



Regional Acquisition and Assistance Office

Issuance Date:	April 29, 2014
Closing Date for submission of Names for Pre-application Conference:	May 09, 2014
Pre-application Conference Date:	May 14, 2014
Pre-application Conference Time:	9 AM [Pretoria time]
Questions Due Date/Time:	May 09, 2014; 14h00 [Pretoria time]
Full Application Closing Date/Time:	June 25, 2014; 14h00 [Pretoria time]

**Subject: Request for Applications (RFA) No. RFA-674-14-000001
Voluntary Medical Male Circumcision (VMMC), Early Infant
Circumcision (EIMC) Service Delivery and Support to the Government
of the Kingdom of Swaziland (GKOS)**

Ladies and Gentlemen:

The United States Agency for International Development in Southern Africa (USAID/Southern Africa) is seeking applications from international, regional, local Swazi non-governmental organizations (NGOs), and/or consortia comprised of any combination of the aforementioned organizations to manage a new five-year bilateral cooperative agreement for Circumcision Service Delivery activities.

The overall goal of this new project is to increase the uptake of male circumcision services among all eligible males 10-49 in Swaziland and male infants. Interventions will contribute to the achievement of the following National outcomes: increasing the proportion of males aged 10-49 who are circumcised from 19% in 2010 to 45% in 2015 and 70% in 2018; increasing the proportion of male infants who are circumcised to 30% by 2015 and 50% in 2018. An estimated 150,000 - 200,000 males will be circumcised through this project contributing to a 65% coverage by 2018.

For the purposes of this RFA, the term "Grant" is synonymous with "Cooperative Agreement," "Grantee" is synonymous with "Recipient;" and "Grant Officer" is synonymous with "Agreement Officer."

This is a full and open competition, under which any type of organization, large or small, commercial (for-profit) firms, faith-based, and non-profit organizations in partnerships or consortia, are eligible to compete. In accordance with the Federal Grants and Cooperative

Agreement Act, USAID encourages competition in order to identify and fund the best possible application(s) to achieve program objectives. Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organizations, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the grant.

Although not a requirement, local Swazi organizations are encouraged to partner with international and/or regional organizations either as a member of a consortium, as a sub awardee or as a prime Recipient with either (or both) international and regional organizations as sub awardees. Similarly, international and regional organizations are highly encouraged to consider partnering with local Swazi organization(s), again either as partners in a consortium or as prime Recipient with local Swazi organizations as sub awardees. Alternatively, international and regional organizations may consider acting as sub awardees with a local Swazi organization acting as the prime Recipient.

Please refer to Section I, the Funding Opportunity Description of this RFA, for further details on the program.

Subject to the availability of funds, USAID intends to provide approximately \$24.5 million to be allocated over a five-year period. Actual funding amounts are always subject to availability of funds. USAID anticipates awarding one cooperative agreement as a result of this solicitation. USAID reserves the right to fund any or none of the applications submitted.

As mentioned above, USAID/Southern Africa anticipates that the term of award made under the RFA will be for five years or 60 months. The estimated time frame for this agreement is from approximately **October 1, 2014 through September 30, 2019**.

Any questions concerning this RFA must be submitted in writing via email to Jackie Ramanitrera at jramanitrera@usaid.gov before the deadline for receipt of questions stated on the cover letter of this RFA. Questions sent to any other e-mail address will not be answered. The e-mail transmitting the questions must reference the RFA number and title on the subject line of the e-mail.

If it is determined that the answers to any question(s) are of sufficient importance to warrant notification to all prospective recipients, a Questions and Answers document, and/or if needed, an amendment to the RFA, will be issued.

An award will be administered in accordance with (1) 22 C.F.R. 226, (2) OMB Circulars and (3) the USAID Standard Provisions for U.S. Nongovernmental Recipients¹. Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related

¹ Interested parties can access these documents through the following internet addresses:

- (a) <http://www.whitehouse.gov/omb/circulars/index.html>
- (b) http://www.access.gpo.gov/nara/cfr/waisidx_99/22cfr226_99.html
- (c) <http://www.usaid.gov/policy/ads/300/303maa.pdf>;

to the award program and are in accordance with applicable cost standards (OMB Circular A-122 for non-profit organizations, OMB Circular A-21 for universities and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the Agreement.

This RFA is being issued and consists of this cover letter and the following:

1. Section I, Funding Opportunity Description;
2. Section II, Award Information;
3. Section III, Eligibility Information;
4. Section IV, Application and Submission Information;
5. Section V, Application Review Information;
6. Section VI, Award and Administration Information;
7. Section VII, Agency Contacts;
8. Section VIII, Other Information; and
9. Attachments.

This RFA and any future amendments can be downloaded from www.grants.gov.

In order to use this method, an Applicant must first register on-line with Grants.gov. Select "Find Grant Opportunities," then click on "Browse by Agency," and select the "U.S. Agency for International Development" and search for the RFA number. In the event of an inconsistency between the documents comprising this RFA, it shall be resolved at the discretion of the Agreement Officer. If you have difficulty registering or accessing the RFA, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via e-mail at support@grants.gov for technical assistance.

Applicants are requested to submit both technical and cost portions of their applications as separate documents and in separate electronic attachments and/or hard copies as further described in Section IV, article 2 entitled "Submission Information". If your organization decides to submit an application, it must be received by the closing date and time indicated at the top of this cover letter. Late applications may be considered only if the Agreement Officer determines it is in the Government's best interest. Applications must be directly responsive to the terms and conditions of this RFA. Telegraphic or fax applications (entire application) are not authorized for this RFA and will not be accepted. *Award will be made to the responsible Applicant whose application offers the greatest value to the U.S. Government.*

This program is authorized in accordance with the Foreign Assistance Act, as amended. Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application. In addition, final award of any resultant agreement cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential Applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the Applicant; should circumstances prevent award of a cooperative agreement, all preparation and submission costs are at the Applicant's expense.

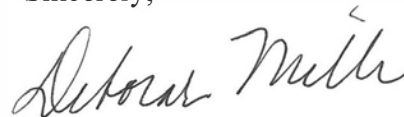
Pre-Application Conference to be Held in Pretoria, South Africa

USAID/Southern Africa is planning on holding a pre-application conference in Pretoria. This pre-application conference is for informational purposes only. At the conclusion of a presentation, attendees will have the opportunity to ask questions. The presentation and all questions and answers from the pre-application conference will be posted to this notice after the conference. The pre-application conference is scheduled for May 14, 2014 at the USAID/Southern Africa Office located at 100 Totius Street, Groenkloof X5, Pretoria, South Africa, starting at 9 AM. Interested eligible organizations are requested to confirm their attendance to this meeting by sending an email to Jackie Ramanitrera at jramanitrera@usaid.gov no later than May 09, 2014. The email should include the name of your organization, attendees and contact details. Due to space limitations, attendance is limited to two persons per organization.

Oral explanations or instructions given before the award of the agreement will not be binding. All written changes will be made through amendments to the RFA published at Grants.gov. Furthermore, the U.S. Government reserves the right to reject any and all applications, if such action is considered to be in the best interest of the U.S. Government. In addition, final award of any resultant agreement under this RFA is subject to availability of funds and other internal USAID approvals.

Thank you for your interest in working with USAID/Southern Africa.

Sincerely,



Deborah R. Miller
Agreement Officer

TABLE OF CONTENTS**Page**

SECTION I - FUNDING OPPORTUNITY DESCRIPTION	6
SECTION II – AWARD INFORMATION	24
SECTION III – ELIGIBILITY INFORMATION	25
SECTION IV – APPLICATION AND SUBMISSION INFORMATION	27
SECTION V – APPLICATION REVIEW INFORMATION.....	38
SECTION VI - AWARD AND ADMINISTRATION INFORMATION.....	43
SECTION VII – AGENCY CONTACTS.....	51
SECTION VIII – OTHER INFORMATION.....	52
ATTACHMENTS.....	56

SECTION I - FUNDING OPPORTUNITY DESCRIPTION

Pursuant to Automated Directive System (“ADS”) **303.3.5.2.a**, this section includes (1) a general description of the proposed program, (2) a statement identifying the authorizing legislation, (3) program eligibility requirements and (4) a discussion of how the award will be administered.

1. GENERAL DESCRIPTION OF FUNDING OPPORUNITY

A. Introduction

The *VMMC and EIMC Service Delivery and Support to Government of the Kingdom of Swaziland (GKOS)* project will be funded through the Presidents Emergency Plan for AIDS Relief (PEPFAR). PEPFAR’s third phase, authorized in 2013, emphasizes sustainability and country ownership, expansion of prevention, care and treatment, and integration of HIV services within broader health systems and development programs. PEPFAR’s global targets for 2013 include **preventing 12 million new HIV infections**.

PEPFAR’s overarching strategy for all technical areas including HIV prevention is described in the 2012 PEPFAR *Blueprint: Creating an AIDS-Free Generation*². More specifics regarding PEPFAR’s approach to prevention are contained in the 2011 PEPFAR *Guidance for the Prevention of Sexually Transmitted HIV Infections*³. Both documents call for a “combination prevention” approach including biomedical, behavioral and structural interventions. Within a combination approach, PEPFAR prioritizes interventions with the strongest evidence of impact in reducing HIV transmission and acquisition including VMMC. These interventions have shown very high efficacy in randomized research trials, but many challenges remain to scaling these up for population-level impact.

The *VMMC and EIMC Service Delivery and Support to GKOS* project will directly contribute to the GKOS new five-year Extended National Strategic Framework (eNSF) for HIV (2014-2018). The eNSF for HIV and AIDS is a five-year multi-sectoral, decentralized HIV/AIDS plan for Swaziland. The eNSF objective for the MC program is to increase the uptake of male circumcision services among all eligible males 10-49 in Swaziland and male infants. Interventions will contribute to the achievement of the following National outcomes: increasing the proportion of males aged 10-49 who are circumcised from 19% in 2010 to 45% in 2015 and 70% in 2018; increasing the proportion of male infants who are circumcised to 30% by 2015 and 50% in 2018.

The activities under this funding opportunity are further described below under “Project Overview and Description.”

B. Background

The Kingdom of Swaziland has the highest rates of HIV in the world with 31% HIV prevalence among adults¹. While the data suggest that the rate of new infections is stabilizing, HIV and AIDS remain the most important health burden and impediment to socio-economic development for Swaziland. As a result, there is an urgent need to scale up

² <http://www.pepfar.gov/documents/organization/201386.pdf>

³ <http://www.pepfar.gov/guidance/171094.htm>

the HIV prevention response in Swaziland, including the expansion of adolescent and adult VMMC and to sustain the response, expansion of EIMC.

Results from three randomized, controlled trials (RCTs) published in 2005-2007 showed that VMMC reduced men's risk of acquiring HIV infection from heterosexual intercourse by an average of 53% (South Africa⁴, Kenya⁵, and Uganda⁶). VMMC also benefits women over time by decreasing the number of HIV-infected men in the population, thereby reducing the probability that women encounter HIV-infected sex partners. VMMC also reduces the risk of acquiring several STIs, including Human Papilloma Virus (HPV) infection, syphilis, chancroid, and Herpes Simplex Virus-2 (HSV-2) infection, which is common in Swaziland. Epidemiologic models show that if enough men are circumcised, the number of new infections overall can be reduced by as much as 30%.

Recognizing the potential to stem the tide of new HIV infections, leaders in the GKOS Ministry of Health (MOH) took an early interest in the research showing the HIV prevention potential of VMMC and together with PEPFAR, UN agencies and other partners, advanced policies, guidelines and implementation plans for national scale up. In 2010, the GKOS passed a National Policy on Circumcision for HIV prevention that endorses both adolescent/adult VMMC and EIMC. The GKOS and PEPFAR recognized that with very low rates of circumcision, a massive scale up would require tremendous effort to build up a skilled work force, high quality service delivery sites, effective communication strategies and monitoring systems. The GKOS placed a high priority on the scale up of adolescent and adult VMMC and for a long-term sustained response, an emphasis on establishment of an EIMC program. The VMMC/EIMC priorities are underscored in the GKOS former National Strategic Framework for HIV (2009-2014) and as previously noted are a pillar of the current eNSF.

In 2010, PEPFAR began a Combination Prevention Program (CPP) to support behavioral, structural and biomedical prevention initiatives and also launched a one-of-a-kind ambitious VMMC program called the Accelerated Saturation Initiative (ASI) with the goal of circumcising 80% of the men 15-49 in just one year. While the ambitious ASI targets were not met, important lessons were learned especially about demand creation, and the need to have strong community engagement and government coordination.

From the lessons of ASI, the GKOS recognized that there was much higher demand for circumcision among the adolescent population, and subsequently lowered the age of circumcision to 10 years of age. While a population level impact will be slightly delayed with the younger age group, these young men and boys represent an important demographic group -- over 50% of the population is under the age of 20 and they are more likely to be HIV negative than the older men. In addition, the new Decision Makers Program Planning Tool

4 Auvert B, et al. Randomized, Controlled Intervention Trial of Male Circumcision for Reduction of HIV Infection Risk: the ANRS 1265 Trial. PLoS Med 2005 Nov; 2 (11): e298. Epub 25 October 2005.

5 Bailey R, et al. Male Circumcision for HIV Prevention in Young Men in Kisumu, Kenya: A Randomised Controlled Trial. Lancet Infect Dis 2007; 369: 643-56.

6 Gray R, et al. Male Circumcision for HIV Prevention in Men in Rakai, Uganda: A Randomised Trial. Lancet Infect Dis 2007; 369: 657-66.

(DMPPT) 2.0⁷ Model shows that this is a critical age group and that adolescents age 10-14 and 15-19 will provide the highest magnitude of incidence reduction in the next 20 years. GKOS also recognized that given that over 70% of the population live in rural areas and access to health services is often difficult, it is important to consider a variety of service delivery approaches for VMMC, such as mobile, roving, and outreach teams in order to bring the services closer to and make them more accessible to the population. Furthermore GKOS understands the importance of, and strongly promotes the engagement of communities to increase demand for services, make circumcision the norm among males, and shift social and gender norms to support the reduction of risky sexual behaviors that are a part of the VMMC minimum package.

Since the end of ASI, the GKOS has taken on a stronger coordination and leadership role in the VMMC/EIMC program, with the establishment of a VMMC unit within the Swaziland National AIDS Program (SNAP) in the Ministry of Health, and MOH is leading the national VMMC technical working group. In addition, they have launched an intensive participatory, decentralized Male Circumcision (MC) Strategic and VMMC/EIMC Operational Planning process using the new DMPTT 2.0 model. The draft National MC Strategic Plan for adolescent and adult VMMC places an emphasis on employing a variety of service delivery mechanisms aimed at getting services closer to communities, community-led demand creation, targeting 10-29 year olds, and achieving cost efficiencies with increased coverage; and for EIMC services, integration within the MNCH platform⁸.

At the completion of the ASI, PEPFAR supported the GKOS efforts to expand VMMC through the Combination Prevention Program (CPP), implemented by Population Services International (PSI). The VMMC activities fall in the biomedical pillar and are supported by both the behavioral and structural pillars. CPP has provided support to GKOS for the expansion of EIMC and VMMC including demand creation strategies, training providers, technical assistance to SNAP, and service delivery through a range of static, outreach and mobile sites. PSI has a subaward with the Family Life Association of Swaziland (FLAS) that provides fixed and outreach services. In 2012, PEPFAR provided two pre-fabricated clinics to Cabrini and Good Shepard hospitals that provide adequate space for medium to high volume circumcision services. (See the annex 1 for the list of sites and outreach services provided through PSI). Coverage of MC has increased – including to over 50% in one Inkhundla⁹ and to 30% or more in 9 Inkhundlas (see coverage map annex 2). PEPFAR is also supporting The Luke Commission (TLC), a comprehensive mobile health provider. TLC offers VMMC as one of the components of its comprehensive health services. They operate in some of the poorest and most remote rural communities. TLC was previously a sub partner under PSI; since January 2014, they continue to provide the same services with USAID funding through a different mechanism.

The EIMC program began just after the adolescent and adult circumcision program. In 2009, the Ministry of Health conducted a stakeholder meeting which informed the development of the EIMC protocol. The protocol endorses the Mogen clamp as a device of choice for EIMC.

⁷ The DMPPT 2.0 model was created for Swaziland in late 2013 and early 2014. The MOH with Futures Institute is in the process of adapting the model, using the Swaziland Incidence Measurement Survey (SHIMS) data. The model with the SHIMS data is expected to be available by the end of June 2014. However, it is not expected that the SHIMS data will significantly change the targets.

⁸ Relevant documents may be found at <https://www.dropbox.com/sh/i2j76469etitrw3/q8bsjz7AZw>

⁹ Administratively, Swaziland is divided into 4 Regions, 55 Inkhundla, 385 chiefdoms and ...

The 2009, National Policy on Circumcision for HIV prevention endorses both adolescent/adult and EIMC. The Minister of Health officially launched the EIMC program in April 2010. The EIMC program goal aligns with the eNSF.

Key EIMC operating documents including service quality assurance standards, Standard Operating Procedures, and monitoring systems are in place for EIMC. EIMC services are integrated across the maternal and child health, departments, In addition, linkages have been fostered with PMTCT and ANC settings to ensure that information on EIMC is successfully integrated and that referrals and/or actual services can be provided in these contexts. The task-shifting framework that will allow nurses to provide EIMC, has been finalized and endorsed by the MOH, however, it still needs to be passed by Parliament. Thus EIMC services can only be provided in the facilities where a doctor can supervise. Currently with technical assistance from PSI, EIMC services are provided in 18 facilities (see annex 1 b for a list of sites). 123 providers have been trained through a competency-based approach using the WHO/JHPIEGO EIMC training manual. To date over 4,000 EIMCs have been done.

For the most part demand for services is being done in the facilities. Demand creation and EIMC information is provided through PMTCT, ANC and post-natal sites, however, community level information and demand creation has been limited to date.

C. Project Overview and Description

The overarching goal of this award is to contribute to the increased coverage of the proportion of men 10-49 circumcised to 70%, and increase the proportion of infants circumcised to 50% per the eNSF through the provision of high quality male circumcision services, increased demand for VMMC/EIMC services and strengthened National MC management. An estimated 150,000 -200,000¹⁰ males will be circumcised through this project contributing to a 65%¹¹ coverage by 2018.

The successful applicant will be the USAID's primary support to assist the MOH in achieving the MC targets set forth in the eNSF and the National MC Strategy and the VMMC/EIMC Operation Plan¹², and support the National VMMC/EIMC program. In close consultation with the MOH MC focal person and SNAP, the successful applicant will provide VMMC high quality, comprehensive, cost efficient services and offer technical assistance to national, and regional leadership to strengthen the management of the VMMC and EIMC program according to the National MC Strategy and the VMMC/EIMC Operation plan. They will work closely with the MOH Male Circumcision focal person and other PEPFAR and other partners (including, but not limited to, other USG Agencies and non-USG donors) to assure a tightly coordinated service delivery and demand creation to avoid overlapping efforts or gaps in service coverage. This coordination will become increasingly important as the proportion of males circumcised in any given area increases.

The *VMMC and EIMC Service Delivery and Support to the GKOS* successful applicant will be accountable to USAID for achieving age and Inkhundla disaggregated VMMC coverage level results that are aligned with the MOH VMMC program plans and the successful

¹⁰ The estimated number of males targeted may change based on the final Operation Plan

¹¹ it is anticipated that TLC will contribute an additional 5% of circumcisions.

¹² The MOH is currently in the process of finalizing the Strategy and Operation Plan. It is anticipated that the Strategy and Operation Plans will be finalized by the end of June 2014.

applicant's performance will be measured by their ability to achieve the targets. The MOH VMMC targets and coverage levels are based on the five-year National MC Strategy and Operation Plan¹³ in order to avert infections as highlighted in the DMPPT 2.0 (see annex 3) and to substantially contribute to the targets outlined in the GKOS eNSF. The MOH at national, regional and sub-regional levels will use program data to continuously review VMMC coverage levels and progress towards targets and will adjust annual and quarterly plans accordingly. USAID will work closely with the MOH MC focal person to assure that the successful applicant VMMC service delivery plans are developed and implemented in accordance with these plans and are responsive to the MOH needs.

The successful applicant's VMMC services will be implemented according to the World Health Organization (WHO), MOH and PEPFAR guidelines and standards. In order to increase cost efficiencies and quality of service delivery and actively motivate achievement of coverage targets (by age and Inkhundla), the successful applicant is highly encouraged to use innovative grant and/or contracting mechanisms or teaming consortia partnerships to qualified local, regional or international organizations under the award. These sub-awards or teaming mechanisms will create appropriate incentives to sub-awardees or consortia members for reaching or exceeding quarterly coverage targets of the target population in specific geographic areas, and to insure that all circumcisions are done according to the required quality standards and guidelines. The use of these mechanisms will also assure better coordination of service delivery.

As new VMMC technologies including WHO approved devices or other methods are proven safe, effective, feasible and acceptable to implement in the Swazi context, the applicant will work with USAID and MOH to determine if, when, and how to integrate these new technologies into their work plan and VMMC implementation.

The successful applicant will provide technical assistance (TA) support to the Ministry of Health, specifically, the MC program within SNAP, and the Sexual Reproductive Health Unit (SRHU) for the continued integration of EIMC within the maternal, neonatal, child health (MNCH) platform. The TA will support MOH leadership to increase demand for VMMC and EIMC services and will strengthen the management of the MC program. In order to scale-up the MC program and reach the coverage levels outlined in the eNSF and MC Operation plan, the MC unit within SNAP will need human resources and expertise in specific areas. The successful applicant will support both long-term and short-term technical assistance (LTTA and STTA) that are consistent with the MOH needs over the course of the five years and the scale-up plans/time frames. This will also include working with PEPFAR HSS partner, MOH, and public service to see that the MC unit is resourced adequately with key positions and the appropriate compensation packages are in place for key MOH MC positions. This may include agreement that seconded positions will be absorbed (according to need) by GKOS. It is anticipated that the MOH will require an EIMC program officer and an M&E staff as seconded personnel. Other TA will include, but not be limited to, ongoing advocacy and demand creation for both VMMC and EIMC, improving data and information use for programming, improved continuous quality assurance, support for Adverse Event (AE) monitoring and reporting, communications, waste management, advocacy for task shifting, and specifically for EIMC, work with the Nursing Council, SRHU and UNICEF to ensure that EIMC is fully integrated into the MNCH platform.

¹³ The MOH is currently in the process of finalizing the Strategy and Operation Plan. It is anticipated that the Strategy and Operation Plans will be finalized by the end of June 2014.

The successful applicant will implement activities through three results ‘packages’ that are organized by objective. The result packages are interlinked and together will assure the achievement of key outcomes and the project objectives contributing to GKOS goal to increase coverage of VMMC and EIMC. The results packages are further described below.

D. Performance Work Statement - Performance Specifications and Measurements

USAID/Swaziland plans to award a cooperative agreement for the *VMMC and EIMC Service Delivery and Support to Government of the Kingdom of Swaziland (GKOS)* project.

USAID/Swaziland will award a Cooperative Agreement using a performance-based award. Performance-based means that USAID will still have substantial involvement, as required by USAID policies. In addition, a performance-based award requires certain key characteristics that make it different from other agreements specifically, performance-based contracting and assistance is centered on a statement of work or program description that defines performance expectations in terms of outcomes or results as opposed to methods, processes, systems or broad categories of work activity. To the maximum extent possible, it describes the work in terms of what is to be the required output rather than how the work is to be accomplished.

The *VMMC and EIMC Service Delivery and Support to the GKOS* project will directly contribute to the GKOS eNSF for HIV by increasing the uptake of circumcision services among all eligible males especially focusing on 10-29 year olds and male infants less than one year. Interventions will contribute to the achievement of the following National outcomes: increasing the proportion of males aged 10-49 who are circumcised from 19% in 2010 to 45% in 2015 and 70% in 2018; increasing the proportion of male infants who are circumcised to 30% by 2015 and 50% in 2018. An estimated 150,000 - 200,000 males will be circumcised through this project contributing to a 65%¹⁴ coverage by 2018.

The GKOS Ministry of Health (MOH) has determined that focusing adolescent/adult circumcision efforts on the younger age group (10-29) will result in greatest magnitude of impact (see DMPPT2.0 model annex 3). Therefore the primary target population for this project will be adolescent males and young men aged 10-29. Older men will NOT be excluded but the primary focus for demand creation and service coverage is the younger age group. EIMC targets infants under 60 days in accordance with the GKOS standards and the services are integrated in MNCH platform.

The overarching goal, purpose, and objectives of the *VMMC and EIMC Service Delivery and Support to Government of the Kingdom of Swaziland* are:

GOAL: Increase coverage of the proportion of men 10-49 circumcised to 65%, and increase the proportion of infants circumcised to 50% per the eNSF

Purpose: Increase demand for and uptake of high quality and comprehensive VMMC/EIMC services to achieve coverage levels and age disaggregated targets according to the National VMMC Strategy and Operation Plan

¹⁴ The estimated number of males targeted may change based on the final Operation Plan

¹⁴ It is anticipated that TLC will contribute an additional 5% of circumcisions.

Objectives:

- Provide high quality cost efficient VMMC services targeting 10-29 year old males, building on the existing investments and achieve coverage levels according to the National VMMC operation plan
- Increase demand for high quality and comprehensive VMMC services to meet the proportional coverage and targets per the Operation Plan
- Strengthen the national, regional and local leadership and management of VMMC and EIMC program to support GKOS achievement of the coverage and targets set forth in the MC strategy, Operation Plan and the eNSF

To implement the VMMC service delivery, the successful applicant will use innovative contracts and/or grant mechanisms or innovative consortia teaming agreements with an aim of promoting cost efficiencies, assuring accountability to USAID in reaching quarterly coverage targets of the target population in specific geographic areas, and to insure that all circumcisions are done according to WHO, PEPFAR and GKOS quality standards and guidelines. These sub awards and/or teaming agreements will also assure better coordination of service delivery. The technical assistance will be provided according to the MOH needs and will include short term and long term expertise in specific areas in particular: EIMC, monitoring and evaluation/data analysis and information use.

The following outlines the expected results and the performance measures for which results and outcomes will be measured.

RESULT PACKAGE 1:

High quality and comprehensive VMMC services provided, targeting 10-29 year old males¹⁵, building on the existing investments, and expanding coverage according to the National MOH VMMC Operation plan.

The anticipated outcomes of this result package include:

- USG investments in VMMC sites and models are maximized as seen by an increase in numbers of males circumcised at those sites as identified in annex 1, and through the successful approaches.
- VMMC service providers –through sub awards or specialized consortia members¹⁶ -- meet or exceed quarterly coverage targets (age and geographic area) within the specified quality standards¹⁷
- Increased annual coverage of males circumcised by age and Inkhundla per the Operation Plan from the baseline to achieve a national average of 65%¹⁸ (see map in annex x)

¹⁵ Males under 15 may be circumcised if in compliance with GKOS regulations, the client has proper informed consent forms, understands the procedure, and will tolerate it done under local anesthesia.

¹⁶ Contracts/grants and/or innovative consortia partnering mechanisms will be used to ensure on a quarterly basis, that the services are delivered with the accepted standards and quality and achieve cost efficiencies and meet or exceed the established coverage levels. Contractors/ Grantees or specialized consortia partners must have demonstrated VMMC service provision experience and expertise and comply with WHO, PEPFAR and GKOS VMMC quality standards and guidelines

¹⁷ WHO, PEPFAR, GKOS VMMC standards and guidelines are followed

¹⁸ This agreement is expected to contribute to 65% of the circumcisions and TLC will contribute 5% by 2018, together the support should contribute to the achievement of the eNSF targets

- 150,000-200,000¹⁹ high impact circumcisions completed according to the WHO, PEPFAR, and MOH standards and guidance
- Average annual adverse events (AEs) are maintained below 2%. Management of AEs should follow the MOH procedures and the CDC AE Guide.

To implement this result package, the successful applicant will:

- **Build on and from the previous PEPFAR and GKOS investments and lessons learned to expand high quality service delivery. The USG has provided substantial investments in the delivery of VMMC services since 2009. (see annex 1 for the current list of sites supported)**
 - Assess the potential of the different sites and approaches to deliver high quality, comprehensive services including their adaptability to current and changing context over time, optimize the sites and approaches to increase access to and up-take of the services by the target population.
- **Implement high quality VMMC services based on WHO, GKOS and PEPFAR guidance and standards.** To do this, the successful applicant will:
 - Perform VMMC successfully on males aged 10 to 49 years old²⁰, (particularly targeting males 10-29) as per the quality standards expressed in the WHO MOVE approach, OGAC VMMC guidance, and the GKOS MC guidelines²¹. This shall include the components of the WHO comprehensive minimum package of services.
 - Ensure a strong service delivery, management, and quality assurance structure;
 - Ensure appropriate staffing as well as staff training and supervision;
 - Successfully manage and accurately report all adverse events (AEs) as per the PEPFAR guidance. Management of AEs should follow the WHO AE Guide once it is finalized and published. AEs should remain below 2%;
 - Manage health care waste produced by sites to ensure safe and appropriate disposal;
 - Liaise with USAID's Supply Chain Management Systems (SCMS) central agreement provider to ensure appropriate forecasting and delivery of VMMC kits (Note: all kit procurement will be done through this agreement) and ensure availability of all required equipment needed for high volume, high quality VMMC sites. The successful applicant will be expected to assure transparent and appropriate warehousing and local distribution of supplies.
 - Provide robust monitoring and evaluation and quality assurance for all aspects of VMMC service delivery to ensure continuous service improvement so that high quality services are maintained and targets are met;
 - Support an effective mix of service delivery, including incorporating efficient, practical, innovative strategies for static, integrated, outreach, roving, seasonal surges, campaigns, etc. to expand coverage and maximize the number of high

¹⁹ This figure is a guestimate and the target figure may change based on the final National Operation Plan

²⁰ Males under 15 may be circumcised if in compliance with GKOS regulations, the client has proper informed consent forms, the young man understands the procedure, and will tolerate it done under local anesthesia.

²¹ WHO guidance is found on the male circumcision clearing house:
http://www.malecircumcision.org/resources/documents/MC_

quality and comprehensive VMMCs that are performed to achieve coverage levels outlined in the Operation Plan.

Generate local demand to increase the up-take of the successful applicant's VMMC services. This will entail that the successful applicant:

- Liaise with the National Social Behavior Change Communication (SBCC) Technical Working Group (TWG), SNAP, Ministry of Education and Training (MoET), National Emergency Response Council on HIV and AIDS (NERCHA), Johns Hopkins University Health Communication Capacity Collaborative (HC3), and other communication partners, as further described below in Result package 2, to ensure that social mobilization approaches and strategies align with service delivery and where appropriate, incorporate gender considerations into demand creation, service delivery, and counseling (e.g. engage mothers and partners where appropriate);
- Ensure appropriate local access to and demand for VMMC services among men ages 10 to 49, including site specific social mobilization, community engagement and collaboration with traditional authorities, community stakeholders, school official, parents and guardians, and clinic-based partners that can help build demand as outlined in Result package 2;

Ensure that service delivery mechanisms meet or exceed their quarterly coverage targets; and services are well planned and coordinated to maximize coverage (the proportion of men circumcised) according to the operational plan. The successful applicant will work closely with the MC focal person to assure that their services are well coordinated and implemented according to the National Operation Plan. Using subcontracts/grants/sub awards to qualified organizations²² or through innovative consortium teaming arrangements for service delivery, the successful applicant will assure high quality, comprehensive, effective VMMC service delivery according to the WHO/GKOS quality standards and guidelines, with clearly defined quarterly coverage targets for the specified target populations in given geographic areas. The sub award mechanisms or consortia teaming agreements should establish appropriate service delivery incentives for the achievement of coverage levels while maintaining a high level of quality. This will increase accountability and cost efficiency while also improving coordination and coverage. Furthermore, it is expected that the successful applicant will work in close collaboration with the other PEPFAR partner conducting circumcisions, TLC, and/or any other service delivery partners to ensure that there is excellent regular planning to coordinate service delivery, assuring that there is no overlap of demand creation or service delivery in the defined communities/chiefdoms/geographic areas/populations. To do this, the successful applicant will:

- Use appropriate subcontract/sub grants or innovative teaming agreements for service delivery that will define the quarterly coverage targets for each sub awardee or team member, specifying the geographic area and priority age groups for circumcision in accordance with the National Operation Plan as

²² Qualified organizations will have demonstrated experience and expertise in providing effective high quality, high volume VMMC service delivery according to WHO standards and guidelines

well as the comprehensive quality service delivery standards. The sub awards/teaming agreements will increase cost efficiencies and accountability while motivating the sub awardees to achieve or exceed targets while maintaining high quality standards.

- Foster positive relationships with government at all levels and other partners to facilitate reaching or exceeding coverage objectives and to avoid duplication.
- Collect and manage regular high quality VMMC data and information for coordinated programming including, numbers of males circumcised disaggregated by age and localized area, coverage mapping, etc. This information will be provided on a monthly basis to SNAP, regions and sub regions to assure a robustly coordinated VMMC effort as well as for improved program coverage.
- Establish concrete clear collaborative service plans with TLC, holding regular coordination and information sharing meetings with TLC (at least quarterly), and maintain an open regular channel of communication. The successful applicant will also coordinate with TLC on their requirements for kits and commodities and provide them with adequate supplies that will be provided through the SCMS agreement mentioned above for the provision of VMMC kits. They will also develop a memorandum of understanding with TLC to provide other QI/QA, M&E or other training or technical assistance they may need.

The VMMC services and service delivery plan will be based on the GKOS Operation Plan and adjusted based on up-to date coverage information and through regular planning with SNAP, the TWG, and other service delivery partners, using current coverage data to assure a seamlessly coordinated effort, avoiding duplication and assuring high levels of coverage.

The successful applicant's success in achieving the above results and outcomes, shall be measured in accordance with the below Illustrative indicators or performance measurements:

- % coverage of males (disaggregated by age) circumcised by Inkhundla
- Cost of quality comprehensive VMMC services are reduced to ~\$100/MC or less
- The development and implementation of quarterly plans for service delivery, building on investments and coordinating with other PEPFAR partners, to assure coverage and reduce duplication
- # of males (disaggregated by age) circumcised according to WHO, PEPFAR and MOH guidelines;
- # of males tested and counseled for HIV and received their results
- # of those HIV + males successfully linked to care and treatment services and tracked

- % of cases with moderate/severe adverse events less than 2%
- % of males who return for follow-up at least once within 14 days

RESULT PACKAGE 2. Increase demand for high quality VMMC and EIMC services and achieving proportional coverage and targets

The anticipated outcomes of this result package include:

- Increased active support for MC by key constituencies (TBD with SNAP) – this might be measured through exit interviews with clients to determine key constituency role in promoting up-take of services
- Partner delivery sites meet and or exceed targets as measured through their monthly reports

To implement this result package the successful applicant will:

- **Provide technical assistance (TA) and support to the MOH to actively engage a variety of key stakeholders and constituents in creating demand for VMMC and EIMC services²³.** The focus of this activity is to leverage existing cadres and structures for sustainable demand creation. This will need to be done in concert with other MC service providers and in a carefully planned, coordinated and phased manner so as to: 1) generate an understanding and acceptance among key constituencies of the importance of VMMC/EIMC to improve the health of males and reduce the transmission of HIV; and 2) to assist in localized tailored, evidence-based demand generation efforts at the time that services will be readily available to improve up-take of those services. Thus clear attention to supply and demand in relation to achieving coverage according to the Operational Plan will be critical.

The result will be increased demand and up-take of available services at site level (whether fixed, mobile, outreach, roving etc. as well as the increase of infant males circumcised at facilities).

- **Provide technical input to ensure that all communications regarding VMMC and EIMC are correct and consistent with national guidelines and local demand creation efforts.** With the SBCC TWG, SNAP, NERCHA, Swaziland's Regional health teams, PEPFAR, The United Nations Children's Fund (UNICEF), and other relevant partners provide technical input to assure correct and consistent communication efforts with regard to VMMC and EIMC. The successful applicant will work with existing and formal GKOS structures that have responsibility for overall HIV SBCC and specific VMMC/EIMC demand creation to provide technical input to assure that any communication guidelines, mass media, social media, and/or

²³ TLC has its own demand creation initiatives for its services that they have employed for many years. The successful applicant will not be expected to intervene in their demand creation/service delivery areas. However, information sharing and robust collaboration is encouraged.

interpersonal communications contain correct, tailored, and consistent information and messages about VMMC and EIMC. The successful applicant will work closely with the PEPFAR, lead SBCC partner, HC3²⁴, and with UNICEF to assure that VMMC and EIMC messages are correctly included in any PEPFAR partners' (community and clinic-based) communication materials and approaches, to ensure that all communications regarding VMMC and EIMC are technically correct, consistent and will result in improved demand and up-take of available services. The result will be correct, consistent and appropriate messages for education and demand creation for VMMC and EIMC across media, and all partners engaged in the HIV response and in relation to achieving coverage according to the Operational Plan.

- **Generate specific localized demand for VMMC services that the successful applicant will offer** This will entail working closely with SNAP and other VMMC service providers to assure that demand is generated in localities with local leadership involvement at appropriate times when services are available. Demand and services will be rolled out according to the National MC Operation Plan. Further, and importantly the successful applicant will coordinate carefully with other service delivery partners to assure there is no overlap or duplication of efforts. Demand creation strategies will mainstream gender including addressing male norms, and actively engaging women in demand creation – mothers, partners, wives, girlfriends). The result will be high demand and up-take of the services the successful applicant offers in relation to achieving coverage according to the National MC Operational Plan.

The successful applicant's success in achieving the above results and outcomes, shall be measured in accordance with the below Illustrative indicators or performance measurements

- Number of times Key stakeholders speak out publicly in favor of VMMC and EIMC as measured on quarterly basis
- Demand and supply are closely coordinated and implemented according to national quarterly plans
- All SBCC materials, communications have high quality, technically correct information regarding VMMC/EIMC
- Increased up-take of VMMC in localized areas and increased up-take of EIMC at all available sites

RESULT PACKAGE 3. Strengthen the national, regional and local leadership and management of and support for VMMC and EIMC program. The specific support to SNAP and Regions will be finalized in the annual work plans.

The anticipated outcomes of this result package include:

- SNAP and Regional offices use MC information (numbers of males circumcised by age and by Inkhundla) to make programmatic shifts or for program guidance to assure coverage and targets are/or will be met during quarterly MC meetings with partners.

²⁴ HC3 Will be primarily responsible for assuring that VMMC/EIMC messages are integrated with the standardized package of SBCC messages and materials. HC3 will also work with the successful applicant and SNAP to establish a demand creation training team (using those who have been trained in mc) and develop curricula/job-aids messaging for different constituents.

- SNAP and Regional offices has an effective reporting system and standard operating procedures to assure consistent correct communications regarding the MC program including communications regarding AEs and responses to media reporting²⁵.
- AE reporting system is operational as evidenced by AE report-out at quarterly MC meetings and standardized notification and investigation system is in place and operational.
- Cost per adult circumcision is reduced from to ~\$100/VMMC and a sustainable rate²⁶ for EIMC.
- The MOH has an established costed plan, including Human Resource and commodity needs for adolescent ‘mop-up’ and continued EIMC, which will be financed by GKOS after 2018.

To implement this, the successful applicant will:

- Provide technical assistance and support to the MC focal person in SNAP and regional offices if needed, and work in collaboration with UNICEF for EIMC to improve management of the National VMMC/EIMC program. This may include:
 - Provision of short and long term TA (consultants and seconded staff) to work under the direction of the MC focal person to support: integrating MC data within the HMIS; MC monitoring and evaluation and strengthening use of data for programming at multiple levels; establishing a robust communication strategy and SOPs to assure consistent and correct reporting and responses to AEs or other concerns; expanded EIMC programming; development of a database for trained providers; assure the AE notification systems and standards are in place; and to systematize demand creation. For the long term TA (seconded staff), it is anticipated that EIMC programming support will be needed and a monitoring and evaluation specialist. Both will need to liaise with other critical offices within the MOH including Sexual reproductive health and maternal neonatal child health for EIMC and the Strategic Information Department for M&E.
 - Strengthen the M&E system for MC and assure over time that the data collection is integrated into the HMIS.
 - Strengthening the data collection and information management for use in programming and reporting.
 - Develop a MC communication strategy and SOPs to assure correct and consistent media and other reporting of MC program including responses to potentially harmful press or reporting.
 - Cost analysis of services to increase cost efficiencies.
 - Strengthening program coordination including assuring demand creation efforts are aligned with access to and supply of services; service delivery efforts are well coordinated to assure there is no duplication, overlap, or gaps; use of coverage mapping and information to redirect, or shift services to assure progressive expanded coverage in geographic areas; regular consultations with government and traditional leadership at various levels and

²⁵ This reporting system and SOPs is NOT the SBCC strategy, it is also NOT the HMIS data reporting system, rather it is to assure correct reporting of the overall MC program nationally, regionally and internationally. For example, it will include SOPs for media response to an adverse event etc

²⁶ Meaning that by 2018 the GKOS will be able to resource the actual costs of EIMC at facility level.

- with non-service delivery partners to support demand creation and coordinated service delivery.
 - Strengthen continuous quality improvement including assuring that VMMC/EIMC QA/QI is institutionalized within the QA/QI within the Ministry.
 - Establish a cadre of trainers of trainers to assure adequately trained staff for VMMC and EIMC and develop a training database.
 - Strengthen systems for EIMC delivery as needed.
 - Waste management system continues to operate at high quality level according to national and global standards.
 - The system for notification of AEs is fully operational (assuring standardized notification and investigation systems are in place and institutionalized for both adolescent/adult and for EIMC).
 - Assist in the rollout of any new technologies or devices that are approved for use in Swaziland by the MOH and GKOS.
- Progressively capacitate other systems alongside the direct service delivery in order to assure that GKOS is ready to take on the adolescent VMMC ‘mop-up’ services, and sustained EIMC by 2018 this may include:
 - Assess the financial and human resources required for the VMMC and EIMC program in the short, medium and long term, and provide recommendations to SNAP and appropriate GKOS offices.
 - Assuring that VMMC and EIMC reporting are included in the HMIS, and MC quality management is integrated and prioritized in the QA/QI unit as appropriate
 - Strengthen the commodity procurement and management system to take on EIMC and adolescent VMMC ‘mop-up’ after 2018.

The successful applicant’s success in achieving the above results and outcomes, shall be measured in accordance with the below Illustrative indicators or performance measurements:

- SNAP holds quarterly (or more frequent if needed) MC TWG meetings to review progress (against that planned in the Operation Plan, coverage maps, DMPPT 2.0 targets etc.) and adjust the next quarter implementation based on the data and lessons learned.
- Regions review progress against targets on a quarterly basis and make adjustments based on the data.
- VMMC and EIMC information is progressively integrated into the HMIS.
- National, international, and media reporting and communication regarding the Swaziland MC program is consistent and accurate and all potentially harmful media or other reports are responded to according to the communication SOPs.
- Training database, coverage maps and other planning tools are operational, used for planning and updated regularly.
- Mutually agreed to milestones for transition to full GKOS support for VMMC ‘mop-up’ and ongoing EIMC by 2018 are achieved according to annual plans.

E. Monitoring and Evaluation and Indicators

The successful applicant will establish a plan for TA and monitoring service delivery and up-take. Circumcision data will be collected by age, place of service delivery, location where the client lives (chiefdom) and other key indicators (see list below). This data will be collected monthly and provided to MOH. The service monitoring will also be used to update coverage maps for programming decisions with MOH.

Monitoring will also include regular Quality Assessments, monitoring of demand creation, and quality of TA support to MOH provided through confidential questionnaire.

The successful applicant will report on the current PEPFAR Indicators and any additional PEPFAR indicators as revised during the term of the agreement as well as country specific indicators for MOH and USAID/Swaziland:

- # of males (disaggregated by age) circumcised according to WHO, PEPFAR and MOH guidelines;
- # of males tested and counseled for HIV and received their results
- # of those HIV + males successfully linked to care and treatment services and tracked
- % of cases with moderate/severe adverse events
- % of males who return for follow-up at least once within 14 days
- % coverage of males (disaggregated by age) circumcised by Inkhundla cost of MC comprehensive quality VMMC service delivery is reduced to \$100/MC or less

Age disaggregation is as follows:

- 1-9 (EIMC only)
- 10-14
- 15-19
- 20-24
- 25-34
- 35-49
- 50+

F. Applicable USAID Principles, Policies and Strategies

- The following policies and principles shall apply to all activities provided under the agreement:

- Alignment with GOKS HIV and MC priorities, policies, standards and guidelines, including but not limited to: the eNSF, the investment framework, the National Policy on Circumcision for HIV prevention, the national MC standards and guidelines, the health system strategy, the MC Strategy and Operation Plan, Waste Management policies, etc
- Alignment with PEPFAR HIV and MC priorities, policies and guidelines including but not limited to: the Blue Print; the PEPFAR HIV Prevention Guidance; Annual COP guidance; MC Operational guidelines etc.
- Alignment with all International (WHO) MC standards and guidelines (web)
- Provision of high quality comprehensive MC services, and creating robust linkages with other PEPFAR HIV prevention, care and treatment programs

- Efficient and effective use of USG resources with attention to cost efficiencies and reducing the per circumcision cost while maintaining high quality standards
- Assurance of MOH program ownership and attention to sustainability of program results and a sustainable EIMC program
- Engagement of community leaders and gate keepers and key stakeholders to increase demand for VMMC and EIMC and address the underlying social cultural and gender norms that create barriers to the up-take of MC and other HIV services and create greater vulnerability to HIV
- Assure that all programming is gender responsive and moving towards gender transformative approaches

- USAID Forward Considerations

USAID/Swaziland is committed to fulfilling its objectives and meeting performance targets under USAID Forward - USG policy, legal parameters, and operating environment permitting.

- Procurement reform: USAID/Swaziland strongly encourages applications from qualified local or regional organizations with VMMC/EIMC expertise and/or applications that include sub awardees or key consortium members that are qualified local or regional organizations with appropriate VMMC/EIMC expertise for the service delivery component.

- Presidential initiatives

To achieve its goals in country, the Mission's portfolio is guided by the 2012 PEPFAR *Blueprint: Creating an AIDS-Free Generation*²⁷. More specifics regarding PEPFAR's approach to prevention are contained in the 2011 PEPFAR *Guidance for the Prevention of Sexually Transmitted HIV Infections*²⁸. Both documents call for a "combination prevention" approach including biomedical, behavioral and structural interventions. Within a combination approach, PEPFAR prioritizes interventions with the strongest evidence of impact in reducing HIV transmission and acquisition including VMMC. These interventions have shown very high efficacy in randomized research trials.

G. USAID and Leveraged Donor Resources

A number of bilateral and multilateral institutions are active in Swaziland's HIV/AIDS sector. Given the burden of the epidemic supporting the national HIV response has been a key focus area for most donors. The PEPFAR Swaziland team works closely with other partners to assure good coordination and synergies. Key partners for VMMC/EIMC include the Bill and Melinda Gates Foundation, the Global Fund for AIDS, TB, and Malaria (GFATM), UNICEF, and the Clinton HIV/AIDS Initiative (CHAI). The Bill and Melinda Gates Foundation is providing assistance to the GKOS in the finalization of the VMMC strategy and operational plan that will align to the eNSF. The plan will be finalized over the next 3-6 months and will be critical in terms of defining targets by age and geographic area. For EIMC, PEPFAR collaborates with UNICEF at a global level and works closely with the UNICEF team in

²⁷ <http://www.pepfar.gov/documents/organization/201386.pdf>

²⁸ <http://www.pepfar.gov/guidance/171094.htm>

country to assure EIMC is fully integrated into the Maternal, Newborn, and Child Health (MNCH) platform. PEPFAR also works closely with the GFATM to ensure synergies across programs and eliminate duplicative efforts. This includes foreign assistance in HIV prevention and HIV/AIDS service delivery.

H. Women, Girls And Gender Equality (WGGE)

Women, girls and gender equity remain at the center of USAID HIV response. While VMMC programming does not directly address gender equity and VMMC does not affect HIV transmission from males to females, VMMC will have benefits for women over time by decreasing the number of HIV-infected men in the population, thereby reducing the probability that women encounter HIV-infected sex partners. VMMC also reduces the risk of acquiring several STIs, including human papilloma virus (HPV) infection, syphilis, chancroid, and herpes simplex virus-2, which is common in Swaziland. Modeling shows that if enough men are circumcised, the number of new infections overall can be reduced by as much as 30%.

Furthermore VMMC offers a unique opportunity to engage men in discussions about their own and their partners sexual and reproductive health as well as to engage men in discussions concerning respect for women and girls including issues of gender equity and gender based violence. Women, including wives, partners, and mothers are critical for VMMC demand creation and it is critical that this target audience be included in counseling and education regarding the benefits of VMMC as well as part of the messaging efforts.

EIMC programming offers a unique opportunity to engage men in their partner's pregnancy, child's birth and health decisions of their male children. The need to engage fathers in EIMC decision making may also open opportunities to discuss men's reproductive health, including testing, linkages to care and VMMC. There is some anecdotal evidence of fathers deciding to undergo VMMC as their male child is also circumcised at birth. EIMC efforts could open pathways to further engage men in positive parenting efforts.

2. AUTHORIZING LEGISLATION/APPLICABILITY OF 22 CFR 226

This award is authorized in accordance with the Foreign Assistance Act of 1961, as amended. 22 CFR 226 would be applicable to an award to a U.S. organization made under this RFA. The following provision will be included in any sub-award to a U.S. entity resulting from this RFA:

APPLICABILITY OF 22 CFR PART 226 (MAY 2005)

- (a) All provisions of 22 CFR Part 226 and all Standard Provisions attached to this agreement are applicable to the Recipient and to subrecipients which meet the definition of "Recipient" in Part 226, unless a section specifically excludes a subrecipient from coverage. The Recipient shall assure that subrecipients have copies of all the attached standard provisions.

(b) For any subawards made with Non-US subrecipients the Recipient shall include the applicable "Standard Provisions for Non-US Nongovernmental Grantees." Recipients are required to ensure compliance with monitoring procedures in accordance with OMB Circular A-133.

3. ELIGIBILITY REQUIREMENTS

Any non-governmental organization (including, but not limited to, Private Voluntary Organizations (PVOs) and for-profit entities) or public international organization is eligible to apply under this RFA. Organizations or institutions with on-going or planned activities with potential to support the activities required in this funding opportunity may submit an application for funding. See below SECTION III – ELIGIBILITY INFORMATION for further eligibility requirements

4. AWARD ADMINISTRATION

For U.S. organizations, 22 CFR 226, OMB Circulars, and the *Standard Provisions for U.S. Nongovernmental Recipients* will be applicable. For non-U.S. organizations, the *Standard Provisions for Non-U.S., Nongovernmental Recipients* will apply. While 22 CFR 226 does not directly apply to non-U.S. Applicants, the Agreement Officer will use the standards of 22 CFR 226 in the administration of the award. For Public International Organizations (PIOs), the Standard Provisions for Grants to Public International Organizations, along selected provisions from the Standard Provisions for Non-U.S., Nongovernmental Recipients and other negotiated provisions, will be used.

These documents may be accessed through the internet as follows:

- 22CFR226:
http://www.access.gpo.gov/nara/cfr/waisidx_06/22cfr226_06.html
- OMB Circulars
<http://www.whitehouse.gov/omb/circulars/index.html>
- Standard Provisions for U.S. Nongovernmental Recipients:
<http://www.usaid.gov/policy/ads/300/303maa.pdf>
- Standard Provisions for Non-U.S., Nongovernmental Recipients:
<http://www.usaid.gov/policy/ads/300/303mab.pdf>
- Standard Provisions Public International Organizations:
<http://www.usaid.gov/policy/ads/300/308mab.pdf>

SECTION II – AWARD INFORMATION

1. ESTIMATE OF FUNDS AVAILABLE AND NUMBER OF AWARDS CONTEMPLATED

Subject to the availability of funds, USAID intends to provide approximately \$24.5 million in total USAID funding for the life of the program. USAID intends to award one (1) Cooperative Agreement pursuant to this RFA. USAID reserves the right to fund one or none of the applications submitted.

As stated above, actual funding amounts are subject to availability of funds.

2. START DATE AND PERIOD OF PERFORMANCE

The period of performance anticipated herein is five (5) years or sixty months. The estimated start date is on or **about October 1, 2014**.

3. TYPE OF AWARD

USAID plans to negotiate and award an assistance instrument known as a Cooperative Agreement with the Applicant whose application offers the greatest value for the Program described herein. A Cooperative Agreement implies a level of “substantial involvement” by USAID. This substantial involvement will be through the Agreement Officer, except to the extent that the Agreement Officer delegates authority to the Agreement Officer’s Representative (AOR) in writing. The intended purpose of the substantial involvement during the award is to assist the Recipient in achieving the supported objectives of the any agreement awarded as a result of this RFA. The substantial involvement elements for this award are listed below (this list does not include approvals required by 22 CRF 226 or other applicable law, regulation or provision):

- Review and approval of Key Personnel and changes in Key Personnel;
- Approval of annual implementation plans;
- Agency and Recipient collaboration and joint participation in implementation, including, but not limited to participation in advisory committees and direction and/or redirection of activities specified in the program description due to interrelationships with the Local Capacity Development component of the Program;
- Approval of the Monitoring and Evaluation (M&E) Plan; and
- Approval of all subcontractors and sub-recipients and concurrence on the substantive provisions of all sub-awards.

SECTION III – ELIGIBILITY INFORMATION

1. APPLICANTS

Qualified Applicants can be international, U.S. or non-U.S. non-governmental organizations (NGOs), regional, local Swazi organizations (NGOs), and/or consortia comprised of any combination of the aforementioned organizations, private voluntary organizations (PVOs), and for-profit companies willing to forego profit, faith-based and community organizations that fit the criteria above are also eligible to apply.

Although not a requirement, local Swazi organizations are encouraged to partner with international and/or regional organizations either as a member of a consortium, as a sub awardee or as a prime Recipient with either (or both) international and regional organizations as sub awardees. Similarly, international and regional organizations are highly encouraged to consider partnering with local Swazi organization(s), again either as partners in a consortium or as prime Recipient with local Swazi organizations as sub awardees. Alternatively, international and regional organizations may consider acting as sub awardees with a local Swazi organization acting as the prime Recipient.

In support of the Agency's interest in fostering a larger assistance base and expanding the number and sustainability of development partners, USAID encourages applications from potential new partners.

2. COST SHARE/RESOURCE LEVERAGING

a) COST SHARING

Cost sharing is not required under the RFA, though it is encouraged. Contributions can be either in cash or in kind and can include contributions from the Applicant, local counterpart organizations, project clients, and other donors (but not other U.S. government funding sources). Cost sharing contributions must be in accordance with OMB Circular A-122-Cost Principles for Non-Profit Organizations which can be found at the following link: <http://www.whitehouse.gov/omb/circulars/a122.html>. Information regarding the proposed cost share, if any, should be included in the SF 424 (for U.S. organizations only) and the Budget as indicated on those documents. If Applicant decides to offer any cost sharing, Applicant's cost sharing plan should be discussed in the Budget Notes to the extent necessary to demonstrate its feasibility, applicability to the activity and provide details on how the cost sharing monetary values were estimated.

b) RESOURCE LEVERAGING

USAID strongly encourages Applicants to actively leverage funds and in-kind contributions from all available and interested local funding sources, including, but not limited to, government and public institutions, individuals, corporations, NGOs, foundations, etc.

This RFA further seeks to leverage additional resources from the private sector in this program. USAID is looking for innovative, practical approaches to using these resources while promoting the program objectives. In accordance with ADS 303.3.10.2, leveraging represents all of the non-USAID resources that are expected to be applied to a program. It

may include cost sharing, but may also include resources that third parties bring to the program without necessarily providing them to the Recipient. Even though the Recipient is not responsible for any leveraging in excess of the agreed upon cost-share, such leveraging would be viewed favorably in the technical evaluation if it promotes sustainability.

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

1. GENERAL APPLICATION INSTRUCTIONS

The following general guidance is applicable to the submission of the applications under this RFA.

1. *Profits:* As stated above, it is USAID's policy not to include profits of any nature under assistance agreements. Reasonable, allocable and allowable expenses, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost standards (e.g., OMB Circular A-21), may be paid under the agreement contemplated by this RFA.

2. *Responsiveness:* Applicants should submit an application directly responsive to the terms, conditions, specifications and clauses of this RFA. The Applicant should follow the instructions set forth herein. Applications not conforming to the requirements may be categorized as non-responsive and may be eliminated from further consideration.

3. *Language:* It is USAID policy that English shall be the official language of all award documents. As a result, it is required that the applications be in English.

2. SUBMISSION INFORMATION

Submission, Marking and Copies:

- (i) Electronically via email (preferred delivery method) to: jramanitrera@usaid.gov with up to 10 attachments/annexes (3MB limit per email) unprotected and compatible with Microsoft Office 2010 in a MS Windows environment. Applications must be submitted no later than the date indicated as the deadline for the submission of applications in this RFA as indicated on the cover letter accompanying this RFA.

Multiple emails may be sent to accommodate the application size and content, but each must contain very clear identification of the attachment and instructions for assembling the application.

Applicants may also send an Adobe Acrobat portable document format (.pdf) for electronic submission; however, zipped files attachments are not allowed.

The subject line for every such email must include the following: “Swaziland VMMC and EIMC Program, RFA No. **RFA-674-14-000001**”

Applicants shall submit 1 (one) original and 2 (two) hard copies of both the technical and cost application to the following address via courier shipment or hand delivery. Applicants who decide to submit their application electronically must also provide hard copies. Additionally,

USAID/Southern Africa must receive the hard copies no later than 7 calendar days after the deadline for receipt of electronic copies.

(ii) Hand/courier of applications

USAID/Southern Africa
Regional Office of Acquisition and Assistance
Attn: Jackie Ramanitrera
100 Totius Street
Groenkloof X5
Pretoria, South Africa

Hard copies of applications must be in a sealed envelope, addressed to the above and clearly marked with the following information on the front of all envelopes:

RFA Number: RFA-674-14-000001
RFA Title: Swaziland VMMC and EIMC Project

Please note that lateness of the applications will be determined by the submission of the electronic submission, not the submission of hard copies. However, hard copies must be received no later seven (7) calendar days following the closing date for receipt of application. Telegraphic or faxed applications are not authorized for this RFA and will not be accepted. Electronic submissions through the www.grants.gov website are acceptable. In order to use this method, an Applicant must first register on line with www.grants.gov.

Consistent with ADS 303.3.6.7, applications that are submitted late may be eliminated from the competition. If a late application is evaluated and considered for award, all similarly-situated late applications (in terms of time of receipt) will also be evaluated and considered for award.

3. REQUIRED FORMS

All Applicants must submit the application using the SF-424 series, which includes the:

- **SF-424, Application for Federal Assistance**
- **SF-424A, Budget Information – Non-construction Programs,**
- **SF-424B, Assurances – Non-construction Programs,**

The program described herein includes non-construction elements. Therefore, these mandatory forms for non-construction programs must be completed. Costs for non-construction activities should be included on the SF-424A. Copies of these forms may be found as an attachment to this RFA.

4. PRE-AWARD CERTIFICATIONS, ASSURANCES AND OTHER STATEMENTS OF THE RECIPIENT

In addition to the certifications that are included in the SF 424, both U.S. and non-U.S. organizations (except as specified below) must provide the following certifications,

assurances and other statements. Complete copies of these Certifications, Assurances, and Other Statements may be found as an attachment to this RFA.

a) For U.S. organizations, a signed copy of the mandatory reference, Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs. This certification applies to Non-US organizations if any part of the program will be undertaken in the United States.

b) A signed certification on Lobbying (see 22 CFR 227);

c) A signed copy of the "Certification Regarding Terrorist Funding";

d) A signed certification of Recipient

e) Survey on Ensuring Equal Opportunity for Applicants; and

f) Submission of a Data Universal Numbering System (DUNS) Number. DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by internet at www.dnb.com

1. Access the web page: <http://www.dnb.com>;
2. Click on D&B D-U-N-S Number;
3. Click on "Are you a government contractor, vendor, or grant Recipient?"
4. Click on "Click here to request your D-U-N-S Number via the web";
5. Follow the instructions. Questions should be directed to Dun and Bradstreet.

g) Registration in the System for Award management (SAM) unless exempted under 2 CFR 25.110. [The](#) SAM is the primary registrant database for the U.S. Federal Government. Before USAID enters into an Acquisition or Assistance agreement with any United States or local government, business or contractor, the awardee must be registered with SAM.gov unless exempted.

Organizations that apply and do not have an exception must ensure they have the necessary processes and systems in place to comply with the reporting requirements of 2 CFR 170 should they receive funding. See Attachment II entitled "Reporting Subawards and Executive Compensation."

Please note that the certifications can be submitted either as part of the application or during negotiations but shall be required before making an award and as otherwise required by the regulations

5. APPLICATION FORMAT GUIDELINES AND ASSUMPTIONS

The application shall be split into two separate parts:

- A. Technical Application; and
- B. Cost/Business Application.

The format for each of these parts of the application is set forth below.

A. Technical Application Format

The Technical Application shall contain the following sections:

1. *Cover Page;*
2. *Program Abstract/Executive Summary;*
3. *Technical Application Body; and*
4. *The Annex.*

The overall page limitation for the technical application is 50 pages (not including the cover page). USAID will not review pages in excess of 50 pages. Applications shall be written in English and typed on standard 8 1/2" x 11" (216mm by 297mm paper) or A4 paper, single spaced, 12 point Times New Roman font with each page numbered consecutively²⁹. The Annex and items such as the cover page, dividers and the table of contents are not included in the 50 page limitation.

1. Cover Page

The Cover Page shall include the Applicant's name, identification of the primary contact person (by name, title, organization, mailing address, telephone number and email address) and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number and email address). 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 purposes, should mark the cover page with the following legend:

"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, an agreement is awarded to this Applicant as a result of this RFA, a final determination will be made regarding the extent to which data included in the cooperative agreement can be disclosed."

The Applicant can include any other information or graphics on the cover page that it determines are beneficial.

2. Program Abstract/Executive Summary

The Program Abstract shall be a two-page summary of the application. The Program Abstract shall summarize the key elements of the Applicant's technical strategy, management approach, implementation plan, expected results and M&E plan.

²⁹ Footnotes, charts, tables and other similar types of graphic displays can use font that differs from that specified herein. However, USAID reserves the right to not review pages in the application if this practice is abused.

3. *Technical Application Body*

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

- a. Technical Approach;
- b. Management Plan and Staffing;
- c. Institutional Capabilities and Experience; and
- d. Past Performance.

The maximum number of pages in this section will be fifty (50). The basic purpose of this section is to provide the information necessary to allow USAID to fairly and completely evaluate the Applicant under each of the evaluation criteria specified in Section V of this RFA. Additional specified guidance for each section of the Technical Application Body is set forth below.

I. TECHNICAL APPROACH

This subsection should describe in detail the proposed technical strategy and approach and comprehensively address how the Applicant will achieve the results under each Result Package as outlined in the Program Description over the 5-year life of the program.

This subsection must also set forth in sufficient detail the proposed VMMC service delivery strategy to achieve the required coverage levels and targets including how the applicant will build on USG investments in specific sites. The application must articulate the progression of results over the life of the project and any changes in approach required, including but not limited to approaches with integrated sites, coordination of services as geographic coverage increases, and transitioning sustainable VMMC/EIMC service delivery to MOH.

This sub-section should further describe how creative award(s) or teaming mechanism(s) will motivate the VMMC providers to achieve high quality, cost efficient services that meet or exceed targets. Partnership with and/or inclusion of local Swazi and/or local regional partners should be well articulated in the application. Their role in the project implementation must be well described as well.

Also in this subsection, the Applicant shall include a comprehensive quality assurance plan and a Monitoring and Evaluation Plan over the 5-year program. Specifically, Applicants should propose how they intend to report on numbers of beneficiaries as well as how they intend to monitor program outcomes and impact. How quality of services will be monitored should also be addressed.

Lastly, the Applicant shall describe the innovations it proposes to integrate gender considerations in the project implementation.

II. MANAGEMENT PLAN AND STAFFING

General

Applicants should present a sound description for project staffing and management. The Applicant should propose an overall staffing pattern (key and non-key personnel) that demonstrates the breadth and depth of technical expertise and experience required to implement this complex program in Swaziland. The staffing plan should demonstrate a solid understanding of key technical and organizational requirements and an appropriate mix of skills, while avoiding excessive staffing.

III. INSTITUTIONAL CAPABILITIES AND EXPERIENCE

Applicants should clearly describe their demonstrated ability and experience in:

- Technical services and program areas, including especially VMMC service delivery, logistical support, and demand creation for VMMC, including demonstration of ability to consistently meet or exceed targets;
- Managing and administering other programs of similar size and nature, including, but not limited to managing grants, sub-contracts/awards, and managing projects/tasks from planning through execution.
- Planning, scheduling and monitoring similar relevant projects/programs using database and management tools (e.g. cost/schedule, task management, etc.);
- Collecting quality VMMC data and effectively using that information for continuous program improvement;
- Implementing activities with host country government (strengthening capacity and leading from behind) and building positive relationships to effectively coordinating activities with multiple stakeholders including other VMMC service delivery partners

V. PAST PERFORMANCE

(1). The Applicant (including all partners of a consortium if applicable) must provide performance information for itself and each major sub-Recipient (one whose proposed cost exceeds 15% of the Applicant's total proposed cost) in accordance with the following:

a. In a matrix or bullet format, a list of current and recent (last five years) experience relevant to the technical description and proposed activities of this program in terms of matter, size, scope and complexity. The matrix must include the following information for each listed activity:

1. Contract or cooperative agreement number (as prime or sub) or project name
2. Procuring agency or organization
3. Funding sources and levels
4. Period of performance
5. Program objective
6. Brief description of the work performed
7. Objectives achieved
8. References

9. Contact information (names, telephone numbers, email addresses, etc.) for the entity that funded the program or contract

(USAID reserves the right to obtain past performance information from other sources including those not named in this application).

b. Provide for each of the agreements, contracts, or projects listed above a list of contact names and job titles. Reference information should include recent email, fax, and phone numbers and address of contact persons. USAID recommends that you alert the contacts that their names have been submitted and that they are authorized to provide performance information concerning the listed contracts or agreements if and when USAID requests it.

(c) If extraordinary problems impacted any of the referenced contracts or agreements, provide a short explanation and the corrective action taken.

(2) The Applicant is expected to comply with the instructions regarding the type and amount of detail to be provided on past performance and the format to be used to submit it. If the Applicant does not follow the prescribed format, then care should be taken to ensure that the substance of the requested information is provided. Failure to do so may seriously impede both the technical evaluation of the Applicant's application and the agreement officer's ability to make a positive responsibility determination.

Please note that it is Applicant's responsibility to provide the above requested past performance reference/contact information that is accurate and up to date.

4. *The Annex*

The technical application annex shall contain resumes, letters of commitments from personnel or partners, proposed teaming arrangements, past performance and personnel references, letters of recommendation, awards, testimonials and any other supporting documentation requested in the RFA. Additionally, it shall include:

- Organizational chart showing lines of supervision
Year One detailed work plan

In the case of an application where the entity receiving the award is a joint venture, partnership or some other type of group (consortium) where the proposed Applicant is not a legal entity, the Application must include a copy of the legal relationship between the prime Applicant and its partners. The application document should include a full discussion of the relationship between the Applicant and its partners, including identification of the Applicant with which USAID will directly engage for purposes of Agreement administration, the identity of the Applicant which will have accounting responsibility, how Agreement effort will be allocated and the express Agreement of the principals thereto to be held jointly and severally liable for the acts or omissions of the other.

B. Cost/Business Application Format

The Cost/Business Application is to be submitted separately from the technical application. While there is no page limit for this portion, Applicants are encouraged to be as concise as possible, but still provide the necessary details. The Cost Application must be completely

separate from the Applicant's Technical Application. The application must include completed SF-424 forms as set forth in Section IV.3, entitled "Required Forms," above.

1. The cost application should be for a period of 60 months.
2. An overall budget should be included in the Cost/Business Application that provides, in detail to the individual line item, a breakdown of the types of costs anticipated. The types of costs should be organized based on the cost categories in the SF-424 budgets listed in Section IV.3 above. All budgets shall include a sheet relating to the entire 60-month period. The budget shall include a summary and breakdown of the costs allocated to any sub-Recipient or sub-awardee involved in the program as well as the breakdown of the financial and in-kind contributions of all such organizations (the Applicant can also include separate sub-agreement or subcontract budgets for the sake of clarity). The electronic version of the budgets should be provided in the **unprotected** Microsoft Excel format.
3. Budget notes are required. These budget notes must provide an accompanying narrative by line item which explains in detail the basis for how the individual line item costs were derived.
4. The following Section provides guidance on line item costs.

Salary and Wages - Direct salaries and wages should be proposed in accordance with the organization's personnel policies. Details on the basis of estimate for each proposed salary should be sufficiently addressed in the budget narratives for all positions [key, consultants, short term technical assistance and non-Key Personnel]. Any proposed salary increase [initial or annual] must be sufficiently justified and supported with the organization's personnel policies (to be provided as annex to the cost application).

Fringe Benefits - If the organization has a fringe benefit rate that has been approved by an agency of the US Government, such rate should be used and evidence of its approval should be provided. If a fringe benefit rate has not been so approved, the application should propose a rate and explain how the rate was determined. If the latter is used, the narrative should include a detailed breakdown comprised of all items of fringe benefits (*e.g.*, unemployment insurance, workers compensation, health and life insurance, retirement, etc.) and the costs of each, expressed in dollars and as a percentage of salaries.

Travel and Transportation - The application should indicate the number of trips, domestic and international, and the estimated costs. Specify the origin and destination.

Other Direct Costs - This includes communications, report preparation costs, passports and visas fees, medical exams and inoculations, insurance (other than insurance included in the Applicant's fringe benefits), equipment (procurement plan for commodities), office rent abroad, branding/marketing supplies, etc. The narrative should provide a breakdown and support for all and each other direct costs.

Indirect Costs –Local/ regional or other organizations that do not have a Negotiated Indirect Cost Rate Agreement (NICRA) letter with the US Government, these organizations should treat all indirect costs as direct costs and provide a fully-developed and supported rationale for allocating or estimating how much of the indirect costs should be allocated to the program.

Seminars and Conferences - The application should indicate the subject, venue and duration of proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs.

Foreign Government Delegations to International Conferences: Funds in this agreement may not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization, except as provided in ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences or as approved by the AOTR [<http://www.info.usaid.gov/pubs/ads/300/refindx3.htm>].

Source and Origin Requirements - The authorized Geographic Code for this Agreement will be 937

Training Costs - If there are any training costs to be charged to this Agreement, they must be clearly identified.

5. The required Certifications, including the SF 424s, should be included with the Cost Application.
6. As written above, the proposed budget should provide separate cost estimates for the management of the program (including program monitoring) or "administrative" costs and a cost estimate for program or "programmatic" costs. The Applicant should provide a basis or explanation for how costs were categorized as one or the other. Applicants should attempt to minimize their administrative and support costs for managing the project to maximize the funds available for program activities.
7. The cost/business portion of the application should describe headquarters and field procedures for financial reporting, if applicable. Discuss the management information procedure you will employ to ensure accountability for the use of U.S. Government funds. Describe program budgeting, financial and related program reporting procedures.
8. Indicate if financial commitments were made among partners during the preparation of the application. Budgets shall indicate the amounts committed to each member of the team. Letters of commitments from partners should be included.
9. If requested by USAID after submission of applications, please provide information on the Applicant's financial and management status, or that of major subcontractors and sub-recipients, including:
 - (a) Audited financial statements for the past three years,

- (b) Organization chart, by-laws, constitution, and articles of incorporation, if applicable,
 - (c) If the Applicant has made a certification to USAID that its personnel, procurement and travel policies are compliant with applicable OMB circular and other applicable USAID and Federal regulations, a copy of the certification should be included with the application. If the certification has not been made, the Applicant should submit a copy of its personnel (especially regarding salary and wage scales, merit increases, promotions, leave, differentials, etc.), travel and procurement policies, and indicate whether personnel and travel policies and procedures have been reviewed and approved by any agency of the Federal Government. If so, provide the name, address, and phone number of the cognizant reviewing official.
 - (d) If applicable, approval of the organization's accounting system by a U. S. Government agency including the name, addresses, and telephone number of the cognizant auditor.
10. The Cost/Business Application should also address the Applicant's resources and capacity in the following areas in narrative form:
- a. Have adequate financial resources or the ability to obtain such resources as required during the performance of the Program;
 - b. Has the ability to comply with the agreement conditions, taking into account all existing and currently prospective commitments of the Applicant, non-governmental and governmental;
 - c. Has a satisfactory record of performance (only a brief discussion of this issue is required in the cost/business application since past performance is an evaluation factor – the Applicant may wish to discuss any notable issues regarding its record of performance that were not discussed in the technical application);
 - d. Has a satisfactory record of integrity and business ethics; and
 - e. Is otherwise qualified and eligible to receive a cooperative agreement under applicable laws and regulations (e.g., EEO).

If requested by USAID after submission of applications, please provide any additional evidence of responsibility considered necessary in order for the Agreement Officer to make a determination of responsibility. Please note that a positive responsibility determination is a requirement for award, and all organizations may be subject to a pre-award survey to verify the information provided and substantiate the determination.

11. Cost Sharing: Cost sharing is not required but recommended. If offered, Applicants should provide the source of the cost share, whether from resources from their own, private or local sources for the implementation of this project. Applicants should submit a separate cost-share budget clearly identifying the resources they intend to contribute to the total cost of the resultant agreement. Cost sharing must be verifiable from the Recipient's records, is subject to the requirements of 22 CFR 226.23 and can be audited.
12. Unnecessarily elaborate applications: unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application

in response to this RFA are not desired and may be construed as an indication of the Applicant's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

5. SUBMISSION DEADLINES

Applications shall be due on the date and time specified on the cover letter of this RFA. USAID will determine that any applications that are not received by the Agreement Officer by the time and date indicated will be late. Because making an award is critical to USG foreign policy goals, time is important and late applications may not, at the sole discretion of the Agreement Officer, be considered.

6. FUNDING RESTRICTIONS

There are no funding restrictions applicable to this RFA at this time.

7. BRANDING STRATEGY AND MARKING PLAN

Pursuant to ADS 303.3.6.3.f and ADS 320.3.1.2, the apparently successful Applicant will be requested to submit a Branding Strategy and Marking Plan that will have to be successfully negotiated before a cooperative agreement will be awarded. These plans shall be prepared in accordance with the guidance in ADS 320.3.3, 22 CFR 226.91 and the references therein.

Please note that the Branding Strategy and Marking Plan shall not be included with the original application but shall be provided only after a written request of the Agreement Officer.

SECTION V – APPLICATION REVIEW INFORMATION

This Section includes information regarding: 1. the evaluation criteria that will be used; 2. a discussion of the review and evaluation process; and 3. Agreement award.

I. SCORED EVALUATION CRITERIA

The criteria presented below have been tailored to the requirements of this particular RFA. Applicants should note that these criteria serve to: (a) identify the significant matters which Applicants should address in their applications and (b) set the standard against which all applications will be evaluated. The following evaluation criteria will be used to make an award decision.

Awards will be made based on the ranking of applications according to the technical evaluation criteria. The technical evaluation criteria are considered significantly more important than cost/price considerations as demonstrated through each evaluation criterion's assigned points. To make the selection process as objective as possible, each Applicant should clearly demonstrate how their application meets these criteria.

The evaluation criteria listed have been assigned the following points. A maximum of 100 points can be awarded to the technical application. No points are assigned to the cost application although it will be reviewed and be used for the best value determination when making the award decision

Technical Application Evaluation Criteria:

- a) Technical Approach (35 points)
- b) Management and Staffing (35 points)
- c) Institutional Capabilities & Experience (25 points)
- e) Past Performance (05 points)

Cost/Business Application Evaluation Criterion:

Cost Effectiveness and Cost Realism/Reasonableness

TECHNICAL EVALUATION

a. TECHNICAL APPROACH (35 POINTS)

The technical approach will be evaluated in accordance with the following sub-criteria:

- Quality, soundness, and practicality of the technical approach that addresses the Statement of Work and demonstrates a clear understanding of the challenges and opportunities regarding VMMC service delivery and technical assistance in Swaziland.
 - The applicants must clearly articulate **how** the results under each result package will be achieved with quality in the most cost efficient manner.
 - The applicants must describe how creative award(s) or teaming mechanism(s) will motivate the VMMC providers to achieve high quality, cost efficient services that meet or exceed targets

- The applicant must clearly articulate their VMMC service delivery strategy to achieve the required coverage levels and targets including how the applicant will build on USG investments in specific sites. The applications must articulate the progression of results over the life of the project and any changes in approach required, including but not limited to approaches with integrated sites, coordination of services as geographic coverage increases, and transitioning sustainable VMMC/EIMC service delivery to MOH.
- Quality of the Quality Assurance Plan, in particular its ability to be both useful and accurate, and how QA will be assured over time.
- Monitoring and Evaluation Plan in particular, how data will be collected and used by both project and MOH for improved programming, and how VMMC service data will be incorporated in to the MOH HMIS.
- Effective integration of gender considerations

Additional weight will be given to applications from and/or that include partnering or sub awards with local Swazi and/or local regional partners.

b. MANAGEMENT AND STAFFING (35 POINTS)

The Management Plan and Staffing shall be scored based on the following sub-criteria, of equal importance:

- Demonstrated understanding of the SOW as evidenced by the overall staffing and management plan. Appropriate number and skills mix of proposed staff and partnering/contracting/granting arrangements for cost effective, results oriented management, service delivery, technical assistance, and monitoring and evaluation.
- The quality and suitability of proposed key and non-key personnel, including but not limited to their relevant technical, professional and educational experience. Key personnel must have demonstrated understanding of the Swazi context and ability to establish and maintain strong positive relationships with government and other partners.
- The quality of the management plan, which clearly explains:
 - How the organization will manage for high quality, cost effective results
 - How the contracts/grants and or teaming agreements will be managed and how this/these mechanism(s) for service delivery will be used to encourage the service provider(s) to achieve cost effective, high quality VMMC services that meet or exceed the established coverage levels and targets.
 - How the applicant build on USG investments in various service delivery sites and assure a smooth management transition of specific sites as appropriate
 - Any partnering arrangements and how these increase cost efficiencies and achievement of results including management of staff and their activities.

Additional weight will be given to applications from and/or that includes partnering or sub awards with local Swazi and/or local regional partners.

c. INSTITUTIONAL CAPABILITIES AND EXPERIENCE (25 POINTS)

The Institutional Capabilities and Experience will be evaluated as per the following considerations that may be, but are not required to be, considered in the evaluation of this factor:

- Capability and experience in terms of working on relevant efforts in Swaziland and/or the Southern Africa region;
- Demonstrated capability and experience in terms of the relevant technical services and program areas, including especially VMMC service delivery, logistical support, and demand creation for VMMC, including demonstration of ability to consistently meet or exceed targets;
- Demonstrated capability and experience in managing and administering other programs of similar size and nature, including, but not limited to managing grants, sub-contracts/awards, and managing projects/tasks from planning through execution.
- Demonstrated performance in planning, scheduling and monitoring similar relevant projects/programs using data-base and management tools (e.g. cost/schedule, task management, etc);
- Demonstrated capability and experience in collecting quality VMMC data and effectively using that information for continuous program improvement;
- Demonstrated experience and capability implementation activities with host country government (strengthening capacity and leading from behind) and building positive relationships to effectively coordinating activities with multiple stakeholders including other VMMC service delivery partners;

d. PAST PERFORMANCE (05 POINTS)

(a) Performance information will be used for both the responsibility determination and best value decision. USAID may use performance information obtained from other than the sources identified by the Applicant(s) and any partners/sub awardees. USAID will utilize existing databases of Contractor performance information and solicit additional information from the references provided in Section IV.5. and from other sources if and when the Assistance Officer finds the existing databases to be insufficient for evaluating an Applicant's performance.

(b) If the performance information contains negative information on which the Applicant has not previously been given an opportunity to comment, USAID will provide the Applicant an opportunity to comment on it prior to its consideration in the evaluation, and any Applicant comment will be considered with the negative performance information.

(c) USAID will initially determine the relevance of similar performance information as a predictor of probable performance under the subject requirement. USAID may give more weight to performance information that is considered more relevant and/or more current. Performance in Swaziland and the Southern Africa Region is of critical importance and will be given more weight than performance in other countries/regions.

(d) The Contractor's performance information determined to be relevant will be evaluated in accordance with the elements below:

- Quality of product or service, including consistency in meeting goals and targets;
- Timeliness of performance, including adherence to contract schedules and other time-sensitive project conditions, and effectiveness of home and field office management to make prompt decisions and ensure efficient completion of tasks;
- Business relations, addressing the history of professional behavior and overall business-like concern for the interests of the customer, including coordination among subcontractors and developing country partners, cooperative attitude in remedying problems, and timely completion of all administrative requirements;
- Customer satisfaction with performance, including end user or beneficiary wherever possible;
- Effectiveness of key personnel, including appropriateness of personnel for the job and prompt and satisfactory changes in personnel when problems with clients were identified; and
- Cost control, including forecasting costs as well as accuracy in financial reporting, ensuring that unnecessarily expensive technical assistance is not used when lower cost advisors are adequate, and pacing the expenditure of level of effort such that contract deliverables and outputs can be produced within budget.

(e) In cases where (i) an Applicant lacks relevant performance history, (ii) information on performance is not available, or (iii) an Applicant is a member of a class of Applicants where there is provision not to rate the class against a sub factor then the Applicant will not be evaluated favorably or unfavorably on performance. The "neutral" rating assigned to any Applicant lacking relevant performance history is a score commensurate with the percentage of points received vs. possible points.* An exception to this neutral rating provision: the non-small businesses prime with no history of subcontracting with small business concerns. Prior to assigning a "neutral" past performance rating, the Contracting Officer may take into account a broad range of information related to an Applicant's performance.

*For example, a small business prime Applicant will not be evaluated on its performance in using small business concerns. If this sub-factor is worth a possible 10 points out of a total possible point value of 100 for the technical application, then the small business prime Applicant's technical application will have a maximum of 90 possible points. If it was assigned a score of 80 points out of the 90 maximum points, its technical score for evaluation against the other Applicants would be 88.89 (i.e., 80/90). USAID understands that there may be minor arithmetic differences in percentage terms as a result; however, it considers these differences to be minor and that they will not impact any best-value decision made under this solicitation.

COST/BUSINESS EVALUATION

COST EFFECTIVENESS AND COST REALISM/REASONABLENESS

This criterion will evaluate the cost effectiveness and cost realism and reasonableness of the applications. Additional information on each of these considerations is set forth below.

- Cost effectiveness - The Applicant's demonstration that proposed results will be achieved with the most efficient use of available resources (although Cost Share is not mandatory, i.e., it remains at the discretion of the Applicant, if Applicant proposes a

cost share, amounts included as cost share may be considered in this analysis). Cost effectiveness will also include an analysis of the ratio of administrative costs compared to costs dedicated to program implementation costs). Applicants who do not provide clear information and notes regarding the purpose of each proposed cost and do not provide the breakdown required by Section IV.4.B.8 between management, administrative and support costs versus program activity costs run the risk that costs may be interpreted as relating to administrative costs instead of program implementation costs.

- Cost realism - That the Applicant's technical approach supports the costs proposed. In addition, the cost realism analysis will evaluate whether the costs estimated accurately reflect the costs that would be incurred during the actual performance of the program, and whether those costs are reasonable. The cost realism analysis will: a) verify the Applicant's understanding of the requirements and regulations; b) assess the degree to which the cost Application reflects the approaches in the technical application; and c) assess the degree to which the cost included in the cost Application accurately represents the work effort included in the technical application.
- Cost Analysis: All proposed costs will be evaluated for completeness, reasonableness, fairness, allowability and allocability. This analysis is intended to determine the degree to which the costs included in the cost/price application are fair and reasonable.
- Consistency of budget line items and amounts with the resource requirements of the different activities will be evaluated.
- Finally, the clarity and conformity of the Applicant's Cost/Business Application to the instructions will be considered.

2. REVIEW AND EVALUATION PROCESS

The technical applications will be evaluated in accordance with the evaluation criteria set forth above by a Technical Evaluation Committee (TEC) comprised of USAID employees, other U.S. Government representatives and host country experts.

The cost applications will be evaluated by the Agreement Officer on Cost effectiveness, realism and analysis. Award will be made to the responsible Applicant whose application offers the greatest value based on the criteria specified above. The final award decision is made, while considering the recommendations of the TEC, by the Agreement Officer.

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

3. AGREEMENT AWARD

The Agreement Officer may conduct negotiations with one or more Applicants but reserves the right to make award without discussions. USAID's objective is to award a Cooperative Agreement to the organization whose application is determined by the Agreement Officer on a best value basis to be the most advantageous to the United States Government. The point system described above is a guide to that determination, but it is not binding on the discretion of the Agreement Officer.

SECTION VI - AWARD AND ADMINISTRATION INFORMATION

1. NOTIFICATION TO APPLICANTS

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.

2. DEVIATIONS

No deviations are currently contemplated to the standard provisions for the cooperative agreement contemplated by this RFA.

3. GENERAL INFORMATION ON REPORTING REQUIREMENTS

The following reports and related requirements will be included in the cooperative agreement issued as a result of this RFA:

- A) Annual Work Plans
- B) Quarterly performance monitoring and reporting
- C) Quarterly pipeline analysis and financial reports
- D) PEPFAR Semi-Annual and Annual Progress Reports (SAPR; APR)
- E) Performance Monitoring Plan (PMP)
- F) Evaluation Plan
- G) Final Report
- H) Close out Plan
- I) Other

A. Annual Work Plans

Within 30 days of the award and annually thereafter, the Recipient will submit an annual work plan, broken down by quarter, and a detailed budget, keyed to each USG fiscal year, to the AOR for USAID approval. The annual work plan will outline activities and outputs to be achieved in the coming year, the associated levels of effort, timelines, and any changes in the detailed first year work plan submitted in the technical application. The annual work plan must include a core set of required indicators corresponding to each program area that will be tracked over the life of the program. Baseline data on these core indicators must be collected and presented in the first quarterly report. Annual targets must also be established for each indicator and presented to the USAID/ Swaziland AOR during the development of the annual USG Country Operational Plan (COP), the PEPFAR budget planning document. At the mid and end points of program implementation, the Recipient should budget for evaluations of progress on meeting annual targets.

In consultation with other USG partners and the GOKS, the annual work plan will describe in detail how the Recipient will work with other USG prevention, clinical and care partners as appropriate to implement the VMMC and EIMC program described in this RFA. Subsequent 12-month work plans through the end of the five-year program should be prepared and submitted to the AOR no later than 45 days before the close of each preceding operating year. Six months before the end of the five-year period, the Recipient is required to submit a close out and transition plan to the AOR.

The annual work plan should include, at a minimum:

- Expected progress toward achieving results and performance measures tied to the M&E plan;
- Timeline for implementation of the year's proposed activities, including target completion dates;
- Information on how activities will be implemented;
- Log frame for outputs, activities and indicators;
- Personnel requirements to achieve expected outcomes;
- Major commodities to be procured, if applicable;
- Detailed budget; and
- Targets and anticipated objectives and milestone indicators

B. Quarterly performance monitoring and reporting

The Recipient must prepare and submit to the USAID/Swaziland AOR a quarterly report within 30 days after the end of the program's first full quarter, and quarterly thereafter. These reports will be used by USAID/Swaziland to fulfill electronic reporting requirements to Washington and to conform to certain requirements. The report should contain, at a minimum:

- Current and cumulative progress (activities completed, benchmarks achieved, performance standards completed) since the last report by program area;
- Problems encountered and whether they were resolved or are still outstanding;
- Proposed solutions to new or ongoing problems;
- Success stories (photos, captions and narrative);
- Documentation of best practices that can be taken to scale;
- List of upcoming events with dates; and
- Cost performance relative to the individual results packages

C. Quarterly pipeline analysis and financial reports

The Recipient should submit quarterly pipeline analysis and financial reports to USAID within 30 calendar days following the end of each quarter. They should be disaggregated by program area and contain, at a minimum:

- Total agreement budget
- Total funds awarded to date by USAID into the agreement (Total funds obligated to date);
- Total funds previously reported as expended by Recipient by main line items;
- Total funds expended in the current quarter by the Recipient by main line items;
- Total funds expended by funding source (HIV/AIDS, OVC, etc.)

- Total funds expended (actual plus estimated accrued) towards the end of the report period ;
- Total unliquidated obligations by main line items;
- Unobligated balance of USAID funds;
- Estimated expenditures for remainder of year; and
- Estimated monthly burn rate

D. PEPFAR Semi-Annual and Annual Progress Reports (SAPR; APR)

In addition to the reports listed above, the Recipient must submit completed semi-annual and annual progress reports which USAID provides to OGAC. In past years, these reports have followed the same submission timeline as reports for fiscal year quarters 2 and 4.

E. Performance Monitoring Plan (PMP)/ Monitoring and Evaluation Plan (M&E)

Within 30 days of the award, the Recipient will submit to USAID approval a **performance monitoring plan** (PMP) covering the life of the project. A PMP is a performance management tool to plan and manage the process of assessing and reporting progress toward achieving objectives, and will include specific, detailed plans to document, monitor and evaluate program performance. The PMP will establish specific, quantifiable performance indicators and targets for overall results included in the original application and activities in the annual work plans; describe the establishment of monitoring systems to measure program progress against overall objectives; and present a plan for data collection and measurement of program objectives and expected outputs, including collection of baseline data, and for the use of data collected by the program to improve program planning and performance. Efforts should be made, to the extent possible, to build on existing or recently used national or sub-national (provincial, district, administrative post) systems. Efforts should be harmonized with other USG data collection efforts, such as the bio-behavioral surveillance survey currently being carried out and engage local agencies where appropriate for all planned assessments and evaluations.

Within the PMP, the Recipient should develop and execute an evaluation plan, as described in the program description, which includes process, output, outcome and impact components. For each indicator, the Monitoring and Evaluation plan should provide interim and final targets, data sources, collection methods, and baseline information or a timeline for collecting it. Additional indicators should be developed by the Recipient in collaboration with the AOR, such as measures of reductions in risk behaviors or increases in service uptake among target populations. Data sources and collection methodologies should also be noted for each monitoring and evaluation component detailed in the M&E plan. In addition to the direct program output indicators, the Recipient should provide data on the coverage of interventions, as well as an evaluation plan for project outcomes and impact, such as significant reductions in risk behaviors and/or uptake of services. The Recipient should include qualitative data on program achievements and results

The PMP should demonstrate understanding of USAID **health** indicators, other program indicators, and reporting requirements, including a log frame that explains how data will be collected, verified and reported to document project progress. Data quality is a critical

component of USAID, and the Recipient should develop systems to ensure data quality and be prepared for data quality audits. The PMP and evaluation plans will be revised as appropriate on an ongoing basis in collaboration with USG/Swaziland and routine data quality assessments will be required.

F. Final Report

No later than 90 days after the completion date of the agreement, the Recipient must prepare a completion report and oral end-of project presentation which highlight accomplishments against work plans, gives the final status of the benchmarks and objectives, addresses lessons learned during implementation and suggests ways to resolve identified constraints. The report should provide recommendations for follow-on work that might complement the completed work and details of close out and transition plans. The Recipient shall submit an electronic version, an original hard copy and two copies of the final report to the AOR. One additional copy must be sent to the USAID Development Experience Clearinghouse.

G. Other

The Recipient should submit proposed travel; sub-awards or sub-contracts; scopes of work, costs and CVs for proposed short-term consultants to the AOR for review and approval. Short-term consultants' reports should be submitted to USAID in a mutually agreed-upon format and time. Occasionally, the Recipient may prepare and submit special reports concerning specific activities and topics to USAID.

H. Close-out Plan

Six months prior to the completion date of the agreement, the Applicant will submit a close-out plan for AOR approval. The close-out plan will include, at a minimum, an illustrative property disposition plan, a plan for the phase-out of in-country operations, a delivery schedule for all reports or other deliverables required under the task order and a timetable for completing all required actions in the close out plan, including the submission date of the final property disposition plan to the Agreement Officer. A final project report will be due 30 days after project closeout.

4. ENVIRONMENTAL COMPLIANCE

General

- 1a) The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (<http://www.usaid.gov/policy/ADS/200/>), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. The Recipient's environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this RFA.

- 1b) In addition, the Recipient must comply with host country environmental regulations. In case of conflict between host country and USAID regulations, the latter shall govern.
- 1c) No activity funded under the Cooperative Agreement will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as “approved Regulation 216 environmental documentation”).
- 2a) As part of its initial Work Plan, and thereafter, all Annual Work Plans, the Recipient, in collaboration with the USAID AOR, shall review all ongoing and planned activities under the Cooperative Agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation.
- 2b) If the Recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.
- 2c) 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.

Mitigation Measures and Monitoring

The proposed activities are in line with the USAID/Swaziland’s HIV and AIDS Initial Environmental Examination (IEE) signed on September 2011 and expiring on December 2015. This RFA has the option for small grants activities. The updated IEE has a negative determination with conditions for all small grants activities. Since the nature of small grants is unknown, the Mission will ensure an environmental screening process is conducted.

Applicant must suggest, in their application, how they will put in place appropriate systems or management tools to ensure that identified mitigation and monitoring actions are taken to comply with the determinations of the screening process. In case a full environmental mitigation and monitoring plan (EMMP) is required, the Applicant will be expected to produce a comprehensive (EMMP) and associated budget within the first 60 days of signing of the cooperative agreement. This plan will be reviewed annually in collaboration with key USAID/Swaziland staff. Any subsequent/new activities outside the scope of the approved EMMP will need prior written approval from USAID/Swaziland. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments. The awardee will be expected to prepare an amendment to the EMMP for all such additional activities for USAID approval. Any on-going activities found to be outside the scope of the approved EMMP shall be halted until an amendment is made and approved by the Mission Environmental Officer and Regional Environmental Advisor, with concurrence from the Bureau Environmental Officer.

5. USAID DISABILITY POLICY

The following provisions are incorporated into this RFA.

USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)

- a. The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following website: http://pdf.dec.org/pdf_docs/PDABQ631.pdf

USAID therefore requires that the Recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing the program under this grant or cooperative agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the Recipient should demonstrate a comprehensive and consistent approach for including men, women and children with disabilities.

[END OF PROVISION]

CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) – SOLICITATION PROVISION (FEBRUARY 2012)

- 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) Must not be required, as a condition of receiving such assistance—
 - (i) to endorse or utilize a multi-sectoral 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) Must 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 Standard Provision “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.

(END OF PROVISION)

CONDOMS (ASSISTANCE) (JUNE 2005)

Information provided about the use of condoms as part of projects or activities that are funded under this agreement shall be medically accurate and shall include the public health benefits and failure rates of such use and shall be consistent with USAID's fact sheet entitled, —USAID HIV/STI Prevention and Condoms. This fact sheet may be accessed at:

<http://www.usaid.gov/sites/default/files/documents/1864/CondomSTIIssueBrief.pdf>

(END OF PROVISION)

PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE – THE GLOBAL FUND TO FIGHT AIDS, TUBERCULOSIS AND MALARIA, THE WORLD HEALTH ORGANIZATION, THE INTERNATIONAL AIDS VACCINE INITIATIVE, AND ANY UNITED NATIONS AGENCY) (APRIL 2010)

(a) The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this agreement may be used to promote or advocate the legalization or practice of prostitution or sex trafficking. Nothing in the preceding sentence shall be construed to preclude the provision to individuals of palliative care, treatment, or post-exposure pharmaceutical prophylaxis, and necessary pharmaceuticals and commodities, including test kits, condoms, and, when proven effective, microbicides.

(b) The following definitions apply for purposes of this provision:

—“Commercial sex act” means any sex act on account of which anything of value is given to or received by any person.

—“Prostitution” means procuring or providing any commercial sex act and the “practice of

Prostitution” has the same meaning.

—”Sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act. 22 U.S.C. 7102(9).

(c) The recipient shall insert this provision, which is a standard provision, in all subawards.

(d) This provision includes express terms and conditions of the award and any violation of it shall be grounds for unilateral termination of the award by USAID prior to the end of its term.

(End of Provision)

SECTION VII – AGENCY CONTACTS**The Agreement Officer for this Award is:**

Deborah Miller
Regional Agreement Officer
USAID /Southern Africa
Box 43, Groenkloof, 0027
Pretoria, South Africa
+27 (0) 12-452-2173
E-mail: <mailto:dmiller@usaid.gov>

The Acquisition and Assistance Specialist for this Funding Opportunity is:

Jackie Ramanitrera
USAID Regional Acquisition & Assistance Specialist
USAID /Southern Africa
Box 43, Groenkloof, 0027
Pretoria, South Africa
+27 (0) 12-452-2169
E-mail: jramanitrera@usaid.gov

SECTION VIII – OTHER INFORMATION

The following additional information is provided in this Section:

1. BRANDING STRATEGY - ASSISTANCE (JUNE 2012)

- a. Applicants recommended for an assistance award must submit and negotiate a "Branding Strategy," describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens.
- b. The request for a Branding Strategy, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.
- c. Failure to submit and negotiate a Branding Strategy within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.
- d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.
- e. The Branding Strategy must include, at a minimum, all of the following:
 - (1) All estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth.
 - (2) The intended name of the program, project, or activity.
 - (i) USAID prefers to have the "USAID Identity," comprised of the USAID logo and brandmark, with the tagline "from the American people" as found on the USAID Web site at transition.usaid.gov/branding, included as part of the program or project name.
 - (ii) USAID prefers local language translations of the phrase "made possible by (or with) the generous support of the American People" next to the USAID Identity when acknowledging contributions.
 - (iii) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.
 - (iv) If branding in the above manner is inappropriate or not possible, the applicant must explain how USAID's involvement will be showcased during publicity for the program or project.
 - (v) USAID prefers to fund projects that do not have a separate logo or identity that competes with the USAID Identity. If there is a plan to develop a separate

logo to consistently identify this program, the applicant must attach a copy of the proposed logos.

(3) The intended primary and secondary audiences for this project or program, including direct beneficiaries and any special target segments.

(4) Planned communication or program materials used to explain or market the program to beneficiaries.

(i) Describe the main program message.

(ii) Provide plans for training materials, posters, pamphlets, public service announcement, billboards, Web sites, and so forth, as appropriate.

(iii) Provide any plans to announce and promote publicly this program or project to host country citizens, such as media releases, press conferences, public events, and so forth. Applicant must incorporate the USAID Identity and the message, "USAID is from the American People."

(iv) Provide any additional ideas to increase awareness that the American people support this project or program.

(5) Information on any direct involvement from host-country government or ministry, including any planned acknowledgement of the host-country government.

(6) Any other groups whose logo or identity the applicant will use on program materials and related materials. Indicate if they are a donor or why they will be visibly acknowledged, and if they will receive the same prominence as USAID.

e. The Agreement Officer will consider the Branding Strategy's adequacy in the award criteria. The Branding Strategy 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.

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

(END OF PROVISION)

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 landmark, 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://transition.usaid.gov/branding>.

b. The request for a Marking Plan, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.

c. Failure to submit and negotiate a Marking Plan within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.

d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

e. The Marking Plan must include all of the following:

(1) A description of the public communications, commodities, and program materials that the applicant plans to produce and which will bear the USAID Identity as part of the award, including:

(i) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other sites physical in nature;

(ii) Technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;

(iii) Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and

(iv) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.

(v) Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.

(2) A table on the program deliverables with the following details:

(i) The program deliverables that the applicant plans to mark with the USAID Identity;

(ii) The type of marking and what materials the applicant will use to mark the program deliverables;

(iii) When in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking;

(iv) What program deliverables the applicant does not plan to mark with the USAID Identity, and

(v) The rationale for not marking program deliverables.

(3) Any requests for an exemption from USAID marking requirements, and an explanation of why the exemption would apply. The applicant may request an exemption if USAID marking requirements would:

(i) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials. The applicant must identify the USAID Strategic Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why an aspect of the award is presumptively neutral. Identify by category or deliverable item, examples of material for which an exemption is sought.

(ii) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent. The applicant must explain why each particular deliverable must be seen as credible.

(iii) Undercut host-country government "ownership" of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications. The applicant must explain why each particular item or product is better positioned as host-country government item or product.

(iv) Impair the functionality of an item. The applicant must explain how marking the item or commodity would impair its functionality.

(v) Incur substantial costs or be impractical. The applicant must explain why marking would not be cost beneficial or practical.

(vi) Offend local cultural or social norms, or be considered inappropriate. The applicant must identify the relevant norm, and explain why marking would violate that norm or otherwise be inappropriate.

(vii) Conflict with international law. The applicant must identify the applicable international law violated by the marking.

f. The Agreement Officer will consider the Marking Plan's adequacy and reasonableness in the award criteria, and will approve and disapprove any exemption requests. The Marking Plan will be reviewed to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.

g. If the applicant receives an assistance award, the Marking Plan, including any approved exemptions, will be included in and made part of the resulting grant or cooperative agreement, and will apply for the term of the award unless provided otherwise.

(END OF PROVISION)

ATTACHMENTS

The following attachments and annexes are provided:

1. SF-424 Forms;
2. Certifications, Assurances and Other Statements
3. Ensuring Equal Opportunity for Applicants Survey
4. Geographic Code

1. The SF-424 forms referenced in Section IV.2 above can be found at:

http://www.grants.gov/agencies/aapproved_standard_forms.jsp

2. Technical Documents

To support the development of an application, the Applicant must review the following documents. They can be found at <https://www.dropbox.com/sh/i2j76469etitw3/q8bsjz7AZw>

Annexes:

1. a. VMMC Current Program Sites and Activities; b. EIMC sites
2. a. Current Coverage MAPs, b. current data base by age, year and Inkhundla; c. Swaziland MC data
3. Swaziland VMMC Modeling Preliminary Results
4. EIMC modeling analyses

Reference Documents:

- Early Infant Circumcision Participants Workbook July 2011
- Guidebook for VMMC HCWM Toolkit
- National Health Sector Strategic Plan
- National HIV AIDS Policy
- New PEPFAR Prevention Guidance
- PEPFAR MC Guidance
- Policy on Safe MC for HIV Prevention
- Swaziland HIV and STD Prevention Policy
- VMMC Best Practices
- VMMC Guidance Document
- VMMC Report
- WHO Guidelines on the Use of Devices for Adult Male Circumcision for HIV Prevention

**USAID/Southern Africa
Request for Applications (RFA) No. RFA-674-14-000001
Swaziland VMMC and EIMC Project**

**CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS
OF APPLICANT/RECIPIENT**

**1. ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNING
NON-DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS**

Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.

(a) The recipient hereby assures that no person in the United States will, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the Cooperative Agreement for which application is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

(b) If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and must be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

2. CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

"The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

3. CERTIFICATION REGARDING TERRORIST FINANCING, IMPLEMENTING EXECUTIVE ORDER 13224

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC), or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”) [individuals and entities linked to the Taliban, Usama bin Laden, or the Al-Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee’s Web site: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification –

a. “Material support and resources” means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.”

b. “Terrorist act” means –

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. “Entity” means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources must not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient’s obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it will be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

4. CERTIFICATION OF RECIPIENT

By signing below the recipient provides certifications and assurances for (1) the Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying, and (3) the Certification Regarding Terrorist Financing Implementing Executive Order 13224 above.

These certifications and assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States will have the right to seek judicial enforcement of these assurances. These assurances are binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign these assurances on behalf of the recipient.

Request for Application or
Annual Program Statement No. _____

Application No. _____

Date of Application _____

Name of Recipient _____

Typed Name and Title _____

Signature _____

Date _____

PART II - KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

2. I am not and have not been an illicit trafficker in any such drug or controlled substance.

3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

Part III – Participant Certification Narcotics Offenses and Drug Trafficking

1. I hereby certify that within the last ten years:

a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

b. I am not and have not been an illicit trafficker in any such drug or controlled substance.

c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: _____

Name: _____

Date: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

PART IV - SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

Applicability: All RFA's must include the attached Survey on Ensuring Equal Opportunity for Applicants as an attachment to the RFA package. Applicants under unsolicited applications are also to be provided the survey. (While inclusion of the survey by Agreement Officers in RFA packages is required, the Applicant's completion of the survey is voluntary, and must not be a requirement of the RFA. The absence of a completed survey in an application may not be a basis upon which the application is determined incomplete or non-responsive. Applicants who volunteer to complete and submit the survey under a competitive or non-competitive action are instructed within the text of the survey to submit it as part of the application process.)

<http://transition.usaid.gov/forms/surveyeo.doc>

PART V - OTHER STATEMENTS OF RECIPIENT

1. Authorized Individuals

The recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the recipient in connection with this application or grant:
Name Title Telephone No. Facsimile No.

2. Taxpayer Identification Number (TIN)

If the recipient is a U.S. organization, or a foreign organization which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., please indicate the recipient's TIN:

TIN: _____

3. Data Universal Numbering System (DUNS) Number

(a) Unless otherwise specified in the solicitation using an applicable exemption, in the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at

no charge to the recipient. The recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.
- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.
- (7) Number of people employed by the recipient.
- (8) Company affiliation.

(c) Recipients located outside the United States may e-mail Dun and Bradstreet at globalinfo@dbisma.com to obtain the location and phone number of the local Dun and Bradstreet Information Services office.

The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: _____

4. Letter of Credit (LOC) Number

If the recipient has an existing Letter of Credit (LOC) with USAID, please indicate the LOC number:

LOC: _____

5. Procurement Information

(a) Applicability. This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the grant, and not to assistance provided by the recipient (i.e., a subgrant or subagreement) to a subgrantee or subrecipient in support of the subgrantee's or subrecipient's program. Provision by the recipient of the requested information does not, in and of itself, constitute USAID approval.

(b) Amount of Procurement. Please indicate the total estimated dollar amount of goods and services which the recipient plans to purchase under the grant:

\$ _____

(c) Nonexpendable Property. If the recipient plans to purchase nonexpendable equipment which would require the approval of the Agreement Officer, indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. Nonexpendable equipment for which the Agreement Officer's approval to purchase is required is any article of nonexpendable tangible personal property charged directly to the grant, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

TYPE/DESCRIPTION (Generic) _____

QUANTITY _____

ESTIMATED UNIT COST _____

(d) Source If the recipient plans to purchase any goods/commodities which are not in accordance with the Standard Provision “USAID Eligibility Rules for Procurement of Commodities and Services,” indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source. “Source” means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located in the cooperating country at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received, “source” means the country from which the commodity was shipped to the free port or bonded warehouse. Additionally, “available for purchase” includes “offered for sale at the time of purchase” if the commodity is listed in a vendor’s catalog or other statement of inventory, kept as part of the vendor’s customary business practices and regularly offered for sale, even if the commodities are not physically on the vendors’ shelves or even in the source country at the time of the order. In such cases, the recipient must document that the commodity was listed in the vendor’s catalog or other statement of inventory; that the vendor has a regular and customary business practice of selling the commodity through “just in time” or other similar inventory practices; and the recipient did not engage the vendor to list the commodity in its catalog or other statement of inventory just to fulfill the recipient’s request for the commodity.

TYPE/DESCRIPTION _____

QUANTITY _____

ESTIMATED GOODS _____

PROBABLE GOODS _____

PROBABLE (Generic) _____

UNIT COST _____

SOURCE _____

(e) Restricted Goods. If the recipient plans to purchase any restricted goods, indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals, Pesticides, Used Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

TYPE/DESCRIPTION _____

QUANTITY _____

ESTIMATED _____

PROBABLE _____

INTENDED USE (Generic) _____

UNIT COST _____

SOURCE _____

(f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in accordance with the Standard Provision "USAID Eligibility Rules for Procurement of Commodities and Services," indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier.

TYPE/DESCRIPTION _____

QUANTITY _____

ESTIMATED _____

PROBABLE SUPPLIER _____

NATIONALITY _____

RATIONALE (Generic) _____

UNIT COST (Non-US Only) _____

FOR NON-US _____

6. Past Performance References

On a continuation page, please provide past performance information requested in the RFA.

7. Type of Organization

The recipient, by checking the applicable box, represents that -

(a) If the recipient is a U.S. entity, it operates as a corporation incorporated under the laws of the State of, an individual, a partnership, a nongovernmental nonprofit organization, a state or local governmental organization, a private college or university, a public college or university, an international organization, or a joint venture; or

(b) If the recipient is a non-U.S. entity, it operates as a corporation organized under the laws of _____ (country), an individual, a partnership, a nongovernmental nonprofit organization, a nongovernmental educational institution, a governmental organization, an international organization, or a joint venture.

8. Estimated Costs of Communications Products

The following are the estimate(s) of the cost of each separate communications product (i.e., any printed material [other than non-color photocopy material], photographic services, or video production services) which is anticipated under the grant. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.

[END OF CERTIFICATIONS, ASSURANCES AND OTHER STATEMENTS]

ATTACHMENTS

ATTACHMENT 1 -- IDENTIFICATION OF PRINCIPAL GEOGRAPHIC CODE NUMBERS

The USAID Geographic Code Book sets forth the official description of all geographic codes used by USAID in authorizing or implementing documents, to designate authorized source countries or areas. The following are summaries of the principal codes:

1) Code 937 (the United States, the Recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source) is the authorized USAID Principal Geographic Code for the procurement of commodities and services:

a. For direct contracts the Agency enters into using program funds, to all contractors not otherwise restricted by statute, regulation, Agency policy or administrative determination (i.e., suspension and debarment) from receiving USAID funds, and subject to competition requirements;

b. Under all grants to partner country governments. See below for grants to countries included in Code 110 (New Independent States) and to those covered by the DFA;

c. Under Economic Support Fund loans;

d. By USAID missions using program funds;

e. By contractors under USAID direct contracts;

f. By recipients under grants and cooperative agreements to non-governmental organizations when the award budget contains more than \$250,000 worth of goods and services to be procured by the Recipient; and

g. By subcontractors and sub-recipients of awards.

2) Code 110 (the United States, the independent states of the former Soviet Union, or a developing country, but excluding any country that is a prohibited source) is the authorized USAID Principal Geographic Code for procurement of commodities and services under grants to any of the New Independent States, or to a contractor under USAID direct contracts or to Recipient of a grant or cooperative agreement under an implementing document authorizing procurement in any of the New Independent States.

3) Code 935 (any area or country including the Recipient country, but excluding any country that is a prohibited source) is the authorized USAID Principal Geographic Code for procurement of commodities and services:

a. Using funds that are covered by the statutory exemption for the DFA;

b. Whenever a waiver is authorized under **Subpart D of 22 CFR Section 228** and **ADS 310.3.4**; **c.** For procurements under a grant or cooperative agreement when the total procurement element in the award budget is \$250,000 or less.

[End of RFA No. **RFA-674-14-000001**]
