



Issuance Date: **April 9, 2014**

Deadline for Questions: **April 16, 2014 at 12 Noon GYT/EDT**

Closing Date: **May 9, 2014 at 12 Noon GYT/EDT**

Subject: **Advancing Partners & Communities (APC) Guyana Project,
Solicitation No. GH-015 – *Delivering Effective HIV Prevention
Services for Key Populations in Guyana***

The purpose of this Solicitation is to invite qualified 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 prevention services and products for key populations (KP), namely men who have sex with men, transgender people, sex workers and their clients.

The goal of the award(s) is to support activities that are evidence-based, cost-effective, and specifically tailored to reduce HIV transmission and infection among key populations in Guyana. Activities are geared to support the national HIV response. Applicants may propose working with multiple sub-populations.

Grants awarded under this solicitation will be sub-grants from the Advancing Partners & Communities (APC) project implemented by John Snow Research & Training Institute, Inc. (JSI) and FHI 360, in collaboration with the International Center for Research on Women (ICRW). 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 two (2) grants ranging from USD \$35,000 to \$80,000 are anticipated under this solicitation for a performance period of five (5) 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 APC 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 delivering HIV prevention services to key populations.

Please read the Solicitation in its entirety, and ensure that your 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 May 9, 2014 at 12 noon GYT/EDT.

Applications submitted after the closing date/time will not be considered. Applications are to be submitted as follows:

- One (1) electronic copy to Stephen Katz at grants-APC@jsi.com and fharris@apcguyana.com
- One (1) hard copy should be sent or hand delivered 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 – Past Performance Information Table

Attachment – Summary Budget

Attachment – 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 noon GYT/EDT on April 16, 2014**. A list of all questions and answers will be posted on the APC website listed above by **April 18, 2014**. 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 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 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 Delivery of Effective HIV Prevention Services for Key Populations in Guyana

Solicitation No. GH-015

Table of Contents

Section A: Program Description 4

 A1. Introduction 4

 A2. Background about APC 4

 A.3 Project Goal 5

 A.4 APC Objectives 5

 A.5 Expected activities and results 5

 A6. Reporting 9

SECTION B: Application Instructions 10

 B1. Introduction 10

 B2. Application Guidelines 10

 B3. Technical Application (Guideline: 12 pages) 11

SECTION C: ELIGIBILITY AND SELECTION CRITERIA 12

 C1. Introduction 12

 C2. Eligibility 13

 C3. Selection Process 13

 C4. Technical Evaluation Criteria 13

 C5. Weighing of Evaluation Criteria 14

Attachment 1 16

Attachment 2 17

Attachment 3 18

Budget Notes 18

APC Solicitation No. GH-015

Improving Delivery of Effective HIV Prevention Services for Key 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 Advancing Partners & Communities (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 prevention with key populations – sex workers, their clients, miners and loggers, men who have sex with men (MSM), and transgendered (TG) individuals.

Up to two (2) grants are anticipated under this Solicitation ranging from USD \$35,000-\$80,000 for a performance period of five (5) 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 APC for the implementation of this program over the course of the agreement. The grants to be awarded through this Solicitation will:

1. Enable scale-up of HIV prevention services for key populations through evidence-based public health interventions
2. Build capacity to address vulnerability and risk for key populations
3. Enhance quality of services, data quality, and data management
4. Foster coordination and partnerships
5. 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.

In Guyana, APC currently works with eleven local NGOs across eight regions, providing technical assistance for improved capacity to reach key populations with quality services for HIV prevention, care and support. APC is supporting the national HIV/AIDS response by collaborating with the International Center for Research on Women (ICRW), an internationally recognized leader in advancing gender equity and facilitating stigma reduction, to support partners with the integration of gender equity promotion in programming and with the development of tailored strategies to reduce gender-based violence, stigma, and discrimination against key populations, including people living with HIV. APC also provides technical assistance (TA) to assist grantees in building their organizational capacity to function effectively in a competitive funding environment, as well as support to the Ministry of Health (MOH) through the National AIDS Program Secretariat (NAPS), as required.

A.3 Project Goal

APC's goal in Guyana is to reduce transmission and impact of HIV through an improved community response from local NGOs/FBOs/CBOs that is evidence-based, cost-effective, and efficiently designed in support of the Ministry of Health's national HIV/AIDS response.

A.4 APC Objectives

The following objectives will contribute to meeting the project goal:

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 area and specific crosscutting areas below. Applicants must choose at least one (1) and up to two (2) of the crosscutting areas for implementation.

Technical Area Considered under This Solicitation: HIV Prevention for Key Populations (KP)

- Prevention of Sexually Transmitted HIV infections
- HIV Testing and Counseling (HTC)
- Positive Health, Dignity, and Prevention for People Living with HIV (PLHIV)

KPs are individuals disproportionately affected by HIV and AIDS or at higher risk of being infected by HIV such as men who have sex with men (MSM), transgender persons (TG), sex workers (CSW) and their clients. Miners, loggers, and populations adjacent to mining and logging communities are considered priority populations.

Crosscutting Areas

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

According to the most recent Biological and Behavioral Surveillance Survey (BBSS 2009), key populations experience HIV prevalence rates that are higher than the general population (19.4% among MSM and 16.6% among CSW). High-risk behaviors among these groups and the barriers they face in accessing prevention and care services fuel ongoing transmission, thus sustaining the epidemic. For example, 20% of MSM and 39% of CSW reported no condom use during sex with their last partner, while stigma and discrimination they encounter when seeking health services contribute to their increased vulnerability to HIV infection and transmission. Our ability to reach these key populations with effective services and commodities for prevention is essential to realizing zero new infection. The size of these populations in country are unknown, however the MOH is conducting a Priorities for Local AIDS Control Efforts (PLACE) survey with accompanying size estimation, which is expected to be completed in 2014.

There are also priority populations who are considered at higher risk for infection. These include highly mobile populations who spend significant time away from home. Miners and loggers fall into this risk category. With the rapid expansion of Guyana's mining sector, there has been a parallel increase in the number of miners in the less accessible interior of the country. Additionally, a concomitant increase in sex work is routinely evident with mining booms. There are also a number of loggers cohabiting close to mining camps in the interior. The MOH is currently assessing loggers in their third BBSS.

Applicants are expected to work with government and other partners to expand comprehensive prevention services tailored to meet the needs of each KP. The package of *gender responsive* prevention services includes:

- peer education outreach
- assessment of sexual and drug abuse risk behaviors and risk reduction counseling
- referral for substance use treatment
- assessment of gender-based violence and referral to appropriate legal and care services
- promotion and distribution of condoms and condom-compatible lubricant
- HIV testing and counseling
- referral for screening and treatment of sexually transmitted infections (STI) and cervical cancer
- linkages to HIV care and treatment services, including prevention of mother-to-child transmission (PMTCT)

- linkages to other health, legal, and social services

For HIV prevention, particularly with the KPs, an enabling social, economic, and legal environment is needed to facilitate the adoption of HIV prevention practices. Applicants are expected to describe how they would engage these sectors to better support HIV prevention behaviors among KPs.

Applicants are expected to develop an Application that includes activities for each area outlined below. The Applicant should describe where and how these activities will be implemented, existing partnerships, and new partnerships to be developed to enhance the success of the intervention proposed.

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 Country Operational Plan Technical Guidance (see

<http://www.pepfar.gov/documents/organization/217765.pdf> and <http://www.pepfar.gov/documents/organization/217761.pdf>).

Applicants proposing to conduct HIV prevention activities will be expected to provide the following suggested minimum package of services:

1. Facilitate access to, and utilization of HIV services among key populations, and track service uptake.
2. Include KPs 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 KPs 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 female sex workers (FSW), MSM/TG, and PLHIV and referral networks. APC will work with the grantee to develop the necessary tools.
6. Strengthen linkages between HIV testing and counseling, STI, and HIV care and treatment services.
7. Forge linkages with government ministries, donors, and the private sector for expanding meaningful long term support 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 testing and counseling 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 population.

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

Applicants proposing to provide HIV testing and counseling services will 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. Work 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 populations.
4. Integrate screening and referral for other HIV prevention and health services as available, such as screening and referral for substance abuse and cervical cancer, STI, and gender based violence.

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

Applicants proposing to serve PLHIV within key populations should offer a comprehensive package of support services for HIV prevention on an ongoing basis. These include referral to appropriate services as well as the following minimum required activities:

Applicants proposing to provide PHDP services to key populations will be expected to provide the following suggested minimum package of services:

1. Linkage to a number of prevention services for partner testing, risk reduction counseling, condom education and distribution, and family planning counseling and services.
2. Capacity building for members of key populations to become 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.

Monitoring and Evaluation

Provide indicators and targets for each of the project objectives outlined in your application. Please note that you will be working with the PEPFAR indicators as well as any other project indicators unique to your intervention.

Applicants should also include expected outcomes of project goals, objectives, and activities in the target populations that are relevant to the desired change.

Programmatic Targets

Applicants are expected to propose realistic targets based on the technical area chosen for implementation. The relevant PEPFAR indicators are listed below.

1. Number of People Living with HIV/AIDS (PLHIV) reached with a minimum package of prevention with PLHIV (PHDP) interventions. (PHDP Indicator)
2. Number of key populations (KPs) reached with individual and/or small group level interventions that are based on evidence and/or meet the minimum standards required. (KPs Indicator)
3. Number of individuals who received testing and counselling (TC) services for HIV and received their test results. (HTC Indicator)
4. Number of people completing an intervention pertaining to gender norms, that meets minimum criteria (Gender Indicator)
5. Number of individuals from priority populations who completed a standardized HIV prevention intervention, including the specified minimum components during the reporting period (Priority Populations Indicator – Miners, Loggers, Adjacent Populations)

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 workplan and a monitoring and evaluation plan that can measure progress toward results. The workplan must be submitted for approval within 30 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 this entire section and make sure they follow the instructions carefully.

B2. Application Guidelines

No more than one (1) Application 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, and have *at least four (4) years' experience working in HIV and AIDS with KP*.

- 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 May 9, 2014, 12 noon GYT/EDT.**

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 five 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 two (2) business 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 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 Applicants whose reviewed submissions are not chosen to receive an award may request feedback on the review. To receive feedback, applicants must submit an email request to grants-APC@jsi.com for feedback within ten (10) calendar days of receiving notice of the committee's final decision. APC shall provide the Applicant the technical committee's feedback via email 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. 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 prevention services for key populations.

3. **Problem Statement**

Give a brief description of the primary problem(s) that your Application addresses. Provide *only information that is relevant* to the activities for which you are applying for funding.

4. **Existing Technical and Organizational Capacity**

Describe your organizational philosophy and approach guiding your delivery of effective HIV services for key populations.

Describe your organization's capabilities, or qualifications, for implementing the project. Organizational capability includes the management capacity, technical experience, and competence. Present *evidence* to show why your organization is likely to succeed in implementing your proposed project.

Include a paragraph on how the organization's philosophy, mission statement, strategies or other commitments align with the goals and objectives of your proposed plan of action to prevent HIV infection and transmission with key populations.

5. **Activities**

As part of the organizational approach, 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.

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.

6. **Management**

Describe 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
- Travel
- Other Direct Costs
- Program Costs

The category Other Direct Costs may be used for all overhead costs (share of rent, utilities, etc.) within the other categories. No profit or fee may be charged. The *accompanying budget notes* need to be detailed in describing unit costs 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 be reviewed 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 **NOT** be considered for an award.

Applications ruled acceptable for consideration will be reviewed by a technical committee according to criteria provided. The APC Finance Director will use the conclusions and recommendations of the technical committee, undertake an evaluation of the costs and

negotiate an award on the basis of both for successful Applicants.

C2. Eligibility

APC is seeking Applications from local organizations (e.g., nonprofit). For Applications 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, US Government 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, 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

Applications will be reviewed against the following broad criteria: completeness of the Application and responsiveness of the Application to the solicitation. Selection will be based on ranking against the criteria outlined below in Section C4.

The APC Finance Director will use the ranking and recommendations from the technical evaluation plus an evaluation of the budget submitted to determine if negotiations with an Applicant will be required. The proposed budget of selected technical applications will be reviewed for general reasonableness, allowability, and allocability of costs.

C4. Technical Evaluation Criteria

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

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 four years) in implementing HIV activities for key populations and other priority 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 populations targeted
 - ii.* Problem statement well-articulated and rooted in evidence
 - iii.* Conceptual approach and strategy coherent, plausible
 - iv.* Description of how the proposed activities will complement work supported by other USAID/PEPFAR funded programs, and programs funded by the Global Fund
 - v.* Demonstrated understanding of program description in the RFA
 - Feasibility of approach
 - i.* Intervention is feasible – appropriate, practical, and cost-effective
 - ii.* Analysis of potential obstacles, risks and problems that could be encountered rooted in experience or evidence and proposed solutions equally plausible
 - iii.* Innovative approaches to expand and improve prevention for key populations
 - iv.* Implementation of the activities and related outputs feasible given time frame (five months)
 - Expected outputs and outcomes
 - i.* Proposed products and outcomes and their potential for promoting HIV prevention among KPs targeted sound
 - ii.* Targets (outputs) measurable, feasible for time period (five months) and contributes to the National Response to HIV and AIDS and APC's program goals
 - Strategic alliances
 - i.* Letters of collaboration confirming strong existing alliances or planned strategic alliances presented in application
 - ii.* Rationale for alliances with other entities/organizations
 - iii.* Ability to continue, or initiate, strategic alliances with public sector entities, health centers and other NGOs/CBOs/FBOs addressed
3. **Management and Staffing**
- Experience and qualifications of personnel working on the program appropriate
 - Technical and management skills of proposed personnel appropriate
 - Management plan and organizational structure for program management outlined

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 |

- a. *Technical soundness of approach:* 15 points
 - b. *Feasibility of approach:* 15 points
 - c. *Expected impact:* 15 points
 - d. *Strategic alliances:* 15 points
3. Management and Staffing: **15 points**

TOTAL **100 Points**

Attachment 1
Past Performance Information Table

Organization Name:	
Project Name:	
Project Objective(s):	
Activities Undertaken:	
Geographic Location: (Region, City or Village)	
Name and Address of Donor: Her/His Contact Details:	
Period of Implementation:	
Total Project Budget:	
Results Statement: <i>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.</i>	

Attachment 2
Summary Budget Template

ORGANIZATION NAME

	USAID Funds	Cost Share Funds	Total Cost
1 TOTAL STAFF/LABOUR	0	0	0
2 TOTAL ALLOWANCES/STAFF BENEFITS	0	0	0
3 TOTAL TRAVEL COSTS	0	0	0
4 TOTAL OTHER DIRECT COSTS	0	0	0
5 TOTAL PROGRAM COSTS	0	0	0
	<hr/>		
TOTAL COSTS	0	0	0
	<hr/>		

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. 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.

4. Other Direct Costs

All costs in this category must be specifically described in detail. Examples of other direct costs are communication, printing, postage, etc. This category should be used for all overhead costs (share of rent, utilities, etc.).

5. Program Costs

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