



Issuance Date: **November 21, 2013**

Deadline for Questions: **December 2, 2013 at 12 PM EST/1 PM GYT**

Closing Date: **December 20, 2013 at 12 PM EST/1 PM GYT**

Subject: **Advancing Partners & Communities (APC) Guyana Project-Solicitation No. GH-011 -Improving capacity to deliver effective HIV services for key affected populations in Guyana**

The purpose of this Solicitation is to invite qualified local community based-organizations (CBOs), faith-based organizations (FBOs), and non-governmental organizations (NGOs) in Guyana to submit Applications to the Advancing Partners & Communities (APC) project in support of delivering effective HIV services for key affected populations.

The goal of the award(s) is to support activities that are evidence-based, cost-effective and efficiently designed to reduce transmission and impact of HIV through an integrated community response, and to support the Ministry of Health (MOH) response to HIV in Guyana. Applicants may propose working in multiple technical areas and with multiple sub-populations.

Grants awarded under this solicitation will be sub-grants from the Advancing Partners & Communities (APC) project implemented by JSI Research & Training Institute, Inc. (JSI) and FHI360. The APC project is a USAID Cooperative Agreement awarded to JSI for the purpose of providing grants solicitation, award, technical assistance and management services on behalf of the USAID Bureau of Global Health and USAID Missions.

Up to twelve (12) grants ranging from **\$35,000 to \$120,000** are anticipated under this solicitation for a performance period of **eight (8) months**. Applicants will propose contributing cost share from their own, private, or local sources no less than seven percent (7%) of the amount of funds obligated by USAID for the implementation of this program over the course of the agreement. Each grant to be awarded through this solicitation will support local NGOs/CBOs/FBOs to improve their capacity for providing HIV service delivery.

Please read the Solicitation 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 Solicitation may retrieve it at: <http://www.advancingpartners.org/grants>.

Applications must be submitted by December 20, 2013 at 12 PM EST/1 PM GYT.

Applications submitted after the closing date/time will not be considered. Two (2) copies of the Application are to be submitted: One (1) electronic copy should be sent and addressed to Stephen Katz at grants-APC@jsi.com and one (1) hard copy should be sent and addressed to Advancing Partners and Communities Project, DDL Building, 3rd Floor, 44 High Street, Kingston, Georgetown.

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 – Past Performance Information Table

Attachment 2 – Summary Budget Template

Attachment 3 – Budget Notes

Applications will be reviewed by a technical committee that will evaluate the submissions according to criteria provided in Section C. The committee will determine which organization(s) will be funded based on the submitted Applications. The APC Finance Director will use the conclusions and recommendations of the technical evaluation together with an evaluation of the costs to negotiate a grant with successful Applicants.

Any questions concerning this Solicitation should be submitted by email to Stephen Katz at grants-APC@jsi.com no later than **12 PM EST/1PM GYT on December 2, 2013**. A list of all questions and answers will be posted on the APC website listed above by **December 6, 2013**. If you encounter problems accessing the Solicitation, please email Stephen Katz at 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 or 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 Agreement Officer's Representative (AOR) at USAID.

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

Sincerely,

Stephen Katz
Finance Director
JSI Research & Training Institute

Advancing Partners & Communities – Guyana Project
Improving capacity to deliver effective HIV services for key affected populations in Guyana

Solicitation No. - GH-011

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APC Solicitation No. GH-011
Improving capacity to deliver effective HIV services for key affected populations in Guyana

Section A: Program 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.

This section also describes the purpose, qualification criteria, application process and selection criteria used to determine which Applications will be funded under APC. The Solicitation is specifically intended for local community-based organizations (CBOs), faith-based organizations (FBOs), and non-governmental organizations (NGOs) in Guyana with at least four (4) years of experience working in HIV/AIDS.

Up to twelve (12) grants are anticipated under this Solicitation ranging from **USD 35,000-120,000** for a performance period of **eight (8) months**. Applicants will propose contributing cost share from their own, private, or local sources no less than seven percent (7%) of the amount of funds obligated by USAID for the implementation of this program over the course of the agreement. The grants to be awarded through this Solicitation will:

1. Strengthen the health systems
2. Enable priority-setting through evidence-based public health interventions
3. Provide responsive capacity building
4. Institutionalize capacity to address vulnerability and risk
5. Promote Quality Assurance /Quality Improvement
6. Promote Monitoring and Evaluation
7. Foster coordination and partnerships
8. Enable sustainability planning

A2. Background about APC

APC is implemented by JSI Research & Training, Inc. (JSI) and partner FHI 360 on behalf of USAID. APC is designed to support USAID Missions to expand and extend community-based health services, to test and document best practices and models of delivery, and to support global learning. Among its core activities, APC supports partners in innovation and implementation at the country level and develops platforms that guide implementation of high impact practices (HIP) that are adaptable to specific country and community settings.

APC works toward institutionalization of this learning at the global, regional, and national level by supporting Missions, governments, and institutions with implementation support. APC works with NGO, CBO and FBO networks to strengthen advocacy and leadership at the country level

and build technical and organizational capacity.

APC will work with local NGOs, CBOs and FBOs implementing HIV Prevention and Care and Support programming. APC will also provide technical assistance (TA) to assist grantees in building their technical and organizational capacity. In Guyana, APC is collaborating with the International Center for Research on Women (ICRW), an internationally recognized leader in advancing gender equity and facilitating stigma reduction, to support the stigma and discrimination activities in APC's work.

A.3 Project Goal

APC's goal in Guyana is to provide technical assistance for local NGOs/FBOs/CBOs implementing activities that are evidence-based, cost-effective and efficiently designed to reduce transmission and impact of HIV through an integrated community response and in support of the MOH response to HIV in Guyana.

A.4 APC Objectives

The following objectives will contribute to meeting the project goals:

1. Improve the operational framework for local NGOs to reach key affected populations and provide services
2. Improve the efficiency of service delivery to reduce unit costs
3. Strengthen the partnership between NGOs and the Government to expand services with the same amount of investment and ensure the viability of the NGOs' role in the national HIV response
4. Explore initiatives to ensure sustainability of NGO programming based on best practices

A.5 Expected activities and results

Applicants are expected to work in the following technical areas and specific crosscutting areas below. Applicants must choose at least one (1) and up to two (2) of the technical areas and at least one (1) and up to two (2) of the crosscutting areas for implementation.

Technical Areas

HIV Prevention - key affected Populations (KAPs)

- Prevention of Sexually Transmitted HIV infections
- HIV Testing and Counseling (HTC)
- Positive Health, Dignity and Prevention for people living with HIV

Care and Support

- Orphans and Vulnerable Children (OVC)
- Adult Care and Support

KAPs are individuals affected by HIV and AIDS or at risk of being infected by the disease such as sex workers, men who have sex with men, transgender persons, and other vulnerable

populations (clients of sex workers, miners, loggers, and populations adjacent to mining and logging communities).

Specific Crosscutting Areas

- Stigma and Discrimination (S&D) Reduction
- Promotion of Gender Equity & Reduction of Sexual and Gender-Based Violence
- Private sector engagement

Applicants are expected to work with government and other partners to increase a minimum, core set of interventions adapted for different sub-groups especially susceptible to HIV. The package of prevention services includes: peer education and outreach; sexual and drug use assessment and risk reduction counseling; condom and condom-compatible lubricant promotion and distribution; HIV Testing and Counseling; sexually transmitted infections (STI) screening and treatment; referrals to HIV care and treatment, including PMTCT, cervical cancer screening and treatment, and to substance use treatment for MSM, TG, and FSW who use drugs. A comprehensive approach to HIV prevention with key populations should also include linkages to other health, legal and social services.

For HIV prevention, an enabling environment includes the social, economic, and legal determinants that facilitate the behavior change process and encourage key populations and people living with HIV to participate in all levels of the response to the epidemic. Applicants are expected to describe how they would provide, refer to, link with these different services as appropriate/available, and promote meaningful participation and high-quality peer-based approaches.

Applicants are expected to develop an Application that includes a number of potential activities under each area outlined below based on the technical area they choose. The Applicant should describe where and how these activities will be implemented and existing partnerships, and which ones will be developed to enhance integration of services.

Prevention of Sexually Transmitted HIV infections

All HIV prevention services must be consistent with the most recent versions of the National HIV Prevention Standards and Guidelines, and aligned with the PEPFAR FY 2014 COP Technical Guidance.

The grantee will work with the MOH through the National AIDS Programme Secretariat to continue offering a standardized minimum package services to KAPs. These include peer outreach and education; targeted behavior change communication; risk reduction counseling and skills training; HIV testing and counseling; condoms and lubricant promotion and distribution; HIV counseling and testing; linkage to family planning; referrals for STI screening, prevention, and treatment; linkage to HIV care and treatment, and provision of HIV care and support (including adherence support); screening and referral for gender-based

violence and substance abuse; and referrals to other health and social services.

Applicants proposing to provide HIV prevention services would be expected to provide the following suggested minimum required activities:

1. As part of the package of services, facilitate access to, and utilization of HIV services among key populations, and track service uptake.
2. Include KAPs and PLHIV as the key front-line workers in identifying and addressing quality of care gaps and access barriers to essential preventive and curative services.
3. Train and/or support KAPs and PLHIV as peer educators to reach their peers, using standard Peer Education modules developed by the project.
4. Support an enabling environment for key population interventions by addressing structural barriers and social norms that prevent key populations from accessing services.
5. Conduct continuous assessments of the local health services environment including providers' attitudes (towards FSW, MSM/TG, and PLHIV) and the availability/accessibility of comprehensive services including referral networks. APC will work with the grantee to develop the necessary tools.
6. Strengthen linkages between HIV testing and counseling, STI and care and treatment services and vice-versa, through continuous confidential and formal referral mechanisms.
7. Forge linkages with Government Ministries, donors and the private sector for income generating/life skills training for key populations.

HIV Testing and Counselling (HTC)

All HIV Testing and Counseling services must be consistent with the most recent versions of the National HIV Prevention Standards and Guidelines, and aligned with the PEPFAR FY 2014 COP Technical Guidance.

Improving access to HIV counseling and testing through network facilitated referral systems with major focus on outreach in rural areas and expansion of geographic coverage where key populations exist is desirable. In areas where multiple HTC sites exist, grantees should collaborate and identify priority areas for each program in order to eliminate duplication and provide requisite services to a broader segment of the key affected population.

HTC providers serving in sparsely populated areas should focus on KAPs including MSM, TG, and FSW and other vulnerable populations (clients of sex workers, miners, loggers, and populations adjacent to mining and logging communities) through mobile testing sites.

Applicants proposing to provide HIV counseling and testing services would be expected to provide the following:

1. Focus HIV testing and counseling on reaching key populations and linking to care and treatment as required. Use a range of cost effective and innovative approaches to make HTC accessible and acceptable to key populations, such as mobile and outreach

services.

2. Works to link 100% of persons diagnosed with HIV to care and treatment and keep track of linkages between testing and treatment programs.
3. Coordinate and/or support HIV testing and counseling efforts at national and community levels for key affected populations.
4. Integrate screening and referral for other HIV prevention and health services as available, such as screening and referral for substance abuse, STI, and gender-based violence.

Positive Health, Dignity and Prevention for people living with HIV (PHDP)

All community-based programs serving PLHIV should offer a comprehensive package of HIV prevention messages and services on an ongoing basis, including delivery of, or referral to appropriate services. Community programs that serve individuals, couples, and families living with HIV offer opportunities for providing and reinforcing prevention messages and commodities, as well as provision of care and treatment services. PLHIV support groups and prevention programs directly implemented by PLHIV are well positioned to address the special needs and issues of fellow PLHIV and their partners through sharing of experiences and identification of best practices for disclosure, sexual risk reduction, medication adherence, information and support for reducing alcohol consumption and other strategies for positive living such as proper nutrition.

Applicants proposing to provide PHDP services would be expected to provide the following suggested minimum required activities:

1. Ensure PLHIV have access to a number of prevention services including partner testing, risk reduction counseling, condom education and distribution, and family planning counseling and services.
2. Build the capacity of PLHIV to be active participants in the HIV response, including in the delivery of prevention and support services, for example as peer educators, and through participation at national level fora.

Orphans and Vulnerable Children (OVC)

Applicants may propose to include: preventive and support services delivered in in the community, orphans and vulnerable children and their family members/caregivers. Strategic interventions include household economic strengthening and social protection programs that promote family stability and help facilitate children's access to education, health and nutrition services. Interventions that strengthen child welfare systems responsible for preventing and responding to child maltreatment, and importantly for ensuring children grow up in safe, nurturing families are also critical.

Services provided to OVC should include: nutritional and psychosocial support, referrals for social and legal protection, and education.

Applicants proposing to provide OVC services would be expected to provide the following suggested minimum required activities:

1. Provide a minimum package of services to OVC as outlined above.
2. Build the capacity of parents and caregivers so that they can provide for their children's basic needs.
3. Build partnerships and networking systems with government ministries, the private sector and the other NGOs, to continue support for OVC and their families.
4. Ensure a family-centered approach to addressing the needs of OVC.
5. Program implementation must be aligned with the National HIVision 2020 and consistent with PEPFAR guidelines.

Adult Care and Support

Care and support programming should aim to provide services across the continuum in an integrated manner, paying particular attention to three broad areas: 1) linkage and retention (to link HIV-infected persons into care and to retain them in care throughout the pre-ART and ART periods) to ensure timely initiation and maintenance on ART; 2) provision of non-ART services to improve morbidity and mortality and reduce HIV transmission during the pre-ART and ART phases of HIV care; and 3) timely initiation of ART for all eligible clients.

Applicants may propose to include: preventive and psychosocial support services delivered in the community, for PLHIV, their family members and/ or caregivers. NGOs mandated to provide home-based care must collaborate with the National AIDS Programme Secretariat (NAPS), and the government treatment sites to provide care in accordance with the Ministry of Health's guidelines. Services provided to adults accessing home based care should include: Nutritional, psychosocial, spiritual, linkages to income generating activities, and physical care and support.

Applicants proposing to provide care and support services would be expected to provide the following suggested minimum required activities:

1. Provide a minimum package of services for PLHIV which should include nutritional, psychosocial, spiritual, and physical support, linkages to income generating activities and referrals to other health and social support services.
2. Formally coordinate with facility based services through the Ministry of Health/the National AIDS Program Secretariat in order to assure the continuum of care, to comprehensively address patient needs.
3. Ensure effective referral systems between community and facility-based programs and monitor enrollment and receipt of services when referrals are made, in order to capture linkages and ensure uptake of services.
4. Ensure retention in care through the use of staff, such as, HBC providers to monitor PLHIV, provide services/support and conduct active contact tracing for those lost to follow.
5. Forge linkages with existing Government Ministries and the private sector to ensure the long term sustainability of the care and support program.

Monitoring and Evaluation

From the major activities described in the expected activities and results section above, please provide the process or output indicators and targets for the key benchmarks that will be used for project monitoring and evaluation. (Please note that you will be working with the PEPFAR indicators).

Programmatic Targets

Applicants are expected to propose realistic targets based on the technical area(s) they choose for implementation of activities using but not restricted to the seven (7) PEPFAR indicators listed below. Applicants should also include expected outcomes of project activities in the target populations that are relevant to the project goals and objectives.

1. Number of People Living with HIV/AIDS (PLHIV) reached with a minimum package of Prevention with PLHIV interventions.
2. Number of key affected Populations (KAPs) reached with individual and/or small group level interventions that are based on evidence and/or meet the minimum standards required.
3. Number of KAPs who received Counseling and Testing (CT) services for HIV and received their test results.
4. Number of eligible adults and children provided with a minimum of one care service.
5. Number of eligible clients who received food and/or other nutrition services
6. Number of people reached by an individual, small-group or community-level interventions or service that explicitly addresses norms about masculinity related to HIV/AIDS
7. Number of people reached by an individual, small-group, or community-level interventions or service that explicitly addresses gender-based violence and coercion related to HIV/AIDS

Sustainability Plan

Applicants must provide a brief outline of how the organization proposes to sustain its activities beyond the completion of the project. APC will collaborate with the local NGOs, CBOs and FBOs to focus on long-term sustainability through two (2) primary initiatives: 1) supporting partners to develop a budgeted and long-term strategic plan; and 2) develop and implement a resource mobilization strategy. These plans will include approaches for promoting the organizations and their activities; identifying different funding sources than USAID; and bringing together different collaborating partners.

Collaboration with Other Partners

Describe collaborative efforts you plan to undertake with other partners to implement the project, e.g. other NGOs, FBOs, CBOs, MOH clinics and hospitals, line ministries, church groups, private sector entities, UN agencies, and the Global Fund Project.

A6. Reporting

Grantees will be required to work with APC to submit a work-plan and a monitoring and evaluation plan that can measure progress toward results. The workplan must be submitted for approval within 45 days of signing a grant agreement with APC. Grantees will be expected to meet all reporting requirements specified by USAID for APC and to generate data and report on relevant indicators, contributing data at a minimum once per month (monthly) to meet reporting requirements.

SECTION B: Application Instructions

B1. Introduction

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

B2. Application Guidelines

No more than 1 (one) Application [two (2) copies] may be submitted by each organization. Applicants should ensure their Application addresses all of the items cited in the application instructions and meets the eligibility criteria. An Applicant must meet the requirements of a local or indigenous organization, be registered in Guyana, with at least 4 years' experience working in HIV/AIDS.

- 1. Application Deadline:** 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. **Applications must be submitted by December 20, 2013 at 12 PM EST/1 PM GYT.**

Receipt of an Application does not constitute an award commitment on behalf of the United States Government (USG) and/or 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.

- 2. Proposal Narrative Format:** Applications may be no more than twelve(12)pages in length. The following are NOT included in the page limit: table of contents, acronym list, or attachments (i.e., CVs of proposed Key Personnel, no more than 5 Past Performance Information Tables, and Budget Documents). All Applications should be typed on standard letter-sized paper (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. APC will confirm receipt via email of all Applications within ten (10) calendar days of the submission deadline.

All Applications received on or before the due date and time, excluding any that are deemed nonresponsive, will be reviewed by a technical committee that will evaluate the Applications according to the criteria provided below. The committee will determine which Applications will be funded based on the submitted responses to the evaluation criteria. All Applicants will be notified in writing whether 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 the APC project at USAID/Washington. The successful Applicant will be awarded a grant from APC on behalf of USAID.

The organizations that submit an Application in response to this Solicitation and are not chosen by the technical committee to receive an award may request feedback based on the review of the Application. To receive feedback, Applicants must 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. Technical Application (Guideline: 12 pages)

The Technical Application describes the Applicant's existing technical and organizational capacity for providing activities in order to meet Project Objectives and Goals (see Section A). It should be concise, specific, complete, and demonstrate a clear understanding of the goals and objectives of the project. The Technical Application must be submitted in English.

Include only information necessary to provide a clear understanding of the organization's existing technical and organizational capacity, capacity building needs, and the proposed plan for the technical activities. Greater detail than necessary, as well as insufficient detail may detract from the 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** - Include the name of the organization submitting the Application, project title, region(s) where the majority of the proposed project will be implemented, 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**- The executive summary should provide an overview of critical features of the proposed project. This should include the organization's capacity to provide effective HIV services for key affected populations.
3. **Problem Statement**
Give a brief description of the primary problem(s) that your Application will address. Provide only information that is relevant to the activities for which you are applying for funding in this Application.
4. **Existing Technical and Organizational Capacity**
The Applicant should describe the organizational philosophy and approach which enables them to deliver effective HIV services for key affected populations. Describe your organization's capabilities, or qualifications, for implementing the project. Organizational capability includes the management capacity of the organization as well

as its technical experience and competence. Present evidence to show why your organization is likely to succeed in implementing your proposed project.

The organization should also include a paragraph on how the organization's philosophy, mission statement, strategies or other documents approach the topic area and how the topic area might be most effectively addressed to achieve health and development goals.

5. **Activities**

As part of the organizational approach, the Applicant will include a proposed program description detailing project objectives, proposed activities, geographic areas where the activities will be implemented, subpopulations that will be impacted by each activity, expected outcomes, and an implementation timeline.

This section should describe and quantify the major activities that will be carried out to reach the project objectives. Please list the activities by objective and by technical area. The description of each activity should answer the questions: Who/What/When/Where/Why/How Many. It should also include a projection of intended number of beneficiaries per activity as well as provide information for the basis of that projection.

6. **Management**

In this section, Applicants should demonstrate the experience and qualifications of personnel who will be working on the program, including the technical and management skills appropriate to their proposed roles. Applicants should include biographical summaries (one paragraph in length) for program staff overseeing the proposed activities. This section should include presentation of a clear management plan and the organizational structure that will be used to manage the program.

7. **Summary Budget** (see Attachment 2) using the following categories of cost (exclude any that do not apply): Labor, Allowances/Staff Benefits, consultants, Travel, Other Direct Costs, and Sub-grants (if any). The category Overhead or Indirect Costs may be used 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. The accompanying budget notes need to be detailed and should indicate a reasonable amount of care and thought in terms of general budgetary assumptions. The budget notes should also include detail on the amount and anticipated source of cost share funds.

NOTE: Non-expendable equipment and international travel will NOT be funded under these grants.

SECTION C: ELIGIBILITY AND SELECTION CRITERIA

C1. Introduction

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

Applications that have not been eliminated as indicated above 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 Finance Director will use the conclusions and recommendations of the technical evaluation and an evaluation of the costs to negotiate an award with successful Applicants.

C2. Eligibility

USAID is seeking Applications from local organizations (e.g., nonprofit). For their Application to be considered under this Solicitation, the organization must be already registered in Guyana and be eligible to receive, or have adequate financial controls and can reasonably expect to be eligible to receive, USAID funds by satisfying 22CFR228 requirements (see <http://www.gpo.gov/fdsys/pkg/FR-2012-01-10/pdf/2011-33240.pdf>).

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.

No funds shall be paid as profit to any 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 the solicitation. All Applications deemed complete by APC staff will be reviewed and evaluated against the selection criteria described below.

The APC Finance Director will use the conclusions and recommendations of the technical evaluation from the technical committee together with an evaluation of costs to determine if negotiations with an Applicant will be required.

C4. Technical Evaluation Criteria

Applicants should note that these criteria serve to: 1) identify the significant matters which Applicants should 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 set forth below. Thereafter, the proposed Budget of an acceptable Technical Application will be reviewed for general reasonableness, allowability, and allocability of costs. The Awards will be made to the Applicants whose Application offers the greatest value, and will be made based on the ranking of Applications according to the technical 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 grantees.

The application will be evaluated against the following criteria:

1. Technical and Organizational Capacity

- ❖ Demonstrated capacity to work collaboratively with MOH, other local NGOs, FBOs, CBOs and other stakeholders
- ❖ Prior experience (at least 4 years) in implementing HIV activities for key affected populations and other vulnerable populations similar in nature to current program description

2. Program Description

- ❖ Technical soundness of approach
 - i.* Demonstrated understanding of the HIV epidemic in Guyana, including impact on key affected populations
 - ii.* Clearly stated conceptual approach and evidence-based strategy
 - iii.* Description of appropriate activities for selected target
 - iv.* Description of how the proposed activities will complement or build on (not duplicate) work supported by other PEPFAR programs (funded by USAID) and programs funded by the Global Fund
 - v.* Demonstrated understanding of program description in the RFA
- ❖ Feasibility of approach
 - i.* Description of appropriate, practical, and cost-effective interventions
 - ii.* Strength of the analysis of potential obstacles, risks and problems that could be encountered and feasibility and appropriateness of the proposed solutions
 - iii.* Description of potential innovative approaches to improve reach to key affected populations
 - iv.* Description of activities feasible given time frame (one year), detailing in particular those activities to be carried out during the year
- ❖ Expected impact
 - i.* Proposed products and outcomes and their importance to addressing the HIV epidemic in the geographic areas proposed
 - ii.* Targets (outputs) to monitor activities appropriate (feasible, measurable) for time period (one year), detailing in particular those to be achieved by

the end of the year. Expected contributions to the National Response to HIV/AIDS and USAID's program goals

- ❖ Strategic alliances
 - i. Demonstrated ability to continue, or initiate, strategic alliances with public sector entities, health centres and other NGOs/CBOs/FBOs
 - ii. Description of rationale for alliances with other entities/organizations
 - iii. Inclusion of letters of collaboration confirming existing or planned strategic alliances and the strength of these alliances

3. Management and Staffing

- ❖ Experience and qualifications of personnel working on the program
- ❖ Technical and management skills of proposed personnel
- ❖ Presentation of clear management plan and organizational structure to manage the program

C5. Weighing of Evaluation Criteria

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

- | | |
|------------------------------------------------------|------------------|
| 1. Technical and Organizational Capacity: | 25 points |
| 2. Program Description: | 60 points |
| <i>a. Technical soundness of approach: 15 points</i> | |
| <i>b. Feasibility of approach: 15 points</i> | |
| <i>c. Expected impact: 15 points</i> | |
| <i>d. Strategic alliances: 15 points</i> | |
| 3. Management and Staffing: | 15 points |

<u>TOTAL</u>	<u>100 Points</u>
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Attachment 1
Past Performance Information Table

Organization Name	
Project Name	
Project Objective	
Activities undertaken	
Geographic Location (district, sub-county, village, parish)	
Name and address of donor and name of project contact and phone number	
Period of Implementation	
Total project budget	
Results Statement A strong results statement includes the number of people who benefited in a specific way from the project. It is a description of the changes or improvements that occurred due to the project.	

Attachment 2
Summary Budget Template

	USAID Funds	Cost Share Funds	Total Cost
1 TOTAL STAFF/LABOUR	0	0	0
2 TOTAL ALLOWANCES/STAFF BENEFITS	0	0	0
3 TOTAL CONSULTANT COSTS	0	0	0
4 TOTAL TRAVEL COSTS	0	0	0
5 TOTAL OTHER DIRECT COSTS	0	0	0
6 TOTAL PROGRAM COSTS	0	0	0
7 TOTAL INDIRECT COSTS	0	0	0
TOTAL COSTS	0	0	0

Attachment 3 Budget Notes

ORGANIZATION NAME

1. Staff/Labor Costs

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, 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 local trips for all personnel and the estimated unit cost for each. International travel will not be funded under these awards.

5. Other Direct Costs

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

6. Program Costs

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

7. Indirect Cost Rates

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