



Issuance Date: **February 22, 2013**

Questions Due: **March 5, 2013 at 12:00 PM EST/5:00 PM GMT**

Closing Date: **[REDACTED]**

Closing Time: **[REDACTED]**

Subject: **Request for Application (RFA) Number – GH-003**

“Strengthening the Capacity of a sub-Saharan African Organization to Deliver Gender Technical Assistance Project”

The purpose of this announcement is to invite qualified indigenous organizations based in sub-Saharan Africa to submit Applications to JSI Research & Training Institute, Inc. (JSI) under the Advancing Partners and Community-based Family Planning Project (APC) in support of gender technical assistance for family planning/reproductive health (FP/RH) programming. This announcement is being provided to indigenous local or regional organizations (see **Section C2** for definitions of local and regional organizations) in sub-Saharan Africa which: (1) have experience developing, implementing and/or evaluating programs that address gender issues in health or development programs; and (2) have experience providing gender and/or health technical assistance (with a focus on integrating gender into health programs) to other organizations (e.g. USAID, non-governmental organizations, Ministries of Health). The goal of the project is to build on the existing technical and organizational capacities of the grantee so it can provide gender-related technical assistance for FP/RH programming to USAID, governmental organizations, and non-governmental organizations (NGOs) working in its region(s). The grantee will be expected to work collaboratively with APC to identify and fill the capacity building needs of the grantee.

One grant is anticipated under this RFA. The grant will be made for a two year period. The first year of funding will be up to \$75,000. The second year of funding may be added to the grant if funds are available and the grantee has made satisfactory progress in meeting project milestones. The grant issued under this RFA will be made to an indigenous NGO.

APC is acting at the request of the United States Agency for International Development (USAID). All grants awarded under this RFA will be sub-grants from APC. APC is a USAID Cooperative Agreement awarded to JSI for the purpose of providing grants solicitations, awards, and technical assistance and management services on behalf of the USAID Bureau of Global Health and USAID Missions. In addition to managing this award, JSI and its partners will provide technical assistance to the grantee to help it identify its technical and organizational capacity building needs and to develop a plan to address those needs. In addition, APC will work directly with the grantee to implement activities that will build the grantee’s capacity. Before the end of the grant, the grantee will plan, implement and report on at least one agreed upon technical assistance assignment that focuses on gender and FP/RH issues.

This Request for Applications will consist of this announcement and the following:

Section A – Project Description

Section B – Application Instructions

Section C – Eligibility and Selection Criteria

Attachment 1 – Past Performance Information Table

Attachment 2 – Summary Budget Template

Attachment 3 – Budget Notes Template

Applications must be submitted in English by [REDACTED]

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

Applications will be reviewed by a technical committee that will evaluate the Applications according to the criteria in **Section C** of this RFA. The committee will select which Applicant will be funded. The APC Agreement Officer will use the recommendations of the technical evaluation, together with an evaluation of the costs to negotiate with the Applicant an Award.

Any questions concerning this RFA should be submitted by email to Margaret Anne Baker at grants-APC@jsi.com by 12:00 PM EST/5:00 PM GMT on March 5, 2013. A list of all questions and answers will be circulated by **March 8, 2013**. If you encounter problems accessing this RFA, please email Margaret Anne Baker at grants-APC@jsi.com.

Issuance of this RFA, 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 and/or JSI to pay for costs incurred in the preparation or submission of an Application. The USG reserves the right not to fund any of the Applications received.

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

Sincerely,



Margaret Anne Baker
Grants Manager
JSI Research & Training Institute, Inc.

Strengthening the Capacity of a sub-Saharan African Organization to Deliver Gender Technical Assistance Project

Request for Application No. - GH-003

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INTRODUCTION

This Request for Applications (RFA) describes the purpose, eligibility criteria, application process and selection criteria used to determine which Application will be funded for the *Strengthening the Capacity of a sub-Saharan African Organization to Deliver Gender Technical Assistance Project*. This RFA is intended for local or regional organizations (see **Section C2** for definitions of local and regional organizations) working in one or more sub-Saharan African countries, that can demonstrate capacity to provide gender technical assistance for health or development programming to the United States Agency for International Development (USAID), governmental organizations and non-governmental organizations (NGOs), and that can identify one or more areas of need for strengthening its capacity for providing gender technical assistance for family planning/reproductive health (FP/RH) programming.

One grant is anticipated under this RFA. This RFA will help identify Applicants that are interested in developing or expanding their organization's business footprint to include provision of gender technical assistance for FP/RH programming. The grant to be awarded through this RFA will support a local or regional grantee. The grantee will work collaboratively with APC to complete a technical and/or organizational capacity assessment of its organization, develop a capacity building plan, and implement capacity building changes in the organization. In addition, the grantee will develop a scope of work (SOW), plan for, and conduct one gender technical assistance assignment for FP/RH programming.

SECTION A: PROJECT DESCRIPTION

A1. Introduction

This section describes the project activities that the grantee that receives funding under this award is expected to implement in collaboration with APC. Interested applicants should read through this section carefully and make sure they are comfortable with implementing all activities 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.

A2. Background

The purpose of this project is to build on the existing technical and organizational capacities of the grantee to provide gender technical assistance that addresses FP/RH issues to USAID, governmental organizations, and NGOs working in their region. The grantee will be expected to work collaboratively with APC to identify and fill its capacity building needs and to develop the technical assistance assignment.

The need for gender-related technical expertise in FP/RH and other health programming is rising, as countries implement national and international commitments that focus on women's health, empowerment, and gender equality, such as the Women, Girls, and Gender Equality (WGGE) principle of the US Global Health Initiative (GHI) and USAID's Gender Equality and Female Empowerment Policy. An increase in requests for technical assistance from USAID Missions to headquarters has prompted the USAID Office of Population and Reproductive Health (PRH) to invest in strengthening the capacity of one (1) local or regional sub-Saharan African organization to deliver short- and long-term culturally relevant gender technical assistance for FP/RH

programming. Types of technical assistance to be delivered may include, but are not limited to: gender analysis and assessment; knowledge & skills for integrating gender into programs; monitoring and evaluation (performance measures); integration of gender into strategies and plans (e.g. GHI Country Strategies and Plans); basic gender training for health technical staff; and support for operationalizing gender-related USAID policies and directives (e.g. Policy on Gender Equality and Female Empowerment).

A3. Project Goal

The goal of the project is to build the capacity of one (1) sub-Saharan African grantee to provide gender training and technical assistance for FP/RH programming, at the national and regional level. The grantee will use the capacity building support from APC and the grant funding to strengthen its ability to provide an agreed upon gender technical assistance assignment for this project. The intent is to strengthen the technical (i.e., gender and FP/RH) and organizational processes of the grantee so that the grantee becomes known by USAID and other donors, governmental organizations and other NGOs as an expert technical resource on gender, particularly related to FP/RH. After participating in this grant program, it is expected that the grantee will be able to successfully provide gender technical assistance for FP/RH programming throughout the region and compete for relevant solicitations.

A4. Project Objectives

The objective of this project is to strengthen the technical and organizational capacity of the grantee to provide short- and long-term gender technical assistance focused on FP/RH, to USAID, other donors, governmental organizations and NGOs. The grantee will work collaboratively with APC to:

1. Conduct a capacity assessment of the grantee. This assessment will review the organizational systems of the grantee as well as its current gender and FP/RH technical capabilities;
2. Develop and implement a capacity building plan for the grantee that will strengthen the grantee's abilities in gender and FP/RH, and in key organizational systems to enable the grantee to effectively manage and provide multiple technical assistance requests;
3. Develop a SOW, conduct, and report on one agreed upon gender technical assistance assignment for FP/RH programming; and
4. Develop an organizational sustainability plan that includes the organization's newly developed capacity to provide gender technical assistance related to FP/RH.

By accepting these funds, the grantee agrees to accomplish capacity building activities agreed upon between APC and the grantee. The grant funding will primarily support the gender technical assistance assignment and organizational costs related to implementing specific items in the capacity building plan. It is expected that by the end of the project, the grantee will be able to provide high quality technical assistance.

A5. Expected Activities and Milestones

Under this award the grantee will work under the guidance of and in close collaboration with APC to assess and build its technical and organizational capacity, and to plan for and complete one technical assistance assignment.

Organizational Capacity Activities

The grantee will be guided by APC to conduct an organizational capacity assessment (OCA) that will identify organizational systems that need to be strengthened. For example, the OCA will review the organizational chart, staff recruitment and management, accounting systems, financial controls, and knowledge of USAID guidelines and procedures. The OCA includes a desk review of grantee documents (e.g. strategic plans, organizational charts, financial systems).

APC will work with the grantee to prepare an organizational capacity plan that will identify specific organizational areas that need to be strengthened, tasks, deadlines for completing the tasks, and the names of who is responsible for the tasks. APC will provide ongoing guidance to the grantee to implement this plan through on-site visits, periodic conference calls, and review of progress reports prepared by the grantee. APC will recommend specific training programs, and provide the grantee with written materials and templates that can be used by the organization to strengthen their systems.

Technical Capacity Activities

The grantee will be guided by APC to conduct a capacity assessment to identify the grantee's technical capacity for providing relevant gender technical assistance in FP/RH. The technical assessment will determine the organization's technical capacity in gender, FP/RH, program design, training and other technical assistance, and report writing.

APC will work with the grantee to develop a plan for strengthening the technical capacity of the grantee. For example, it may be determined that grantee needs training or skills building in specific gender and FP/RH topics, how to conduct and report on gender assessments, relevant USAID policies, project management, and/or technical writing. The support from APC may include such things as on-site visits, virtual support from APC staff, teleconference calls, and/or training/workshops.

By the end of the first year, the grantee will use its newly developed technical expertise in gender and FP/RH to plan, implement and report on one agreed upon gender technical assistance assignment such as conducting a gender training for local organizations or actively participating in a gender assessment.

Together with APC, the grantee will monitor its progress toward completing its capacity building plans. In addition, the grantee will be expected to demonstrate progress toward developing and institutionalizing capacity for providing gender and health short- and long-term technical assistance to USAID Missions and partners, with a particular focus on integrating gender into FP/RH programs.

Key project milestones that will demonstrate progress in these areas include:

1. Detailed capacity building assessments conducted that identify capacity building needs in gender, FP/RH and organizational systems;
2. Detailed capacity building plans for strengthening the organizational and technical capacity of the grantee in the areas specified by the capacity building assessments;
3. Completion of one agreed upon gender technical assistance assignment for FP/RH programming in the country or region; and
4. An agreed upon plan that will guide the sustainability of the grantee for providing gender technical assistance for FP/RH programming beyond the funding of this project.

A6. Reporting

The grantee will be required to work with APC to submit a workplan and a monitoring and evaluation plan that can measure progress toward milestones. The workplan must be submitted for approval within ninety (90) days of signing a grant agreement with APC. The grantee will be expected to meet all reporting required by USAID for APC, and to generate data and report on relevant indicators, contributing data at a minimum of twice yearly 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

No more than one (1) Application may be submitted by each Applicant. Applicants are encouraged to read this RFA in its entirety, and ensure that this Application addresses all of the items cited in the Application instructions and meets the eligibility criteria. An Applicant must meet the requirements of an indigenous local or regional organization (see **Section C2. Eligibility**). All Applications must be submitted in English by [REDACTED]. 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. Applicants must submit a complete Application package (electronic format) on or before the due date and time to grants-APC@jsi.com.

Receipt of an Application to this RFA does not constitute an award commitment on behalf of the United States Government (USG) and/or JSI, nor does it commit the USG and/or JSI to reimburse any costs incurred in the preparation and submission of an Application. JSI and the USG reserve the right not to fund any and/or all of the Applications received.

All Applications received on or before the due date and time will be reviewed by a technical committee that will evaluate the Applications according to the criteria provided below. The committee will determine which Applicant will be funded based on the submitted Application's response to the evaluation criteria. All Applicants will be notified in writing whether or not their Application is recommended for funding. A recommendation for funding is contingent on the availability of funds and the approval of the Agreement Officer Representative (AOR) of APC at USAID/Washington. The successful Applicant will be awarded a grant from JSI on behalf of USAID.

The Applicants that submit an Application in response to this RFA 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 APC for feedback within ten (10) calendar days of receiving notice of the committee's final decision. APC shall provide the Applicant with the technical committee's feedback via email or over the phone within thirty (30) days or inform the Applicant that more time is necessary.

B3. Application (15 pages)

The Application describes the Applicant's existing organizational and technical capacity to provide technical assistance for integrating gender into FP/RH programs. It is an opportunity for Applicants to show how building capacity as outlined in this RFA will further the Applicant's mission and goals. Applicants are expected to identify capacity building needs and should concisely state a commitment to work collaboratively with APC to carry out project activities to meet project objectives and goals (see **Section A**).

The Application should be concise, specific, complete, and demonstrate a clear understanding of the goals and objectives of the project. It must demonstrate the Applicant's eligibility, including its existing capabilities and expertise. It must also identify gaps in its capabilities to provide gender technical assistance for FP/RH programming. The Application must be submitted in English.

Applications may be no more than fifteen (15) pages in length. The following are NOT included in the 15-page Application limit: table of contents, acronym list, or attachments (i.e. CVs of proposed Key Personnel, Past Performance Information Tables, and Budget Documents). All Applications should be typed on standard letter-sized paper with 1" margins, using a font size of twelve (12) Times New Roman, except within tables and in the budget section where the font size may be smaller but must be easily readable. Applicants should NOT submit any additional documents with their Application beyond those listed below. APC 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 Application via mail or fax. The Application and the corresponding Budget Documents (budget narrative and budget summary) should be submitted as separate attachments to the email. Applicants should not include photographs as part of their applications.

Include only information necessary to provide a clear understanding of the Applicant's existing organizational and technical capacity, capacity building needs, commitment to capacity building, and response to the case study for the technical assistance assignment (see details in **4B**). Greater

detail than necessary or 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.

1. **Cover page (1 page):** Include the name of the organization submitting the Application, project title, country where the organization is registered, proposed project dates, requested amount of funding in USD, 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, including the Applicant's approach to and experience with addressing gender in health or development programming, and the gaps in the Applicant's capacity to provide gender technical assistance for FP/RH programming.
3. **Organizational Capacity & Commitment (2 pages):**

Existing Organizational Capacity: The applicant will provide a general overview of organization's capacity. This overview will include a description of the organization's mission, background, geographical reach, and experience collaborating with other organizations and implementing donor funded programs. The applicant will also describe their capacity in providing gender technical assistance related to health sector activities (e.g. HIV/AIDS, FP/RH) and how their organization's mission supports this. Among other things, the Applicant may demonstrate their organizational capacity and commitment by addressing as many of the following as possible:

- a. The organizational mission statements or value statement that demonstrates the organization's commitment to gender and health programming.
- b. The organizational structure and how it demonstrates the ability to implement gender and health programming.
- c. The organizational chart that identifies organizational units and key staff with expertise in gender programming may be included as an attachment. Describe how this supports the provision of technical assistance.
- d. The organization's linkages with consultants and/or regional or local gender organizations, FP/RH in particular or health in general. This may include advocacy organizations, news outlets, and other organizations working in gender.
- e. The organization's experiences collaborating with US-based experts and USAID Missions and familiarity with USAID/USG gender requirements.
- f. The organization's past performance in implementing or working with USAID-funded programs. This could include being a direct recipient of USAID funds or a being a recipient of USAID fund a sub-award.

Organizational Commitment: The Applicant will clearly demonstrate their organizational

commitment to work collaboratively with APC on this project. The discussion should demonstrate the organization's commitment to collaborate at all levels of the organization, such as the board of directors, executive director and other leadership, project managers finance, accounting and other staff.

4. **Organizational Capacity Building Needs (1-2 pages):** The Applicant should identify gaps in their organizational capacity that can be addressed by participating in this grant program. Please include a description of how these gaps were identified. If the Applicant completed a capacity assessment in the past (either internally or with another organization), describe how the findings have been used to modify organizational structures or systems.
5. **Technical approach (6-8 pages total):** The technical approach is divided into two sections, as described below.

A. Existing technical capacity and capacity building needs to provide gender technical assistance for FP/RH programming (2-4 pages):

Existing Technical Capacity: The Applicant will describe their philosophy and approach to addressing gender in health and/or development programs. The applicant will describe its current capacity for providing gender technical assistance for health and/or development programs, and their gender and FP/RH capacity building needs.

The Applicant's philosophy and approach to addressing gender in health and development programs may be found in organizational strategies or other documents. The philosophy or approach should articulate the importance of addressing gender and promoting equality, and how gender issues might be most effectively addressed to achieve health and development goals.

Technical capacity may include experiences providing gender and/or health (particularly FP/RH) training or other technical assistance, and staff or organizational expertise in the following areas:

- a. Expertise in regional or local gender issues and understanding of existing gender tools.
- b. Expertise in regional or local health issues, particularly FP/RH issues.
- c. Expertise in program development, implementation, and monitoring and evaluation for gender or health programming.
- d. Understanding of why and how to address gender within health and/or development programming (e.g., gender analysis and assessments, gender integration for program development, program implementation and monitoring & evaluation) and the benefits of addressing gender for achieving health and/or development results.
- e. Experience providing different forms of technical assistance on gender and/or health issues, including FP/RH.

f. Familiarity with USAID gender policies and requirements.

To support the description of their technical expertise, Applicants should complete at least one Past Performance Information Table (see **Attachment 1**). The applicant may include no more than 5 Past Performance Information Tables. Each table should describe only one gender and/or health technical assistance assignment to a donor, governmental organization or NGO in the country or region.

Technical Capacity Needs: Although the Applicant is expected to have existing capacity to provide gender technical assistance for health programs (i.e. have existing capacity in gender, FP/RH or both), the purpose of the project is to increase capacity. The Applicant should identify gaps in their technical capacity (and how they identified those gaps) to provide gender and/or FP/RH technical assistance. Gaps may exist in either gender, FP/RH or any of the areas listed above.

B. Case Study on Technical Approach: Technical Assistance Assignment: Providing gender integration training to family planning organizations (3-4 pages):

As part of the Application, Applicants are to prepare a case study based on the following hypothetical technical assistance request. The Applicant should draw on their existing experience to propose a plan for responding to the following:

Health staff at the USAID Mission in your country has identified gender as a cross-cutting issue affecting their ability to achieve FP/RH results, and would like to strengthen the gender programming in non-governmental organizations (NGOs) providing FP/RH services. The NGOs' understanding of gender programming varies; some recognize specific gender-related issues that reduce women's ability to protect themselves from unintended pregnancy (e.g. to use FP) and that increase GBV in their country. Other NGOs are unclear about gender-related issues (e.g. do not understand how gender inequality limits access to FP/RH services). Few NGOs know how to integrate gender into their programs. For these reasons, the Mission has put out a request for technical assistance.

The Applicant should propose a plan for providing technical assistance, in the form of a training, to one or more family planning NGOs in the Applicant's country. Although the plan should focus on FP/RH, the Applicant may draw on experiences and expertise in GBV, HIV or other related health areas if they lack relevant expertise in FP/RH.

To simplify the plan, please select a particular FP/RH area (i.e., FP/RH, HIV or GBV) and address the following:

- What steps would you take to identify NGOs that provide family planning services in your country or a region in your country?
- What steps would you take to assess the capacity of the identified family planning NGOs to address gender in their FP/RH programs?
- What steps would you take to use the findings of the assessment you conducted to plan (e.g., identify topics or content) and implement (e.g., what activities might you use) a training for the family planning organizations?

- How might you evaluate the effectiveness of your training?
 - Include a staffing plan and a brief suggested timeline for the technical assistance assignment. The staffing plan and timeline should address planning, delivery, evaluating and reporting on the training, and should identify any external support (e.g., consultants, support from APC) you might need.
- 6. Proposed Management & Staffing Plan (2 pages):** Although a joint project management structure will be agreed upon by APC and the successful Applicant, the Application should describe how the Applicant might manage project activities in order to facilitate collaboration with APC. This should include a project staffing plan and a description of potential communication channels between the Applicant and APC. The staffing plan should describe key personnel involved in capacity building activities and key personnel involved in planning and implementing the case study technical assistance assignment proposed by the Applicant. Key-personnel CVs should be included as attachments. The staffing plan should also identify and briefly describe non-key personnel (support staff).
- 7. Summary Budget:** Include a general budget using the following categories of cost (exclude any that do not apply): Labor, Allowances/Staff Benefits, Consultants, Travel, Equipment & Supplies, and Other Direct Costs. The Applicant may use **Attachment 2** as a guide in preparing this budget. The category Overhead or Indirect Costs may be used only if the Applicant 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. The budget notes (**Attachment 3**) need to be detailed and should indicate a reasonable amount of care and thought in terms of general budgetary assumptions.

The budget should be for case study technical assistance assignment proposed, as well as for staff time for participation in capacity building activities. The successful Applicant will negotiate a final budget with APC for all aspects of the project.

SECTION C: ELIGIBILITY AND SELECTION CRITERIA

C1. Introduction

Applications will be reviewed by a technical committee that will evaluate the Applications according to criteria provided within. The committee will determine which Applicants may be funded based on the submitted Applications. The APC Agreement Officer will use the conclusions and recommendations of the technical evaluation and an evaluation of the costs to negotiate an Award with the successful Applicant.

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

C2. Eligibility

USAID is seeking Applications from local or regional organizations (e.g. nonprofit, for-profit not charging a fee, governmental or voluntary organizations) with expertise in gender or FP/RH in developing countries. Eligible Applicants may have experience in both gender and FP/RH. A local organization, as defined by USAID (see <http://transition.usaid.gov/policy/ads/300/303.pdf>), must (i) be organized under the laws of the recipient country; (ii) have its principal place of business in the recipient country; (iii) be majority owned by individuals who are citizens or lawful permanent residents of the recipient country or be managed by a governing body, the majority of whom are citizens or lawful permanent residents of a recipient country; and (iv) not be controlled by a foreign entity or by an individual or individuals who are not citizens or permanent residents of the recipient country.

A regional organization, as defined by USAID, must (i) be organized under the laws of a country in the region served by the platform; (ii) have its principal place of business in the region; (iii) be majority owned by individuals who are citizens or lawful permanent residents of the region or be managed by a governing body, the majority of whom are citizens or lawful permanent residents of the region; and (iv) not be controlled by a foreign entity or by an individual or individuals who are not citizens or permanent residents of the region.

The term “controlled by” means a majority ownership or beneficiary interest as defined above, or the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization’s managers or a majority of the organization’s governing body by any means, e.g., ownership, contract, or operation of law. “Foreign entity” means an organization that fails to meet any part of the “local organization” definition. Government controlled and government owned organizations in which the recipient government owns a majority interest or in which the majority of a governing body are government employees, are included in the above definition of local organization.

For their Application to be considered under this RFA, the Applicant must be already registered in a sub-Saharan African country and be eligible to receive, or have adequate financial controls and can reasonably expect to be eligible to receive USAID funds by satisfying 22 CFR 228 requirements (see <http://www.gpo.gov/fdsys/pkg/FR-2012-01-10/pdf/2011-33240.pdf>).

Successful Applicants will be expected to commit to work collaboratively with APC throughout the project to identify and fill capacity building needs and to plan for and carry out at least one (1) technical assistance assignment to provide gender technical assistance for FP/RH programming.

No funds shall be paid as profit to any recipient that is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs.

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 this RFA. All Applications deemed complete by APC staff will then be reviewed and evaluated against the selection criteria described below.

The APC Agreement Officer will use the conclusions and recommendations of the technical evaluation from the technical committee and an evaluation of costs to determine if negotiations with an Applicant will be required. As noted in the cover letter to this RFA, costs to prepare the Application shall not be directly reimbursed by APC regardless of the outcome of the negotiations.

C4. Application Evaluation Criteria

Applicants should note that the following evaluation criteria serve to: 1) identify the significant matters to address in their Applications; and 2) set the standard against which Applications will be evaluated.

The Application will be evaluated in accordance with the criteria described below. Thereafter, the proposed Budget of an acceptable Application will be reviewed for general reasonableness, allowability, and allocability of costs. The Award will be made to the Applicant whose Application offers the greatest value, and will be made based on the ranking of Applications according to the selection criteria identified below.

APC 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 Applicants.

The Applications will be evaluated against the following criteria:

1. **Cover Page (1 point):** The extent to which the Applicant meets the requirements stated in the Application Guidelines.
2. **Executive Summary (4 points):** The extent to which the Applicant meets the requirements stated in the Application Guidelines.
3. **Organizational Capacity & Commitment (25 points total)**

Existing Organizational Capacity (15 points): The extent to which the application demonstrates the capacity to effectively implement the Program Description. Consideration will be given to the following areas:

- a. The extent to which the organizational mission or goals as they pertain to gender and/or health.
- b. The extent to which the organizational structure demonstrates the ability to implement this program description effectively.
- c. The extent to which the organizational chart supports the organization's ability to provide technical assistance.
- d. The extent to which the application demonstrates linkages with local and regional groups that implement programs and consultants.
- e. The extent to which the application demonstrates collaboration with USAID and knowledge and familiarity with USAID policies.

- f. Past experiences engaging with USAID or other donors. The description of past experiences should highlight the Applicant's understanding of USAID/other donor expectations and requirements for providing technical assistance and reporting.

Organizational Commitment (10 points): The extent to which the Applicant demonstrates a commitment at all levels of the organization to work collaboratively with APC to plan and implement this project. This includes strong statements of commitment on the behalf of organizational leaders, board of directors, executive director and other leadership, project managers, and finance, accounting and other staff.

4. **Organizational capacity building needs (10 points):** The extent to which the Applicant describes existing organizational capacity needs and responds to the instructions in the Application Guidelines.
5. **Technical approach (55 points total):** The extent to which the Applicant responds to the requirements of the two sections described below:

A. **Demonstrated technical capacity and illustration of capacity building needs to provide gender technical assistance for FP/RH programming:**

Existing Technical Capacity (15 points): The extent to which the Applicant demonstrates their technical capacity to address gender and FP/RH in health programming. Consideration will be given to technical expertise in the following areas:

- a. Regional or local gender issues and use of gender tools;
- b. Regional or local health issues, particularly FP/RH issues;
- c. Program development, implementation, and monitoring and evaluation for gender or health programming;
- d. Gender approaches to health programming with links to results;
- e. Types of technical assistance provided in gender or health, including FP/RH.
- f. Familiarity with USAID gender policies and requirements.

The extent to which the Past Performance Information Table(s) demonstrate(s) the organization's technical capacity to provide technical assistance in gender and health, including FP/RH.

Technical Capacity Needs (15 points): The extent to which the Applicant identifies gaps in their capacity to provide technical assistance in gender, FP/RH or any of the areas listed above and their prior experiences, if any, addressing technical gaps.

- B. **Case Study on Technical Approach – Gender Integration Technical Assistance Assignment (25 points):** The extent to which Applicant proposes a complete technical assistance training plan for local NGOs and addresses the instructions in the

Application Guidelines, including:

1. Steps proposed to identify the local NGOs that could participate in the training.
2. Steps proposed to assess the technical capacity needs of local NGOs involved in the training on gender integration and how the findings of the assessment will be used in planning.
3. Steps proposed for evaluating whether training goals and objectives were met.
4. A staffing plan and timeline created for the assignment which addresses the planning, delivery, evaluation and reporting process and the external support required.

6. Extent to which the proposed Management and Staffing plan responds to the Application Guidelines (10 points):

- a. A project Management plan that will contribute to successful completion of activities, in collaboration with APC.
- b. Potential channels of communication between Applicant and APC.
- c. Key staff who will contribute to meeting project objectives and deliverables (e.g., Director, Project Manager, Director of Training), and provide CVs (as attachments) that demonstrate their expertise or experience.

C5. Weighing of Evaluation Criteria

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

- | | |
|---|-------------------------|
| 1. Cover Page and Executive Summary | <u>5 points</u> |
| 2. Organizational capacity and commitment | <u>25 points</u> |
| • Existing organizational capacity | 15 points |
| • Commitment to working collaboratively with APC | 10 points |
| 3. <u>Organizational capacity building needs</u> | <u>10 points</u> |
| 4. <u>Technical capacity and capacity building needs</u> | <u>55 points</u> |
| • Existing gender and/or health capacity & Past Performance Information Table(s) | 15 points |
| • Illustration of gender and/or health capacity building needs | 15 points |
| • Case Study on Technical Approach: Technical assistance assignment to provide training to family planning NGOs in the country or region. | 25 points |
| 5. Proposed Management and Staffing plan | <u>10 points</u> |

TOTAL

105 Points

**Attachment 1
Past Performance Information Table**

Brief description of technical assistance provided (include name & location of organization)
Technical assistance goals & objectives
Key activities undertaken
Names of staff and/or consultants that developed & delivered the technical assistance
Period of implementation of the technical assistance
Total technical assistance budget
Key Results

Attachment 2

Summary Budget Template for One Gender and Health Technical Assistance Assignment

	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 PROJECT COSTS	0
8 TOTAL INDIRECT COSTS	0
TOTAL COSTS	0

**Attachment 3
Budget Notes**

APPLICANT NAME

1. Staff/Labor Costs

Direct salaries and wages must be in accordance with the Applicant'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 Applicant, 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.

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

Direct consultants hired as part of this project must be listed. Daily rates and planned number of days must be included along with a brief description of the type of work the consultant will undertake to support the aims of the project.

4. Travel and Transportation

The narrative must indicate number of expected trips for all personnel and the estimated unit cost for each.

5. Equipment & Supplies

Expendable supplies can be budgeted but non-expendable equipment will not be funded under these grants. (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 equipment).

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. Project Costs

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

8. Indirect Cost Rates

Description of approved indirect rates and the base to which they are applied.