpin a coherent monitoring and evaluation system that will objectively assess the overall progress and impact of the project as outlined in the program description.

The AMELP will include a Results Framework that is aligned with the approved USAID/DRC's CDCS with a clear indication of the activity's contribution. The AMELP will also include the development hypothesis and critical assumptions; baseline values and targets to show progress

over time; a Performance Data Table summarizing the key performance monitoring information; Performance Indicator Reference Sheets for each indicator that include, detailed description of performance indicators to be tracked, source, method and schedule of data collection, known data limitations and planned actions to address the limitations. The AMELP will include measurable indicators pertinent to activity-level management, monitoring and reporting. PEPFAR MER and custom indicators should be taken into account as appropriate. PEPFAR performance indicators are subject to change and/or modification. The AMELP will be reviewed on at least an annual basis during project implementation.

The recipient will develop and track targets, output and impact indicators, and expenditures. Measurable results at the process and outcome level are critical to achieve epidemic control. Program indicators must align with the Mission's and Health Office's strategic objectives and intermediate results framework, as well as with the required USAID and PEPFAR/DRC strategic objectives. Indicators must feed into the USAID/DRC's Mission-Wide Performance Management Plan (PMP) and Performance Plan and Report (PPR) as well as PEPFAR's reporting process. Additionally, data collection must support national approaches to strengthening the health information system and not be duplicative of the current data demand on health providers and administrators in clinical and community settings. All required reporting will be captured in the benchmarking exercise during the award process.

Indicators will be appropriately disaggregated by age, sex, site, and geographical region, as well as other disaggregation which may be required by GHSD in the future and will measure the results of the program's strategies addressing gender. Activity M&E must be consistent with USAID's Evaluation Policy, PEPFAR's Site Improvement Monitoring Systems (SIMS), and PEPFAR MER indicators.

An important aspect of monitoring, particularly for service delivery projects, is the monitoring of compliance with the FP and HIV legal and policy requirements applicable to USAID funds. These legislative and policy requirements deal with voluntarism, informed choice, a target-free approach, quality counseling with comprehensible information, and non-involvement with abortion-related activities.

Periodic Data Quality Assessment (DQA) will be conducted to ensure that the performance indicators meet USAID's data quality standards on Validity, Precision, Reliability, Integrity, and Timeliness. An initial DQA will be conducted within the first six months of the project's AMELP approval. As necessary, the recipient will provide assistance to selected sub-national government counterparts to develop systems to track and report measures.

The recipient will finalize the AMELP in consultation with USAID/DRC and its counterparts through participatory "kick-off" meetings with key implementing partners and other stakeholders. USAID will review the draft AMELP and provide comments/suggestions within 10 working days of receipt. The recipient must then submit the final AMELP to the USAID AOR for

approval not later than 10 working days from receipt of USAID's comments/suggestions.

The recipient must provide ongoing monitoring of the effectiveness of the implementation of the program and develop an information and reporting system tied to the AWP to measure progress towards attaining milestones (results) as well as to collect information on agreed-upon indicators. Indicators and targets for each result should illustrate how the activity is achieving its targets for each task and interventions.

The recipient will be expected to conduct systematic collection and analysis of evaluation data that will improve project effectiveness and planning of activities. The recipient will also be required to report annually (typically in October), to USAID/DRC, on its performance to facilitate the missions' requirements in accordance with the USAID Performance Plan Report. As necessary, the recipient will provide assistance to selected sub-national government counterparts to develop systems to track and report measures. The plan will also lay out additional actions the recipient would carry out to ensure satisfactory monitoring of the project, including mid-term evaluations to ensure overall program effectiveness.

#### **(b) Annual Work Plan/Implementation Plan**

Annual Work Plans (AWP) or Implementation Plans are developed yearly and include proposed activities for the given year, timeframe, implementation of activities, an itemized and detailed level of effort and budget, review of the previous year's accomplishments (if applicable), problems and challenges encountered in achieving specified results, proposed annual outputs, and progress towards achieving results. The AWP must also describe a plan and timeline for internal monitoring and evaluation that considers the Activity M&E Plan and the external monitoring and evaluation plan. Annual Work Plans must not deviate from cooperative agreement requirements. All activities planned through this process must be in accordance with the activity/program description and consistent with the approved budget for the agreement. The recipient must integrate an Environmental and Mitigation Plan (EMMP), a Branding and Marking Plan, and Planned short-term and long-term technical assistance (STTA/LTTA).

The recipient must submit the AWP within **thirty** (30) calendar days of the effective date of the Cooperative Agreement. Recipients will submit the first annual work plan to cover the period of time from the effective date of the Cooperative Agreement to September 30, 2024. The recipient must prepare the AWP based on the illustrative AMELP and draft Work Plan submitted before the award.

The recipient will work with the AOR throughout the AWP development process prior to submission to ensure the AWP appropriately reflects activity objectives and the program description. In addition to addressing other requirements, the recipient must address the sustainability, gender, and disabilities integration process in the AWP. The AWP must detail the work to be accomplished during the upcoming year. Annual work plans for subsequent years are due to the AOR on **May 31** of that year. AWP's should include all sections described in the

initial implementation plan above. In addition, the subsequent annual work plans shall review the activities of the year that is ending, the activities that were implemented, the results achieved, and any problems that existed and how they were resolved. These subsequent annual plans should propose program adjustments to reflect any lessons learned. As with the initial implementation plan, the AOR will review the plan and provide comments and recommendations for changes. The recipient must incorporate the AOR's comments and recommendations into the final version of the AWP and submit it for AOR written approval within 15 calendar days. In addition, all substantial changes in AWP require prior written approval of the AOR.

The recipient must comply with all GHSD requirements related to the development of the work plan after the approval of the COP.

### **(c) Performance Monitoring Reporting**

#### **1. Quarterly activity performance reports**

The Recipient will report on activity performance quarterly, using a format agreed to with the Agreement Officer's Representative (AOR) and will be detailed in the benchmarking exercise. The quarterly performance reports are required to be submitted quarterly and are due **30 days** after the end of the quarter under review. Depending on the project start date, the first quarterly report may include somewhat more or less than one quarter's activities.

The quarterly reports must contain the following:

- Reporting on the project indicators agreed in the Activity Monitoring, Evaluation and Learning Plan (AMELP) which are not included in Design and Analysis Toolkit for Inventory and Monitoring (DATIM);
- A short explanation of why results were not achieved or were exceeded, and of why activities were delayed or not carried out during the reporting period. Indicate corrective actions taken or a plan to ameliorate or change performance if appropriate. For each corrective action, the recipient will designate responsible parties and establish a timeframe for completion.
- Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
- Events or conditions that could have negative political or public relations perceptions affecting the activity. These include statements in the press or on social media, relationships with local officials or actors, etc. The Recipient will work with Technical Officers, Mission Leadership, and the Public Affairs Office to determine a response strategy and to assist in mitigating any negative effects.

## 2. Quarterly Financial Reports and Accruals

The recipient must submit a financial report on a quarterly basis, no later than the 30 calendar days after the completion of each quarter. The financial report will show expenses for the award. Specifically, the report must contain at a minimum the following information:

- Total funds expended by the recipient to date
- Pipeline (committed funds minus expended funds plus accruals)
- The budget estimate for the upcoming quarter

The recipient will also provide statements of accrued expenditures on a quarterly basis.

## 3. Annual Progress Report

The annual progress report shall be a review of the previous year's accomplishments relative to the AMELP, including challenges and success stories. Problems or issues encountered and how they were resolved shall be presented in the report. The report must be submitted **30 calendar days** after the end of fourth quarter, or the end of the USG fiscal year (September 30). It shall be submitted in lieu of the fourth quarterly progress report. The scope and format of the annual progress report will be finalized in consultation with the AOR. The report can be submitted electronically to the AOR.

The annual report must include a discussion, supported with quantitative and qualitative evidence, (which evidence must remain auditable under the terms of the agreement and USAID program implementation procedures), of progress against indicators and/or impacts achieved to date. This must include clear identification of which impacts achieved were within the manageable interests of the recipient and which were likely catalyzed by recipient-supported initiatives, leading to substantial, sustained achievement of results. This discussion will be instrumental in helping the Mission to complete mandatory reporting to Washington such as the Performance Plan Report and the Operational Plan.

## 4. Final Report

The final performance report must cover the entire award period and must be submitted not later than **90 calendar days** after the period of performance ends. The final report must contain the following information.

- An executive summary of the Recipient's accomplishments in achieving results and conclusions about areas in need of future assistance.
- An overall description of the Recipient's activities and attainment by results

- An assessment of the progress made towards accomplishing the objective and expected results, and the significance of these activities. A comparison of actual activities and results with the plan established for the life of the activity (presented in narrative and table format).
- Describe reasons why targets were not achieved or surpassed and why activities were delayed or not carried out, if appropriate.
- Other pertinent information, including recommendations with in depth analysis and lessons learned related to the overall program results.
- Success stories, including examples of synergy and collaboration with partners.
- Environmental compliance report (in annex)

#### **d) Close-out Plan**

Within six months of the project's estimated completion date, the Recipient will submit to the AO and the AOR for review, a draft closeout plan which incorporates (a) the property disposition plan; (b) the in-country operations phase out plan; (c) the delivery schedule for all reports or other deliverables required under the award, and; (d) a timeline for completing all required closeout actions, including the submission date of the final property disposition plan, and; (e) includes draft turnover documents.

#### **4. PROGRAM INCOME**

Program income is currently not anticipated under this activity. However, if program income is generated during the implementation of the program, the AO reserves the right to determine exactly how that income will be treated and considered under the award, in accordance with the standard provision on Program Income for non-U.S. organizations.

#### **5. ENVIRONMENTAL COMPLIANCE**

##### **a) General**

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

- In addition, the contractor/recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.
- No activity funded under this CA 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.”).

#### **b) Compliance with the IEE**

An Initial Environmental Examination

([https://ecd.usaid.gov/document.php?doc\\_id=45611](https://ecd.usaid.gov/document.php?doc_id=45611)) has been approved for the project funding the cooperative agreement expected as a result of this NOFO. The IEE covers activities expected to be implemented under the resulting 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.

#### **c) Implementation Plans**

- 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 (MEO) or Bureau Environmental Officer (BEO), 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 review and approval of MEO or BEO. 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.

#### **d) Mitigation Measures and Monitoring**

When the approved Regulation 216 documentation is (1) an IEE that contains one or more Negative Determinations with conditions and/or (2) an EA, the recipient shall:

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

#### **e) Sub-Grants**

A provision for sub-grants is included under this award; therefore, the recipient will be required to use an Environmental Review Form (ERF) or Environmental Review (ER) checklist using impact assessment tools to screen grant proposals to ensure the funded proposals will result in no adverse environmental impact, to develop mitigation measures, as necessary, and to specify monitoring and reporting. Use of the ERF or ER checklist is called for when the nature of the grant proposals to be funded is not well enough known to make an informed decision about their potential environmental impacts, yet due to the type and extent of activities to be funded, any adverse impacts are expected to be easily mitigated. Implementation of sub-grant activities cannot go forward until the ERF or ER checklist is completed and approved by USAID. Recipient is responsible for ensuring that mitigation measures specified by the ERF or ER checklist process are implemented.

## **6. SECURITY REPORTING**

As part of the overall security requirements, the Recipient must report any security threats and/or incidents immediately to the cognizant USAID Agreement Officer, AOR, and other designated USAID points of contact.

Subsequently, a written report must be submitted which details measures to track any potential/identified threats, mitigation and management of such threats, and resolution. Any sub awardees must similarly report any threats/incidents to the Recipient, who will immediately after, notify the above listed USAID/DRC representatives.

### **Security Reporting Responsibilities**

#### *Incident Reporting*

There are various types of Incident Reporting: Serious Incident Report (SIR); Incident Report (IR); Situation Report (SITREP); and any other security related report that may be required by USAID.

*Serious Incident Report (SIR)*

- An incident that involves the death, injury, kidnapping of IP personnel and/or damage to IP property.
- An incident that has critically damaged the funded program, such as fire, catastrophic flood, etc.
- Initial SIR must be reported verbally immediately and within 4 hours of the incident occurrence/discovered.
- A Complete SIR must be filed in writing / email within 24 hours of the incident.
- Updated written SIR will continue to be filed on a timely basis (daily, weekly) as long as the situation exists.
- Final Report SIR will summarize the incident, subsequent events, and the final resolution.

*Incident Report (IR)*

- An incident involving accidents, potential harm, suspicious persons or acts, threats or harassing actions against personnel or the program.
- IR should be initially reported by phone immediately, follow up with a written report filed as soon as possible (within 24 hours). After the incident is evaluated, a complete detailed written report must be submitted not later than 72 hours after the incident.

*Situation Report (SITREP)*

- A report that a significant, but not critical action or activity, has taken place that has impacted or may have impact on the well-being of the personnel or the success of the program.
- This report may describe trends and/or secondhand information that may have bearing on the project or impact on future operations.
- There is no predetermined reporting timeline and should be issued as needed and required by USAID.

SIR, IR, and SITREP reporting should follow formatting in any Security Plans, but at a minimum, must contain the name of the company, name of the victim(s), date, time, a description of what happened, where the incident occurred, and any other relevant details surrounding the incident. If this is an ongoing incident, progress reports should be submitted in accordance with the guidelines provided in order to keep USAID personnel apprised of the situation.

## **Security Conditions**

The Implementing Partner must be aware of security conditions in DRC and assumes full responsibility for the safety of its employees. Prior to commencing work, the IP must ensure that it has adequate procedures in place to advise its employees of situations or changed conditions that could adversely affect their security. In order to keep abreast of security conditions in DRC, the IP should seek information from all available sources, including from USAID. The Implementing Partner has sole responsibility for travel plans for its employees. The IP is also responsible for immediately notifying USAID/DRC and the U.S. Embassy American Citizen Services section in the event a U.S. citizen employee does not return from travel as expected or does not report to work. In the event that USAID requests the Implementing Partner for accountability of staffing, the IP must ensure accountability of all personnel and may need to provide information of that accountability to USAID.

## **Security Protocol**

The Recipient should develop a security plan to safeguard all project operations. Security plans may be reviewed by USAID upon request .

Plans should generally include:

- Procedures for reporting and addressing security threats.
- Procedures for reporting any deaths related to the project.
- Procedures for reporting and addressing any persons missing or kidnapping incidents.
- Name and contact information of the security contact person for the head office and regional office(s).
- An internal “cascade” list for communicating with staff, with updated and maintained contact information for staff.

## **Life Support and Security Services**

The Implementing Partner is responsible for maintaining the security of its personnel, materials and equipment. All employees must meet the requirements of their work-site, which may include, but not limited to background checks, security/restricted area clearances, drug-free workplace, safety training and/or any other company safety and security requirements.

## **7. CUSTOMS DUTIES AND TAXES**

USAID has bilateral agreement with the Government of the Democratic Republic of Congo which allows for the exemption of the incurrence of identifiable customs duties and taxes (including value added taxes “VAT”) in development programming. Implementing Partners must not incur the payment of these customs duties and taxes during the activity implementation. USAID will provide information for the process for obtaining these exemptions to the Implementing Partner.

## 8. ELECTRONIC PAYMENT

### 1. Definitions:

- a. "Cash Payment System" means a payment system that generates any transfer of funds through a transaction originated by cash, check, or similar paper instrument. This includes electronic payments to a financial institution or clearing house that subsequently issues cash, check, or similar paper instruments to the designated payee.
- b. "Electronic Payment System" means a payment system that generates any transfer of funds, other than a transaction originated by cash, check, or similar paper instrument that is initiated through an electronic terminal, telephone, mobile phone, computer, or magnetic tape, for the purpose of ordering, instructing or authorizing a financial institution to debit or credit an account. The term includes debit cards, wire transfers, transfers made at automatic teller machines, and point-of-sale terminals.
- c. The recipient agrees to use an electronic payment system for any payments under this award to beneficiaries, sub recipients, or contractors.

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

- a. Cash payments made while establishing electronic payment systems, provided that this exception is not used for more than six months from the effective date of this award.
- b. Cash payments made to payees where the recipient does not expect to make payments to the same payee on a regular, recurring basis, and payment through an electronic payment system is not reasonably available.
- c. Cash payments to vendors below \$3000, when payment through an electronic payment system is not reasonably available.
- d. The Recipient has received a written exception from the Agreement Officer that a specific payment or all cash payments are authorized based on the Recipient's written justification, which provides a basis and cost analysis for the requested exception.

### 4. More information about how to establish, implement, and manage electronic payment methods are available to recipients at [Http://solutionscenter.nethope.org/programs/c2e-toolkit](http://solutionscenter.nethope.org/programs/c2e-toolkit).

**[End of Section F]**

*Intentionally left blank*

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

### 1. NOFO POINTS OF CONTACT

The Agreement Officer for this Award is:

Gregory Wang  
Supervisory Agreement Officer  
USAID/DRC  
Immeuble Mobil, N° 198 Avenue Isiro  
Gare Centrale, Gombe, Kinshasa  
Democratic Republic of Congo

The Acquisition and Assistance Specialist for this Award is:

Aline Chikuru Chibalonza  
Acquisition & Assistance Specialist  
USAID/DRC  
Immeuble Mobil, N° 198 Avenue Isiro  
Gare Centrale, Gombe, Kinshasa  
Democratic Republic of Congo

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

### 1. 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]**

*Intentionally left blank*

## 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 or used – 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]**

*Intentionally left blank*

**ANNEX 1 - STANDARD PROVISIONS**

(Note: the full text of these provisions may be found at: <https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/303mat>). The award will include the latest Mandatory Standard Provisions and following “required as applicable” Standard Provisions:

 Required	Not Required	Standard Provision
TBD		RAA1. FIXED AMOUNT AWARD ADVANCE PAYMENT AND REFUNDS (NOVEMBER 2020)
X		RAA2. UNIVERSAL ENTITY IDENTIFIER (UEI) AND SYSTEM FOR AWARD MANAGEMENT (SAM) (DECEMBER 2022)
X		RAA3. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2022)
X		RAA4. USAID ELIGIBILITY RULES FOR PROCUREMENT OF COMMODITIES AND SERVICES (MAY 2020)
TBD		RAA5. FLY AMERICA ACT RESTRICTIONS (AUGUST 2013)
TBD		RAA6. OCEAN SHIPMENT OF GOODS (JUNE 2012)
TBD		RAA7. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2022)
TBD		RAA8. PATENT RIGHTS (DECEMBER 2022)
	X	RAA10. INVESTMENT PROMOTION (DECEMBER 2022)
	X	RAA11. PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012)
TBD		RAA12. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
	X	RAA13. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
	X	RAA14. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
X		RAA15. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
X		RAA16. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
X		RAA17. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
X		RAA18. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
	X	RAA 19. METRIC SYSTEM OF MEASUREMENT (AUGUST 1992)
	X	RAA20. ACCESS TO USAID FACILITIES AND USAID’s INFORMATION SYSTEMS (AUGUST 2013)
X		RAA21. LIMITATION ON SUBAWARDS TO NON-LOCAL ENTITIES (JULY 2014)
X		RAA22. AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (DECEMBER 2022)

Required	Not Required	Standard Provision
X		RAA24. PROHIBITION ON CERTAIN TELECOMMUNICATION AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (DECEMBER 2022)
X		RAA25. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)

**ANNEX 2: ABBREVIATIONS AND ACRONYMS****ABBREVIATIONS AND ACRONYMS**

ABC	Abstain, Be faithful, or use Condoms
AGYW	Adolescent Girls and Young Women
AHD	HIV Advanced Disease
AO	Agreement Officer
AOR	Agreement Officer's Representative
ART	Antiretroviral Treatment
ARV	Antiretroviral
CDCS	Country Development Cooperation Strategy
CD4	Cluster of differentiation 4
CLHIV	Children living with HIV
CoP	Chief of Party
CrAg	Serum cryptococcal antigen
DATIM	Design and Analysis Toolkit for Inventory and Monitoring
DCoP	Deputy Chief of Party
DHS	Demographic and Health Survey
DO	Development Objective
DPS	Divisions Provinciales de la Santé
DRC	Democratic Republic of the Congo
EID	Early Infant HIV Diagnosis
EpiC	Meeting Targets and Maintaining Epidemic Control
FAA	Fixed Amount Award
FP	Family Planning
FPNSP	Family Planning National Strategic Plan
FSW	Female Sex Workers
GDRC	Government of the DRC
HIV	Human Immunodeficiency Virus
HTS	HIV Testing Service
HZMT	Health Zone Management Teams
IR	Intermediate Result
KP	Key Population
LTFU	Lost to follow up
mCPR	Modern Contraceptive Prevalence Rate
MCH	Maternal and Child Health
M&E	Monitoring and Evaluation
MEL	Monitoring, Evaluation and Learning
MER	Monitoring, Evaluation and Reporting

MMD	Multi-Month Dispensing
MOH	Ministry of Health
NOFO	Notice of Funding Opportunity
GHSD	Bureau of Global Health Security and Diplomacy (GHSD)
OVC	Orphans and Vulnerable Children
PEPFAR	President's Emergency Plan for AIDS Relief
PITC	Provider initiated testing and counseling
PrEP	Pre-exposure prophylaxis
PLHIV	People Living with HIV/AIDS
PMP	Performance Management Plan
PMTCT	Prevention of Mother To Child Transmission
PNDS	Plan National de Développement Sanitaire
PNLS	Programme National de Lutte contre le SIDA
PNMLS	Programme National Multisectoriel de Lutte contre le SIDA
POART	PEPFAR Oversight and Accountability Response Team
PrEP	Pre-exposure Prophylaxis
PPR	Performance Plan and Report
QA	Quality Assurance
QI	Quality Improvement
SIMS	Site Improvement Monitoring Systems
STI	Sexually Transmitted Infections
SGBV	Sexual and Gender-Based Violence
STI	Sexually transmitted infections
TA	Technical Assistance
TB	Tuberculosis
TLD	Fixed dose ARV drug that includes Tenofovir Lamivudine
UNAIDS	Dolutegravir
USAID	Joint United Nations Programme on HIV/AIDS
VL	United States Agency for International Development
WHO	Viral Load
	World Health Organization

**ANNEX 3: COP 23, YEAR 2**

Indicators	COP 23 year 2 targets	
Year 1/ FY 25 (possible further adjustment)		
<b>ADULTS and PEDIATRICS</b>		
HTS_TST		53,809
HTS_POS		1,158
PMTCT_EID		94
PMTCT_HEI_POS		5
PMTCT_POS		
PMTCT_STAT		18,059
PMTCT_STAT New POS		35
PMTCT_STAT_POS (New + Known)		90
PMTCT_FO		
TX_CURR		16,961
TX_ML		
TX_NEW		1,107
TX_RTT		

Indicators	COP 23 year 2 targets	
<b>Year 1/ FY 25 (possible further adjustment)</b>		
TX_PVLS D		16,125
TX_PVLS N		15,320
<b>PREVENTION</b>		
PP_PREV		1,240
PreP_CT		2,126
PreP_New		2,697
GEND_GBV		26
OVC_SERV		3,246
OVC_HIVSTAT		2,973
TB_STAT		1,297
TB_ART		55
TB_PREV D		2,267
TB_PREV N		2,267
KP_PREV		5,570
<b>PEDIATRICS</b>		
HTS_TST		3,411

Indicators	COP 23 year 2 targets	
Year 1/ FY 25 (possible further adjustment)		
HTS_TST_POS		79
HTS_INDEX		884
INDEX_POS		29
TX_CURR		1,187
TX_NEW		82
TX_PVLS_D		1,128
TX_PVLS_N		1,071

**ANNEX 4: SUBAWARD/SUBCONTRACT APPROVAL MEMORANDUM TEMPLATE**

Submission Date				
Prime Implementing Partner				
Prime Award Title and Number				
<b>Subaward Information</b>				
Name, Address, and Contact				
Unique Entity Identifier (UEI)				
Sub Award Type	<input type="checkbox"/>	Subcontract/contract (Cost Reimbursement)	<input type="checkbox"/>	Subgrant (Cost Reimbursement)
	<input type="checkbox"/>	Subcontract/contract (Fixed Price)	<input type="checkbox"/>	Subgrant (Fixed Amount)
Within Authorized Geographic Code	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No (Rationale):
Procurement of Equipment?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Draft Subaward	<input type="checkbox"/>	Included	Detailed Budget	<input type="checkbox"/> Included
The prime incorporated all the applicable flow-down clause/provisions	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Title				
Total Estimated Cost/Amount (USD)				
Period of Performance				
Place of Performance (Geographic Coverage in-country)				
Objective / Purpose				

<p>Selection Process, Responsibility Determination, and Award Rationale (Requirements: • Acquisition: 52.244-2 and 44.2 • Assistance: 2 CFR 200.317-327)</p>	
--	--

## **Annex 5: Required information for detailed cost application from the apparently successful applicant**

### **a) 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, at a minimum:

- 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.
- 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 support market research.

- 2) Fringe Benefits – (if applicable) If the applicant has a fringe benefit rate approved by an agency of the USG, 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 of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.
- 3) Travel and Transportation – Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Per diem and associated travel costs must be based on the applicant's normal travel policies. When appropriate please provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.
- 4) Procurement or Rental of Goods (Equipment & Supplies), Services, and Real Property – Must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.
- 5) Subawards – Specify the budget for the portion of the program to be passed through to any subrecipients. See 2 CFR 200 for assistance in determining whether the sub-tier entity is a subrecipient or contractor. The subrecipient budgets must align with the same requirements as the applicant's budget, including those related to fringe and indirect costs.
- 6) Construction – No construction activity is allowed under this award.
- 7) 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 activity, along with estimates of costs. Otherwise, the narrative should be minimal.
- 8) Indirect Costs – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In order to better understand indirect costs please see [Subpart E of 2 CFR 200](#). The application must identify which approach they are

requesting and provide the applicable supporting information. Below are the most commonly used Indirect Cost Rate methods:

Method 1 - Direct

Charge Only

Eligibility: Any

applicant

Initial Application Requirements: See above on direct costs

Method 2 - Negotiated Indirect Cost Rate Agreement (NICRA)

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

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

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

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

Eligibility: Any applicant that does not have a current NICRA.

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

Method 4 - Indirect Costs Charged As A Fixed Amount

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

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

- Total costs incurred by the organization for the previous fiscal year and estimates for the current year.
- Indirect costs (common costs that benefit the day-to-day operations of the organization, including categories such as salaries and expenses of executive officers, personnel administration, and accounting, or that benefit and are identifiable to more than one program or activity, such as depreciation, rental costs, operations and maintenance of facilities, and telephone expenses) for

the previous fiscal year and estimates for the current year.

- Proposed method for prorating the indirect costs equitably and consistently across all programs and activities of using a base that measures the benefits of that particular cost to each program or activity to which the cost applies.
- 9) 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.

The applicant must budget for implementing the environmental compliance activities. For the purposes of this solicitation, applicants should reflect illustrative costs for environmental compliance implementation and monitoring in their cost application and to describe these costs in detail to the degree possible in the budget narrative. In addition, the applicant shall allocate sufficient budget for branding and marking requirements.

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

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

**c) Approval of Subawards**

The applicant must submit information for all subawards that it wishes to have approved at the time of award as per attachment 4.

**d) Branding Strategy & Marking Plan**

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

**1. Branding Strategy – Assistance (June 2012)**

- a. Applicants recommended for an assistance award must submit and negotiate a "Branding Strategy," describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens.

- b. The request for a Branding Strategy, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.
- c. Failure to submit and negotiate a Branding Strategy within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.
- d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.
- e. The Branding Strategy must include, at a minimum, all of the following:
  - i. All estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth.
  - ii. The intended name of the program, project, or activity.
    - 1. 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 <http://www.usaid.gov/branding>, unless Section VI of the RFA or APS states that the USAID Administrator has approved the use of an additional or substitute logo, seal, or tagline.
    - 2. 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.
    - 3. It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.
    - 4. 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.
    - 5. USAID prefers to fund projects that do not have a separate logo or identity that competes with the USAID Identity. If there is a plan to develop a separate logo to consistently identify this program, the applicant must attach a copy of the proposed logos. Section VI of the RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.

- (1) The intended primary and secondary audiences for this project or program, including direct beneficiaries and any special target segments.
  - (2) Planned communication or program materials used to explain or market the program to beneficiaries.
    - (i) Describe the main program message.
    - (ii) Provide plans for training materials, posters, pamphlets, public service announcements, billboards, Web sites, and so forth, as appropriate.
    - (iii) Provide any plans to announce and promote publicly this program or project to host country citizens, such as media releases, press conferences, public events, and so forth. Applicants 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.
  - (3) Information on any direct involvement from host-country government or ministry, including any planned acknowledgement of the host-country government.
  - (4) 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.

## **2. 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 VI of the RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.
- b. The request for a Marking Plan, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an

award.

- c. Failure to submit and negotiate a Marking Plan within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.
- d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement, or other assistance instrument.
- e. The Marking Plan must include all of the following:
  - (1) A description of the public communications, commodities, and program materials that the applicant plans to produce and which will bear the USAID Identity as part of the award, including:
    - (i) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other sites physical in nature;
    - (ii) Technical assistance, studies, reports, papers, publications, audiovisual 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 a 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.

**Annex 6: Localization Partner Landscape and Market Compensation Survey**

Please see: <https://sam.gov/opp/9aefa5ae7923498397b63aaa8b2fe9c9/view>