



Issuance Date: **July 1st, 2013**

Deadline for Questions: **July 12th, 2013 at 1 PM EDT/5 PM GMT**

Closing Date: **August 22nd, 2013 at 1 PM EDT/5 PM GMT**

Subject: **APC RFA No. GH-008 – DISPLACED CHILDREN AND ORPHANS FUND PROJECT**

The purpose of this announcement is to invite United States private voluntary organizations (U.S. PVOs), international and national non-governmental organizations (NGOs), faith-based organizations, and universities to submit applications to the Advancing Partners and Communities (APC) project for projects to improve the safety, well-being, and development of highly vulnerable children.

JSI is acting on behalf of the United States Agency for International Development (USAID) and its Displaced Children and Orphans Fund (DCOF). Grants awarded under this solicitation will be sub-grants from the APC project implemented by John Snow Research & Training Institute, (JSI) and FHI360. The APC project is a USAID Cooperative Agreement awarded to JSI for the purpose of providing grant solicitations, awards, technical assistance, and management services on behalf of the USAID Global Health Bureau and Missions.

It is anticipated that three awards of up to \$4.4 million each, to be implemented over a three year and six month period, will be awarded through this solicitation. The aim of the solicitation is to strengthen national child protection systems in order to prevent unnecessary family separation and enable children outside of families to be placed in appropriate family care. This RFA prioritizes applications targeting the countries of Uganda, Moldova, Burundi, and Mozambique. Subject to specific commitments by the national government concerned, applications from other countries may also be considered.

Please read the RFA in its entirety, and ensure that the application addresses all the items listed in the Technical Application Instructions (Section B) and in the Evaluation Criteria (Section C4). Organizations interested in responding to this RFA may retrieve it at <http://www.advancingpartners.org/grants> effective July 1st, 2013. It is the responsibility of the organization to monitor this website for any amendments that may be posted later.

Applications must be submitted in English by August 22nd, 2013 at 1 PM EDT/5 PM GMT.

Applications submitted after the closing date/time may not be considered. One (1) electronic copy of the application should be sent to grants-APC@jsi.com.

The solicitation will consist of this announcement and the following:

Section A – Project Description

Section B – Application Instructions

Section C – Eligibility and Selection Criteria

Attachment 1 – Logical Framework Template and Definitions

Attachment 2 – Deliverables Table

Attachment 3 – Past Performance Information Table

Attachment 4 – Summary Budget

Attachment 5 – Budget Notes

Applications will be reviewed by a technical committee that will evaluate the submissions according to the criteria provided in Section C. The committee will determine which projects will be funded based on the submitted applications. The APC Grants Officer will use the conclusions and recommendations of the technical evaluation together with an evaluation of the costs to negotiate with the Applicant an award.

Any questions concerning this solicitation should be submitted by email to grants-APC@jsi.com by **July 12th, 2013 at 1 PM EDT/5 PM GMT**. A list of all questions and answers will be posted on the APC project website listed above by **July 18th, 2013**. If you encounter problems accessing the solicitation, please email grants-APC@jsi.com.

Issuance of this solicitation, or the submission of an application, does not constitute an award commitment on the part of the United States Government (USG) and/or JSI, nor does it commit the USG, JSI, and/or FHI 360 to pay for costs incurred in the preparation and submission of an application. The USG reserves the right not to fund any of the applications received. All recommendations for funding are contingent on the approval of the Agreement Officer and the approval of the AOR at USAID.

Thank you for your consideration of this initiative. We look forward to your organization's participation.

Sincerely,



Margaret Anne Baker
Grants Manager
Advancing Partners & Communities
JSI Research & Training Institute

**Advancing Partners & Communities – Displaced Children and Orphans Fund Project
Solicitation No. GH-008**

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SECTION A: PROGRAM DESCRIPTION

A1. Introduction

This document describes the purpose, qualification criteria, application process and selection criteria used to select proposals for funding under this solicitation. The solicitation is specifically intended for U.S. private voluntary organizations, faith-based organizations, universities, and international or national non-governmental organizations (NGOs). United Nations bodies and international governmental organizations (IGOs) are NOT eligible to submit applications under this RFA. All Applicants must be legally recognized entities in the countries proposed by their application. Interested applicants should read through this section carefully and make sure they are willing and able to implement all activities as described in this section. Any potential applicant who is not committed to conducting the activities described in this section should not apply for funding under this program.

Applicant must have a multi-year record of successful programming in the country(ies) where a project is being proposed. Applicants must demonstrate that they have significant and relevant experience concerning the issues, populations and interventions that they are proposing to address in their project. Applicants must have effectively implemented a program of at least two million (\$2,000,000) U.S. dollars in each of the proposed country(ies). Familiarity with United States Agency for International Development (USAID) policies and procedures is essential. Applicants are strongly encouraged to explore collaborative partnerships with national/local organizations, including faith-based organizations, with the aim of strengthening capacities of local civil society partners and expanding country ownership in correspondence with the Agency's "USAID Forward" strategy. While partnerships with international organizations are not precluded, a strong rationale for their inclusion must be presented.

Three awards of up to \$4,400,000 each are anticipated under this solicitation. These awards will be granted to up to three organizations to implement projects to strengthen and develop national child protection systems in ways that can sustainably improve the safety, well-being, and development of highly vulnerable children who are at risk of losing family care, are living with seriously inadequate family care, or are outside family care. Organizations are permitted to submit up to three separate applications targeting different countries. It is expected that each project will address the issues in one of three countries over a three year and six month period. In the event that only one organization's proposals are selected, those applications would be combined into one larger award.

A2. Background

Since its inception in 1989, USAID's Displaced Children and Orphans Fund (DCOF) has provided financial and technical assistance to improve the well-being of especially vulnerable children (defined as under 18 years of age) through direct interventions with beneficiaries as well as through strengthening human and institutional capacities at the family, community, and national levels. DCOF attempts to ensure that all funded activities build upon and contribute to the knowledge base of evidence concerning the most appropriate practices for ensuring appropriate care, protection, and development of children.

DCOF's overall goal is to measurably improve the safety, well-being, and development of highly vulnerable children, particularly those who are living without adequate family care. DCOF gives priority to projects that promise impact beyond direct services, which strengthen local capacity, and offer models and approaches for expansion, adaptation, and/or replication. While DCOF support in some cases is directed toward parents or other adults, the primary beneficiaries must be children below 18 years of age.

Crafted in coordination with seven U.S. Government departments and agencies, the [United States Government Action Plan for Children in Adversity](#) is the first-ever whole-of-government strategic guidance on international assistance for children in adversity. This RFA is designed to support the implementation of the *Action Plan* and applicants are strongly urged to read the *Action Plan* prior to designing their project. The goal of the *Action Plan* is to achieve a world in which all children grow up within protective family care and free from deprivation, exploitation, and danger. The plan is grounded in evidence that shows a promising future belongs to those nations that invest wisely in their children, while failure to do so undermines social and economic progress. Child development is a cornerstone for all development, and it is central to U.S. development and diplomatic efforts. The plan seeks to integrate internationally recognized, evidence-based good practices into all of its international assistance initiatives for the best interests of the child.

The *Action Plan* has six objectives to promote greater U.S. Government coherence and accountability for whole-of-government assistance to vulnerable children. While applications may be relevant to several of the *Action's Plan's* objectives, the focus of this RFA is on contributing to the *Action Plan's* second and fourth objectives:

Action Plan Objective 2 – Put family care first

U.S. Government assistance will support and enable families to care for their children; prevent unnecessary family-child separation; and promote appropriate, protective, and permanent family care.

Action Plan Objective 4 – Strengthen child welfare and protection systems

The U.S. Government will support partners to build and strengthen holistic and integrated models to promote the best interests of the child. Proposed interventions must contribute to one or more of the outcomes outlined in the Action Plan.

JSI, acting on behalf of USAID, seeks proposals from Applicants with a strong record of results-oriented programming, who can present a technically sound and strategically significant plan of action based on well-informed country situation analyses and national priorities. Proposals should incorporate a clear logical framework (in keeping with the format and definitions specified in Attachment 1) with measurable outcomes and reflect a good working understanding and application of relevant research findings and best practices. It is expected that projects will aim to achieve and measure significant outcomes over the life of the grant and result in systems development that will sustain positive outcomes for children and families on an ongoing basis. The specific areas of focus are preventing unnecessary separation of children from their families and shifting systems of alternative care toward permanent family-based care and away from residential care.

A.2.1 General Guidance Regarding Proposals

Guiding Principles

A child protection system includes the actors, structures, and functions that individually and collectively protect children from violence, abuse, exploitation, and neglect and that support children's recovery from such harm. USAID/DCOF recognizes that a national child protection system consists of interacting elements, with families at the core. The extent of children's safety, well-being, and development depends to a very large extent on the protection and care that their families and communities provide or fail to provide. Children who are outside of family care are often at great risk. Community norms, practices, structures, and leadership strongly influence what families do to care for and protect their children, as well as influencing and affecting children directly. A national child protection system incorporates formal public services in addition to protection and support by families and community-based actors. It includes formal laws, policies, structures, and services as well as prevalent beliefs, norms, and practices.

Within this broader frame, the projects funded will be expected not simply to ensure appropriate services during the life of the project, but to work with actors from community to national level to contribute toward change and development of the child protection system, with the ultimate aim of ensuring permanent, family-based care for children or, for some older adolescents, age-appropriate independent living arrangements. Projects are expected to contribute to the development of a holistic model for preserving and strengthening family care for children and for alternative family-based care and permanent placement for children without adequate family care. USAID expects that in the context of the national child protection system, projects will bring about significant measureable results, both regarding family preservation and placement.

After families, communities are the next line of protection for children. In many societies there is no clear distinction between kinship networks and community, and family and community are closely integrated. Applicants are expected to demonstrate how their project design and approach will be grounded in community involvement and knowledge of local informal structures, norms, and processes that have the potential for contributing to a protective environment for children.

USAID anticipates that the successful applicant will work with a wide range of different stakeholders to build capacities, strengthen coordination, and improve responses to children outside of family care or at risk of separation. These stakeholders may include members of traditional structures, faith-based groups, kinship networks, and endogenous community-based child protection mechanisms; government officials and structures from local level upward; and non-governmental service providers. Depending on the adequacy of relevant aspects of each country's legal and policy framework, work may be necessary in this area as well.

USAID/DCOF recognizes that families and communities, and indeed formal services, can be harmful to children as well as protective. Proposals are expected to reflect a strong, country-specific understanding of the ways that key actors affect, positively and negatively, children's safety, wellbeing, and development and how relevant dynamics will be addressed.

USAID does not expect that proposed activities under this RFA will alone transform the national child protection systems for the countries included, but it does expect that activities proposed will be planned and implemented with a view toward improving those systems. To that end, proposals submitted should clearly and credibly explain how the activities proposed will contribute toward the development of a stronger and more effective national child protection system. While government buy-in and support in each country will be critical to the success of proposed projects, the same is true of local involvement. Meaningful participation of families and communities in the strengthening of systems should be central to the proposed approach.

Applications must articulate a clear and comprehensive understanding of local efforts to find durable family-based solutions for children. Proposed interventions must significantly complement these existing programs and efforts.

Attention to Gender

As appropriate throughout a proposal, an Applicant must describe how gender will be addressed in project planning, activities, and measurement with the aim of addressing three overarching outcomes:

- Reduce gender disparities in access to, control over and benefit from resources, wealth, opportunities and services economic, social, political, and cultural;
- Reduce gender based violence and mitigate its harmful effects on individuals and communities; and
- Increase capability of women and girls to realize their rights, determine their life outcomes, and influence decision making in households, communities, and societies.

Guidance is provided in USAID’s Gender Equality and Female Empowerment Policy. In addition to addressing programming issues, Applicants should also describe how internal management structures, systems, and personnel processes will ensure that sufficient attention is paid to gender issues.

Attention to Disabilities

An Applicant should likewise ensure that appropriate attention is given throughout a proposal to measures that support the inclusion of children and adults with disabilities in ways that are in keeping with the [USAID Disability Policy Paper](#). The objectives of the USAID policy on disability are: (a) 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; (b) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (c) 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 (d) to support international advocacy for people with disabilities.

Guidance on Application Characteristics

The Technical Application should be concise, specific, complete, and demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved.

Applicants should give attention to the following:

- Applications must reflect analysis based upon a solid, data-driven understanding of the local political, cultural, social, and economic environment and context in which they propose to operate.
- Applicants should ensure that their relationship and working arrangements with implementing partners, local organizations, and/or local governments is clearly explained in the proposal.
- Applications should make explicit the critical assumptions relevant to project design and ultimate impact, including the identification of potential risks or other factors that could jeopardize eventual project effectiveness as well as possible approaches to mitigate these risks.
- Where pertinent, applications should reflect the ways in which the intended beneficiary communities, including children, have participated in the analysis of the situation and design of interventions.
- Where the resources made available through this RFA are too limited to address the full scale of an issue regarding children without adequate family care, it is expected that an application will reflect a cost-effective approach that, with support from other sources, can be taken to scale and sustained.
- It is expected that an Applicant will describe its prospective role as that of a facilitator that enables local communities, families, and governments to protect and care for their children, rather than that of being primarily a deliverer of services.

Activities and Projects Excluded

Applications for the following activities **will not be** considered for funding under this RFA:

- Institutional care (orphanages), except as it relates to deinstitutionalization;
- Significant infrastructure development;
- Major relief assistance;
- Projects primarily focused on improving the education system of host countries (e.g., teacher training, creation and dissemination of text books, school construction, etc.);
- Projects where the primary purpose is conducting research and disseminating findings;
- Projects and activities that are more appropriate for support from other U.S. Government Agencies.

No award will be made without the concurrence of the USAID Mission in the country(ies) under consideration. Short-listed Applicants will be asked to obtain such concurrence in writing. Please **DO NOT** seek this concurrence unless you have been notified that your Application has been short-listed.

A.2.2 RFA Priorities

The countries of Mozambique, Moldova, Uganda,¹ and Burundi are prioritized under this RFA. However, applications targeting other countries will be considered if a strong argument is presented showing a firm commitment by the national government to actively support and participate in a substantive process of care reform in favor of permanent family-based care for children or age-appropriate independent living arrangements for some older adolescents. Such a commitment should be reflected in an accompanying letter from a senior official of a relevant national governmental body.

As sustainability and host-country commitment is paramount in these efforts, applications must articulate how the government of the targeted country is demonstrating its commitment to child care reform specifically related to children outside of family care. The demonstration of government commitment may include, but is not limited to, relevant policy reform and allocation of public resources to support family-based care for children.

USAID reserves the right to issue this award through a USAID Mission managed mechanism. APC will offer this option to Missions on a case by case basis.

A3. Project Goal

The goal of the potential awards is to ensure children are in protective and permanent family care.

A4. Project Objectives

Projects are expected to address both of the following objectives:

1. Reduction of unnecessary separation of children from their families, and
2. Placement of children who are outside of family care in nurturing families.

A5. Expected Activities and Results

Projects should be designed to accomplish significant and sustainable results.

Focus Activity Areas

1. Reduction of unnecessary separation of children from their families

There is universal agreement that optimal support for a child comes from a caring and protective family. Families are the first line of protection and care for children and are the best environment for providing the conditions for healthy development and supporting social integration. Therefore, preventing the unnecessary separation of children (e.g. to the streets,

¹ Applicants should give attention to the 19 districts in Uganda that have been prioritized by USAID and the possibilities of synergies with existing USAID projects. A justification should be provided for targeting any areas outside of these 19 districts. For a list of the 19 districts prioritized by USAID Uganda, please contact the Program Office of the Uganda Mission.

placement in a residential institution, trafficking, involvement in exploitative domestic labor) from their families is critically important.² It may require helping to establish sustainable livelihoods; mobilizing community support; linking families to appropriate services, psychosocial support, or training; providing opportunities to learn and improve parenting skills; or other measures.

Examples of Outcomes:

- Households with children at risk of family separation that are stabilized and strengthened through economic support
- Caregivers' parenting skills strengthened and practices improved
- Community mechanisms and structures strengthened

Illustrative areas of intervention:

a. Economic strengthening

One of the key factors that contribute to the separation of children from families is seriously inadequate means of sustaining their livelihoods. However, a child should not have to leave a caring parent or family due to a lack of family income. The *Guidelines on the Alternative Care of Children* state that “financial and material poverty, or conditions directly and uniquely imputable to such poverty, should never be the only justification for the removal of a child from parental care, for receiving a child into alternative care, or for preventing his/her reintegration, but should be seen as a signal for the need to provide appropriate support to the family.”

Establishing mechanisms for direct support in cash or kind can be an appropriate response to destitute households to enable them to stabilize, stay together, and retain any productive assets that they may have. Once they have stabilized and for vulnerable households not yet at the level of destitution, appropriate market-based economic strengthening measures can help increase saving and/or assets, strengthen livelihoods, improve children's well-being, and prevent unnecessary separation.

Any submissions that include economic strengthening should reflect state-of-the-art approaches, specify how experienced and relevantly qualified personnel will be involved and include indicators related to both household economic circumstances and child well-being outcomes. USAID recognizes the challenges inherent in developing cost-effective economic strengthening measures that enable families to sustain themselves on an ongoing basis. It expects that applications including an economic strengthening component will present convincing evidence supporting the potential of the proposed approach to be both effective and sustained beyond the life of the project. An applicant without a strong record of effective programming results in this area may wish to consider partnership with another organization having specific experience and expertise in economic strengthening, which can present evidence of such results.

² This objective refers to “unnecessary separation,” recognizing that some families neglect or abuse their children and separation and alternative placement is necessary in some situations.

b. Improved parenting skills

Unnecessary separation can be prevented in some cases by enabling parents or adult caregivers to improve their parenting skills and ability to address specific problems within the household. Where an intervention to improve parenting skills is proposed, it should be evidence-based and, as necessary, adapted to the particular social and cultural contexts where it is to be used.

c. Response to substance abuse and psychosocial issues

The abuse of alcohol or another substance by a parent or caregiver can contribute to violence, abuse, loss of income, or inability to parent effectively and thereby contribute to children leaving or losing family care. Severe psychosocial distress can also undermine effective parenting. Such issues may be appropriate to address in seeking to preserve family care for children. Any activities proposed in this area should be evidence-based.

d. Reinforcement of community mechanisms, structures, and values

In many communities indigenous, faith-based, or other mechanisms, structures, or leadership are potential sources of support for highly vulnerable families and can play a role in preventing unnecessary separation of children. It is important to consider working with or strengthening such existing capacities before or instead of proposing the development of any new services or response mechanisms. Also, social norms are a powerful influence on behavior at family and community level. In some contexts traditional values related to family care and parenting have eroded, with many believing the children can be better cared for residential institutions that promise access to education or other services. Supporting community reflection on what children need and traditional values and responsibilities may contribute to strengthening family care and preventing unnecessary separation. Enabling children in families to secure access to education, health, and other services can be important in helping to preserve and strengthen family care.

2. Placement of children who are outside of family care in nurturing families

Children who are outside of family care or who are living in abusive situations need placements into acceptable family care. This is critical for their protection and healthy development. However, in order to promote meaningful change that will be sustained beyond the timeframe of the proposed project, systemic involvement and capacity development is vital. There is increasing recognition of the important role of informal child protection mechanisms may play within a national child protection system. Applicants are encouraged to give attention to the capacities of both formal services and endogenous community child protection mechanisms, and the potential linkages between them, to secure permanent placements for children in family-based care.

Example of Outcomes:

- Children (disaggregated by age and sex) reunified with biological families or placed into alternative family-based care.

Illustrative areas of intervention:

a. Support national efforts to develop and/or implement plans to reform the child care system

Some countries have taken steps to reform their child care systems, but they are at different stages. Some countries have good policies, but implementation has been weak. In some cases there are substantial barriers to implementing reform. Often countries do not even have reliable information about the number of children outside of family care. For example, frequently information on numbers of residential care institutions and child residents are absent, and accurate figures regarding children living on the street or involved in exploitative domestic labor are even rarer. Where unnecessary and often sub-standard “orphanages” have proliferated, governments have essential roles to play in stopping and reversing their spread. Governments must also ensure the necessary legislative and policy provisions for family-based alternative care to be established and function well. Applicants will be expected to support and collaborate with reform efforts. A close working relationship with relevant government agencies and a solid understanding of the barriers and opportunities will be essential.

b. Strengthen capacities of government personnel to collaborate with community-based partners to identify children outside of family care, establish secure placements in family-based care, and monitor children’s wellbeing.

Families have the primary responsibility for the care and protection of children, but governments have the ultimate responsibility to ensure the safety and wellbeing of children, in particular those who are outside family care or are abused or seriously neglected within their households. Consequently, government personnel responsible for child protection have an obligation to identify and ensure appropriate protection and care for children without acceptable family care. The capacities of government personnel to fulfill this responsibility, however, may need to be strengthened, and active collaboration between government and civil society is essential. Action may be needed to strengthen the capacities of relevant government structures and personnel, but this will almost certainly not be sufficient. There must also be active and effective collaboration among government personnel with child protection responsibilities; local, national, and international NGOs; and community-level mechanisms and actors (traditional, faith-based, informal groups and networks, etc.). Children out of care or at risk of losing care must be identified, their situation assessed, and appropriate action taken to ensure their safety and wellbeing. Such working relationships may need to be strengthened and particular attention may be needed in relation collaboration with community-based actors, who are closest to the children and can facilitate essential links among children and families. It is anticipated that the successful applicant will knowledgeably and convincingly describe how such capacities and collaborative relationships will be developed and strengthened to establish an effective system to respond to children at greatest risk.

c. Strengthen capacity of and coordination among informal community-based actors to promote family unity and to identify and refer children outside of family care.

Child protection system strengthening initiatives have often focused on services delivered by governments and NGOs and given little attention to informal mechanisms. Community

involvement is often limited to encouraging local support for formal mechanisms and promoting help-seeking behavior. However, recent research suggests that in some contexts the vast majority of child protection issues are dealt with locally with little or no formal system involvement. While not all local responses to these problems are in children's best interests, local practices and the roles of community-level leadership, practices, and mechanisms in relation child care and protection issues must be recognized. Kinship care, for example, is widely practiced, often arranged informally, and such placements can range from excellent to abusive. Applications should reflect a good understanding of the strengths, limitations, and potential of community-level practices and mechanisms relevant to the placement and care of children in the country concerned.

A6. Reporting

Successful applicants will be required to submit annual work-plans for review and approval. The initial work-plan must be submitted within 45 days of signing an agreement. In order to effectively promote rigorous evaluation methods and evidence based learning, the project will be evaluated by an external agency contracted by USAID. The applicant will be required to collaborate with this external agency in the development of an evaluation plan and in facilitating the external agency's collection of data throughout the life of the project. It is expected that these plans will be based to a significant extent on a final version of the logical framework (see Attachment 1) agreed upon with USAID. The grantee(s) will be expected to meet all reporting requirements required by USAID for the APC project. In addition, the grantee(s) will be required to submit data on a limited number of standard indicators to meet USAID reporting requirements.

SECTION B: APPLICATION INSTRUCTIONS

B1. Introduction

This section provides the instructions to Applicants on how to prepare their application for submission. Applicants should read through this section completely and make sure they follow the instructions carefully.

B2. Application Guidelines

Up to three separate proposals for different countries may be submitted by an organization. Applicants are encouraged to read the RFA in its entirety, and ensure that an application addresses all the items cited in the Application Instructions and meets the eligibility criteria. Proposals may be submitted by U.S. Private Voluntary Organizations, international or national non-governmental organizations (NGOs), faith-based organizations and universities. Applicants must have a presence in and be registered to operate in the country concerned. United Nations Agencies and international governmental organizations (IGOs) are NOT eligible to submit applications under this RFA. All applications must be submitted by **August 22nd, 2013 by 1 PM EDT/5 PM GMT**. Applications submitted after the closing date and time may not be considered. The application must be accompanied by a cover letter typed on official organizational letterhead and signed by a person who has signatory authority for the Applicant. Submit the complete application package (electronic format) on or before the due date and time to grants-APC@jsi.com.

Receipt of an application in response to this request does not constitute an award commitment on behalf of the United States Government, JSI and/or FHI 360, nor does it commit the US Government, JSI and/or FHI 360 to reimburse any costs incurred in the preparation and submission of an application. JSI, FHI 360 and the US Government reserve the right not to fund any and/or all of the applications received.

As mentioned earlier in this solicitation, applicants must have a multi-year record of successful programming in the country(ies) where a project is being proposed. Applicants must demonstrate that they have significant and relevant experience concerning the issues, populations and interventions that they are proposing to address in their project. Applicants must have effectively implemented a project of at least two million (\$2,000,000) U.S. dollars in each of the proposed country(ies). Familiarity with USAID policies and procedures is essential.

Applicants are strongly encouraged to explore collaborative partnerships with national/local organizations, including faith-based organizations, with the aim of strengthening capacities of local civil society partners and expanding country ownership in correspondence with the Agency's "USAID Forward" strategy. While partnerships with international organizations are not precluded, a strong rationale for their inclusion must be presented. If short-listed to receive an award, U.S. or international organizations should present clear plans for working with local partners and provide letters of commitment from such partners.

All applications received on or before the due date and time will be reviewed by APC staff for responsiveness to the specifications of the RFA. Applications determined to be non-responsive will be eliminated as not being eligible for review by the technical evaluation committee.

Eligible applications will then be evaluated according to the criteria provided below (section C). The committee will determine which organizations will be funded based on the submitted applications. A recommendation for funding is contingent on the availability of funds and the approval of the Agreement Officer Representative (AOR) of the APC project at USAID/Washington. Each successful Applicant will be awarded a grant from JSI on behalf of USAID. All Applicants will be notified in writing whether or not their application is recommended for funding.

The organizations that submit an application in response to this Request for Applications and are not chosen by the technical committee to receive funding from USAID may request the committee's feedback based on the review of the application. Applicants may submit an email request to JSI for feedback within ten (10) calendar days of receiving notice of the committee's final decision.

B3. Technical Application

The Technical Application describes how the Applicant intends to carry out the Project Description (Section A). It should be concise, specific and complete, and demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved. It must demonstrate the Applicant's eligibility, as well as its capabilities and expertise. The Technical Application must be submitted in English.

Technical Applications may be no more than fifteen (15) pages in length (including the logical framework). The following are NOT included in the 15-page proposal limit: cover page, table of contents, acronym list, executive summary, budget documents, and up to five Past Performance Information Tables. All Applications should be prepared on standard letter-sized pages (8 ½ x 11") with 1" margins, using a font size of 12 Times New Roman, except within tables and in the budget section where the font size may be smaller but must be easily readable. At this initial stage, Applicants should NOT submit any additional documents with their Application. JSI will confirm receipt via email of all Applications within ten (10) calendar days of the submission deadline.

Applicants should submit all documents as email attachments. It is not necessary to send a hard copy of the Technical Application via mail or fax. The Technical Application and the corresponding Budget Documents (budget narrative and budget summary) should be submitted as separate attachments. Applicants should not include photographs as part of their applications.

Greater detail than necessary, as well as insufficient detail may detract from an application's clarity. Assume that the reader is not familiar with the particular context in which the project will be implemented. Minimize or avoid the use of jargon and acronyms as much as possible. If acronyms or abbreviations are used, include a separate page explaining the terms.

Applicants must use the following format to outline their Technical Application. This outline corresponds to the evaluation criteria (Section C).

1. Cover page (1 page)

Include the name of the organization submitting the Application, project title, country where the majority of the proposed project will be implemented, proposed project dates (e.g. December 1, 2013-May 31, 2017), requested amount (in USD) of USAID funding, and name, office address, phone, fax, email of the primary individual responsible for the Application and one alternate.

2. Executive Summary (1 page)

The Executive Summary should provide an overview of key features of the proposed project. The summary should include a brief description of the overall project, project objectives, geographic location and reasons for selection, characteristics of the intended participants and beneficiaries, major activities and intended results, and level of funding requested.

3. Technical Proposal (15 pages)

a. Situation Analysis

The situation analysis should present a sound analytic basis for the proposed approaches, strategies and interventions, including an understanding of the cultural, demographic, and socioeconomic factors related to strengthening family and community capacity to care for children. It should describe and provide well-informed perspectives on formal aspects of the child protection system most relevant to preventing and responding to children’s separation from their families. It should give attention to resources and capacities as well as vulnerabilities. This section should establish that the Applicant has a sufficient understanding of the current and evolving situation of the proposed project locale. Please cite relevant data (and their sources) or prior experience with these issues in the proposed context. Issues that Applicants may choose to address include:

- Relevant social, economic, geographic and other aspects of the country where the project will focus;
- Immediate and underlying factors that contribute to children’s well-being or vulnerability, such as family and community coping capacities; conflict, economic conditions; health conditions; social, religious, and cultural factors; access to services; gender issues; issues related to disabilities; environmental conditions; etc.;
- Government commitment and engagement with care issues;
- Identification of the most relevant stakeholders;
- Relevant national legislation, policies, guidelines, structures, and mechanisms;
- Any relevant existing services for children and families and the extent to which vulnerable children and families can access them;
- An overview of the national system of alternative care; and
- Factors that facilitate or impede relevant action.

b. Technical Approach and Logical Framework

Intended Beneficiaries – Identify the intended direct and indirect beneficiaries of the project and how their situation will be changed as a result of the proposed project. Estimate the number of child beneficiaries and the number of adult beneficiaries, disaggregated by sex.

Problems to be Addressed – Describe and, as far as possible, quantify the negative conditions that the project will address. Include, as appropriate, problems at the level of children and families as well as system issues.

Technical Interventions and Project Activities – Provide the following information about proposed interventions and activities:

- Explain what the proposed project will do, how, and by whom. Include a time frame for project activities.
- Describe the technical approach and particular interventions that will be used to address the identified problems and the Applicant organization’s relevant experience in using these interventions. Describe any new methodologies or materials that the project will use or develop.
- Describe the major activities necessary to achieve the anticipated project outcomes and impacts.
- Briefly describe the conceptual/theoretical/technical rationale for selecting these activities.
- Explain how the evaluations of previous projects and/or research findings were used in the design of the proposed project.
- If applicable, please describe how locales were selected for inclusion in the project. If this decision has not yet been made, please explain how it will be made.
- If applicable, describe the source of any training material that will be used during the project.
- Describe the anticipated roles and involvement of governmental structures, personnel, and/or officials.
- Describe the roles and involvement of any other organizations.
- Describe ways in which gender and disability considerations will be addressed by the program.

Child Safeguarding Provisions – Because the activities to be funded under this RFA involve direct contact with children and therefore could raise the potential of child abuse,³ the recipient of an award resulting from this RFA will be required to conduct a comprehensive assessment of potential risks and implement appropriate measures to prevent, mitigate, and respond to child abuse by project personnel or any sub-grantees.

³In this context, child abuse is considered to be any form of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment, commercial, labor or other exploitation resulting in actual or potential harm to the child’s health, survival, development, or dignity in the context of a relationship of responsibility, trust, or power. Child abuse constitutes an act of gross misconduct and is therefore grounds for termination of employment, and, as appropriate, legal prosecution.

A description of these measures will be required with the first annual work-plan for approval by USAID.

Applications should describe any anticipated child protection risks associated with project activities as well as any policies or procedures the Applicant's organization has in place or plans to put in place to mitigate the risk of child abuse, exploitation, violence, or neglect by project personnel or any sub-grantees. It is expected that the measures described will demonstrate the Applicant's understanding of child abuse, exploitation, violence, neglect, and other child protection issues, and mechanisms to reduce the risk of child abuse by program personnel and/or any personnel of sub-grantees.

Logical Framework – For each *problem or issue* to be addressed, indicate the proposed project *activities*. For each activity or set of interrelated activities, specify *key aspects of the situation* and the anticipated project *outputs, outcomes, indicators*, and longer term (beyond the life of the project) *impacts*.

- The outcomes to be achieved should be clearly described and quantified.
- Outcomes for children should include improved access to family care and specify the anticipated number of child beneficiaries.
- Priority will be generally given to projects with strong potential produce significant ongoing benefits for the children concerned.
- Preference may be given to projects which can generate results beyond the immediate beneficiaries (e.g. those that demonstrate an effective, replicable approach; provide a basis for advocacy; or generate new knowledge or understanding).

See Attachment 1 for definitions of relevant terms and the log-frame template to be used.

Post-project Plan – The proposal should clearly indicate what is foreseen beyond the period for which funding is requested (e.g. how services and systems developed or initiated will continue).

Assumptions and Constraints – Describe the assumptions that underlie the project design and logical framework. Describe any constraints that may affect project operations or outcomes.

c. Monitoring and Evaluation

Effective internal monitoring and evaluation of activities, outputs, and outcomes are essential aspects of project management. This section of the Application should contain description of the monitoring systems and mechanisms the Applicant believes will be appropriate. For each project outcome included in the casual framework, identify an objectively verifiable prospective indicator for measuring it and the means of verification. Use gender-sensitive indicators and sex-disaggregated data where appropriate.

The projects funded through this RFA will be evaluated independently through a separate mechanism to be arranged by USAID. The grantee(s) will be expected to collaborate with the body responsible for the evaluation in the development of the evaluation design, and for that reason, applicants are required to propose an approach to evaluation, even though the final design of the evaluation plan and its implementation will not be the responsibility of the eventual grantee(s).

d. Management, Implementation and Staffing

Provide an overview of how the proposed program will be managed. Include a concise overview of the timeline for the major stages of the proposed project's initiation and implementation. If applicable, include a description of the relationships between headquarters and the specific country office, within the country office, and how the country office will provide appropriate field supervision. An outline of the organization structure and program management approach should be included. Identify the key personnel positions for this project and briefly describe their areas of responsibility.

USAID recognizes that work related to the violence, abuse, exploitation and neglect of children is stressful and that staff wellbeing and program effectiveness are closely interrelated and expects its partners to be committed to the physical and psychosocial wellbeing of all staff members. Therefore, organizations are asked to include information on measures for staff care.

If sub-agreements are proposed, Applicants should identify those organizations to which they will make significant sub-awards or the process through which the sub-grantees will be selected. The budget should reflect the portion of the project that will be implemented through sub-agreements, and a summary budget, as described in Attachment 4, should be included for each sub-grant.

e. Institutional Capabilities and Past Performance

Include information on the demonstrated capacity of the applicant organization and any key sub-grantee or implementing partner organizations.

- Summarize the relevant experience of the Applicant and any sub-grantees in relation to the proposed program including work in the host country or other countries.
- Discuss the comparative advantage of the Applicant and partners to carry out this work, such as prior experience closely related to this project.
- Delineate experience and demonstrated results in program monitoring and evaluation.
- Indicate clearly how the proposed project reflects incorporation of lessons learned.

4. Budget

Applicants should present a budget summary, detailed budget, and budget notes. All budget estimates must be in the U.S. Dollars. The budget summary format should use the

categories listed in Attachment 4. This budget summary format should be the top page of the Applicant's detailed budget.

Include budget notes (see Attachment 5) using the following categories of cost (exclude any that do not apply): Labor, Allowances/Staff Benefits, Consultants, Travel, Equipment & Supplies, Other Direct Costs, Project Activities and Sub-grants (if any). The category Overhead or Indirect Costs may be used as a budget category only if the organization has normally included this cost in previous activities funded by international donors. Otherwise please include all overhead costs (share of rent, utilities, management costs, etc.) within the other categories.

No profit or fee may be charged. Budget notes should, as appropriate, clarify how a figure was calculated and how the item relates to a particular project activity. If the requested USAID funding will be complemented by other funds provided by the organization itself or by other donors to carry out (pay for) the specific project activities please show these estimated amounts in a separate column ("cost share") in the budget. Please mention the specific source of the cost share (i.e., organization's funds, donor's name) in the budget notes.

SECTION C: ELIGIBILITY AND SELECTION CRITERIA

C.1 Introduction

Applicants should note that the selection criteria presented in Section C4 serve: (1) to identify the significant matters which Applicants should address in their applications; and (2) as the standard against which all applications will be evaluated. Applicants must organize the narrative sections of their applications in the same order as the selection criteria. Applications found to be ineligible and applications that deviate significantly from this structure may not be reviewed. The Technical Application will be evaluated in accordance with the criteria set forth below. The Award shall be made to the Applicant whose submission, based on indicated evaluation criteria, represents the most solid technical approach and addresses the identified results.

Applications will undergo a preliminary review by APC project staff for completeness and responsiveness. Incomplete applications, applications judged to be unresponsive to the solicitation, and applications submitted after the due date and time will be considered to be ineligible and will NOT be considered for an award.

Up to three Applications per organization targeting different countries will be accepted in response to this RFA.

C2. Eligibility

Applications may be submitted by U.S. Private Voluntary Organizations, international or national non-governmental organizations (NGOs), faith-based organizations, and universities. Applicants must have a presence in and be registered to operate in the country concerned. United Nations agencies and international governmental organizations (IGOs) are NOT eligible to submit applications under this RFA. The Applicant must have adequate financial controls and expect to meet requirements defined by 22 CFR 228 (see <http://www.gpo.gov/fdsys/pkg/FR-2012-01-10/pdf/2011-33240.pdf>).

USAID prefers to fund Applicants with a multi-year record of successful programming in the country where a project is being proposed. Applicants should demonstrate that they have significant and relevant experience concerning the issues, populations and/or interventions that they are proposing to address in their project. Familiarity with USAID policies and procedures is valued.

Organizations are encouraged to explore collaborative opportunities with other international and/or national/local organizations. If short-listed to receive an award, U.S. or international organizations should present clear plans for working with local partners and provide letters of commitment from such partners, as well as from relevant government bodies in the country(ies) concerned.

C3. Selection Process

Review of the applications will be made against the following broad criteria: completeness of the application and responsiveness of the application to the solicitation. All applications deemed

complete by APC staff will then be reviewed and evaluated by USAID/DCOF against the selection criteria described below.

The APC project Grant Officer will use the conclusions and recommendations of the technical evaluation together with an evaluation of costs to determine if negotiations with an Applicant will be required. As noted in the cover letter to this solicitation, the costs involved in preparing the Application shall not be directly reimbursed by the APC project regardless of the outcome of the negotiations.

C4. Technical Evaluation Criteria

The Technical Proposal will be evaluated in accordance with the criteria set forth below. Thereafter, the proposed Budget of an acceptable Technical Proposal will be reviewed for general reasonableness, allowability and allocability of costs. Any Awards will be made to the Applicant(s) whose applications offer the greatest value, and will be made based on the ranking of proposals according to the technical selection criteria identified below.

The APC project reserves the right to request further information from all candidates deemed to have met initial selection criteria, as needed to make a final selection of grantees.

The application will be evaluated against the following criteria:

I. Situation Analysis [10 points]

1. Does the analysis of the context provide an accurate and convincing case for the need for and potential effectiveness of the interventions to be proposed?
2. Are the causes of the problems adequately identified to inform the selection of approaches, interventions, and the logical framework?
3. Have relevant actors been identified?
4. Have gender and disability inclusion adequately been taken into account?

II. Technical Approach and Logical Framework [45 points]

A. Intended Beneficiaries and Problems to be Addressed [10 points]

1. Are the intended beneficiaries and problems to be addressed clearly described and appropriately quantified?

B. Technical Interventions, Project Activities, and Logical Framework [30 points]

1. Is there a clear explanation of what the proposed project will do, how, and by whom?
2. Are the specific approaches and methods to be used clearly described, technically sound, appropriate, and likely to be effective?
3. Will the project effectively contribute to the prevention of children's separation from their families?
4. Will the project increase the availability of family care for children who are outside of families or are in abusive or seriously neglectful households?
5. Has research or evaluation of previous projects informed proposed programming?

6. Is the project designed to strengthen capacities and coordination between formal and informal child protection mechanisms, practices, and processes?
7. Does the application describe clearly and comprehensively other local efforts to find durable family-based care for children and do proposed interventions complement these efforts?
8. Is evidence presented of strong government support for and participation in securing permanent family-based care of children?
9. Is it clear where the project will be implemented and why the locale is appropriate?
10. Are the roles of and relationships to any partner agency, including relevant governmental bodies and structures, clear, viable and appropriate?
11. Does the logical framework lay out a clear, credible process for achieving intended outcomes?
12. Are the outcomes to be achieved both significant and measurable?
13. Are strong provisions made to prevent and respond to child abuse and exploitation by project personnel or those of sub-grantee(s)?
14. Have gender and disability considerations been adequately addressed?

C. Post-Project Plan and Assumptions and Constraints [5 points]

1. Is the post-project plan clear and achievable, for example, with regard to the likelihood that key activities will continue or that key outcomes will be achieved on an ongoing basis?
2. Have underlying assumptions been made clear?
3. Are potential constraints identified and addressed?

III. Monitoring and Evaluation [15 points]

1. Is the monitoring plan clear, realistic, and likely to generate adequate project management information?
2. Is the proposed approach to project evaluation realistic, technically sound, and likely to produce meaningful results?
3. Are viable indicators specified for proposed outcomes?
4. Is there potential learning that would be of significant interest to governments and organizations concerned with children outside of family care?
5. Are indicators gender-sensitive and designed to collect appropriate sex-disaggregated data?

IV. Management, Implementation, and Staffing [15 points]

1. Is there a clear overview of the timeline for the major stages of the proposed project?
2. If applicable, is the headquarters-project relationship adequately described?
3. Does the organizational chart seem appropriate to good project management?
4. Do proposed staff appear well-qualified and have relevant experience in relation to their proposed positions?
5. Policies or procedures in place or plans to put in place to mitigate the risk of child abuse, exploitation, violence, or neglect by project personnel or any sub-grantees.
6. Are the roles of any partner organizations and their relationship to the applicant organization adequately and clearly described?

7. Are any sub-granting mechanisms described credibly?

V. Institutional Capabilities and Past Performance [15 points]

1. Does the organization have a strong track record for implementing this type of project?
2. Does it have the necessary technical expertise?
3. In the experience of the reviewers, has the organization demonstrated strong management and implementation in the past?

C5. Weighing of Evaluation Criteria

Applicants will be evaluated and scored based on the following weighted criteria:

I.	Situational Analysis	10 points
II.	Technical Approach and Logical Framework	45 points
	a. Intended Beneficiaries and Problems to be Addressed (10 points)	
	b. Technical Interventions, Project Activities, and Logical Framework (30 points)	
	c. Post-Project Plan and Assumptions and Constraints (5 points)	
III.	Monitoring and Evaluation	15 points
IV.	Management, Implementation, and Staffing	15 points
V.	Institutional Capabilities and Past Performance	<u>15 points</u>
TOTAL		100 Points

Attachment 1: LOGICAL FRAMEWORK FOR ACHIEVEMENT OF PROJECT GOAL AND OBJECTIVES

[To be submitted with proposal]

The logical framework (log-frame) should reflect the theory of change of the project. Its purpose is to show concisely the structure and process of a proposed project. The log-frame should be informed by the proposal's situation analysis, so that the goal, activities, outcomes and outputs show a clear relationship to the issues presented in the situation analysis. Essentially the log-frame should summarize the project narrative in the proposal's Programming Approach and Monitoring and Evaluation sections.

The log-frame should show what will be done and accomplished within the manageable control of the proposed project. Projects do not and should not operate in isolation but complement and be complemented by initiatives outside of the control of the project. The only activities to be included in the log-frame are those to be implemented by the proposed project, but the proposal's situation analysis and description of activities should describe complementary efforts and indicate how they project will relate to them.

The log-frame is structured to show how the project goal will be addressed. The objectives are ends achievable during the life of the project which will help achieve the project's goal. For each objective specify the activities that the project will implement which are necessary to achieving the objective. The log-frame should show the output(s) for each activity and the outcome(s) that these are expected to produce. An output should be specified for each activity. More than one output *may* be required to achieve an outcome.

For each outcome an indicator should be specified as well as the baseline for the indicator (or how it will be established) and the end-line projected by the end of the project. *Adjust the number of rows in the log-frame as necessary to show the outputs needed to achieve a particular outcome.* The format on the next page includes examples of how the number of rows may be adjusted to show which activities and outputs are required to achieve an outcome.

For each projected outcome an indicator should be specified, showing the baseline (or how the baseline will be established) and the target to be achieved by the end-line of the project. Where a baseline has not been established and is to be measured after the project begins, the end-line can be stated in terms of the anticipated percentage change in the baseline.

The terms used in the log-frame have been defined elsewhere in various ways, so for the purposes of this proposal, they are defined below. Please review these definitions and explanations before beginning to complete the log-frame.

Log-frame Format

Goal							
Objective	Activity	Output	Outcome	Outcome Indicator	Outcome baseline	Outcome target	Method of measurement
1.	1.1						
	1.2						
	1.3						
2.	2.1						
	2.2						
	2.3						
3.	3.1						
	3.2						
	3.3						
	3.4						

The number of objectives, activities, outputs, and outcomes above are indicative. There may, for example, be multiple outcomes related to an objective. There may be multiple indicators for a specific outcome.

Definitions

Goal: The major long-term aim that the project seeks to accomplish. The project goal may or may not be fully achievable during the life of the project, but even if not fully achievable during that period, the log-frame should show how progress towards its ultimate achievement will be measured during the project. Multiple objectives are likely to be required to address the goal effectively.

Objective: A result whose achievement is strategically related to accomplishing the goal of the project. Specific activities with defined outputs and outcomes are implemented to achieve an objective. The achievement of an objective, in whole or in part should be measurable during the life of a project. A proposal should have no more than 3 to 4 objectives in total.

Activity: Something that is planned and carried by particular actors with the support of the project. The activities included in the log-frame will also be included in a detailed work-plan due within 90 days of commitment of funding to the project.

Output: A tangible, immediate and intended product or consequence of an activity within the implementing agency's control (e.g. number of people trained, number of people with increased knowledge of something specific relevant to child safety or wellbeing, number of families assessed). Typically these are products or services. At least one and more likely multiple outputs will be necessary to achieve an outcome. Outputs are tangible and observable and can be verified.

Outcome: A higher level end result. An outcome results from a combination of outputs and is expected to reflect a measurable improvement in the safety, wellbeing and development of children. (e.g. durable family reunification or placement; a reduction in violence against children in schools; increase in knowledge, attitudes and practices on good parenting methods; increase in use of positive disciplining methods). An outcome is measured from a baseline to an end-line. There are usually no more than one of two outcomes per objective.

Outcome baseline: A measurable status of a condition at the beginning or early stage of a project (e.g. number of children living in residential institutions; number of domestic adoption formalized in the last year, percentage of girls age 14-18 who have experienced sexual violence in the last year). A baseline may have already been measured prior to the completion of a proposal, or its measurement may be done as part of the early stage of a project.

Outcome target: A measurable status of a condition at the end of a project.

Outcome indicator: The way in which the accomplishment of an outcome is measured (e.g. the number of children reunited with families and who remain with the family for at least a year, the incidence of violence against children within a specific area and defined time period).

Method of measurement: The means through which change in an indicator will be assessed (e.g. a random sample survey, review of case files).

Attachment 2: DELIVERABLE PRODUCTS

A proposal should specify any tangible products will be produced by the project. Typically these are written documents or tools, such as reports, training materials, new methods of measurement or assessment, etc. For each deliverable specify the projected completion date, anticipated use, quantity, and any other relevant information.

Item	Completion Date	Use	Quantity	Other
1.				
2.				
3.				
4.				

Attachment 3: PAST PERFORMANCE INFORMATION TABLE

Organization Name	
Project Name	
Project Objective	
Activities Undertaken	
Geographic Location (country and specific sub-national area(s))	
Donor Contact Information (name and address of donor and name and phone number of project contact)	
Period of Implementation	
Total Project Budget	
Results Statement (A strong results statement includes the number who received technical assistance and specific ways that they/their projects benefited. It is a description of the changes or improvements that occurred due to the technical assistance.)	

Attachment 4: SUMMARY BUDGET TEMPLATE

All budget estimates should be in U.S. dollars.

	Total Cost
1 TOTAL STAFF/LABOUR	0
2 TOTAL ALLOWANCES/STAFF BENEFITS	0
3 TOTAL CONSULTANT COSTS	0
4 TOTAL TRAVEL COSTS	0
5 TOTAL EQUIPMENT & SUPPLIES	0
6 TOTAL OTHER DIRECT COSTS	0
7 TOTAL PROGRAM COSTS	0
8 TOTAL SUBGRANTS	0
9 TOTAL INDIRECT COSTS	0
TOTAL COSTS	0

Attachment 5: BUDGET NOTES

[ORGANIZATION NAME] BUDGET NOTES

1. Staff/Labor Costs

This category should include salaries for full or part-time employees. Each position required for the scope of work should be listed with the individual's name, if already identified, as well as the salary rate and level of effort. Direct salaries and wages must be in accordance with the organization's established personnel policies and according to any local labor legislation. To be considered adequate, the policies must be in writing, applicable to all employees of the organization, is subject to review and approval at a high enough organizational level to assure their uniform enforcement and result in costs which are reasonable and allowable in accordance with applicable cost principles.

2. Allowances/Staff Benefits

All allowances and benefits provided as part of staff compensation that is above the salary base must be listed and described in this section. For benefits or other compensation calculated separately from the base salary, the types and calculations should be presented in the budget notes.

Fringe Benefits - If accounted for as a separate item of cost, fringe benefits must be based on the applicant's audited fringe benefit rate or historical cost data and for personnel according to local legislation

3. Consultant Costs

Specific consultant roles to be carried out as part of this project must be listed. Anticipated daily rates and planned number of days must be included along with a brief description of the type of work each consultant will undertake to support the aims of the project.

4. Travel and Transportation

Applicants should indicate the number of international trips and the estimated costs, as well as the estimated costs of domestic travel.

5. Equipment & Supplies

Include equipment with per unit value of \$5,000 or more. Also include items with a unit value under \$5,000 but where the combined costs of several will be over \$5,000. List the item, quantity, estimate unit cost, and project source. (NOTE: Equipment is defined as tangible non-expendable personal property which has a useful life of more than one year and an acquisition cost of US\$ 5,000 or more for each item of equipment).

The "USAID Eligibility Rules for Good and Services" will apply to any award. These rules can be found on the following sites: <http://transition.usaid.gov/policy/ads/300/303maa.pdf> (for U.S. NGOs) and <http://transition.usaid.gov/policy/ads/300/303mab.pdf> (for foreign NGOs). These rules mainly pertain to the "source and nationality" of the items to be purchased. The Geographic Code for this RFA is 937 - U.S., recipient country, and

developing countries (but not advanced developing countries). If an Applicant anticipates the need for a waiver, they should strongly consider cost-sharing the items, because waivers are not guaranteed, take prolonged periods to obtain, and can cause significant implementation delays.

6. Other Direct Costs

All costs in this category must be specifically described in detail. Examples of other direct costs are communication, printing, postage, etc.

7. Program Costs

All costs in this category must be specifically described in detail.

8. Sub-grants

Any sub-grants anticipated as part of the project must be included here along with the name of recipient and the amount of the award. For each sub-grant a budget summary, as indicated in Attachment 4, should be provided.

9. Indirect Cost Rates

Funds should be budgeted here only if the Applicant has a currently approved Negotiated Cost Rate Agreement (NICRA). If there is no NICRA, Applicants may include a rate calculation that has been certified by a public accountant firm. Describe approved indirect rates and the base to which they are applied.