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Deadline for Questions: April 3, 2018 1600 hrs [EDT]
Clarifications: April 9, 2018 1600 hrs [EDT]
Closing Date/Time for Concept Papers: April 27, 2018 1600 hrs [EDT]

Subject: Notice of Funding Opportunity (NFO) No. 720FDA18APS00001
USAID/DCHA/OFDA Annual Program Statement

Program Title: Augmenting Capacity for Humanitarian Emergencies of Infectious Diseases
with Epidemic or Pandemic Potential

Ladies/Gentlemen:

The United States Agency for International Development (USAID) is seeking applications for a cooperative agreement from qualified U.S. and Non-U.S. organizations to fund a program entitled "Augmenting Capacity for Humanitarian Emergencies of Infectious Diseases with Epidemic or Pandemic Potential". Eligibility for this award is not restricted (see Section C of this NFO for eligibility requirements).

Subject to the availability of funds, an award will be made to that responsible applicant(s) whose application(s) best meets the objectives of this funding opportunity and the selection criteria contained herein. While one award is anticipated as a result of this notice of funding opportunity (NFO), USAID reserves the right to fund any or none of the applications submitted.

For the purposes of this NFO the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer". Eligible organizations interested in submitting an application are encouraged to read this funding opportunity thoroughly to understand the type of program sought, application submission requirements and evaluation process.

To be eligible for this award, the applicant must provide all information as required in this NFO and meet eligibility standards in Section C of this NFO. This funding opportunity is posted on www.grants.gov, and may be amended. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity. Applicants will need to have available or download Adobe program to their computers in order to view and save the Adobe forms properly. It is the responsibility of the applicant to ensure that the entire NFO has been received from the internet in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have

difficulty registering on www.grants.gov or accessing the NFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

The successful Applicant will be responsible for ensuring the achievement of the program objectives. Please read each section of the NFO.

Please send any questions to the point of contact identified in Section D of this NFO. The deadline for questions is shown above. Responses to questions received prior to the deadline will be furnished to all potential applicants through an amendment to this notice posted to www.grants.gov.

Issuance of this notice of funding opportunity does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for any costs incurred in preparation or submission of comments/suggestions or an application. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID programs.

Sincerely,

/s/

Renee Newton
Agreement Officer
Office of Acquisition and Assistance
M/OAA/USAID/DCHA

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ABBREVIATIONS AND ACCROYNMS USED IN THIS NFO

ADS: Automated Directives System
AO: Agreement Officer
AOR: Agreement Officer Representative
APS: Annual Program Statement
BS/MP: Branding, Strategy and Marking Plan
CDC: Centers for Disease Control
CBO: Community Based Organization
CSO: Civil Society Organization
EOC: Emergency Operation Center
EVD: Ebola Virus Disease
GHSA: Global Health Security Agenda
IASC: Interagency Standing Committee (IASC)
ID: Infectious Diseases
IDAP: Infectious Disease and Pandemic Initiative
IMS: Incident Management System
INGO: International Non-Government Organization
L3: Level 3
NFO: Notice of Funding Opportunity
NGO: Non-Governmental Organization
OFDA: Office of Foreign Disaster Assistance
PHEIC: Public Health Emergency of International Concern
PIO: Public International Organization
PSPM: Preparation Strategic Planning and Mitigation
PVO: Private Voluntary Organization
UN: United Nations
USD: United States Dollar
WASH: Water and Sanitation Hygiene
WHO: World Health Organization

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SECTION A: PROGRAM DESCRIPTION

1. Background

USAID/OFDA's Preparation, Strategic Planning, and Mitigation Division (PSPM) propose a new initiative on Infectious Diseases (with Epidemic or Pandemic potential) to Augment Capacity for a Humanitarian Emergency. This only applies to Infectious Disease (ID) events that have been designated as a Level-3 (L3) emergency by the Interagency Standing Committee (IASC) and those that have been declared a Public Health Emergency of International Concern (PHEIC) or are the equivalent of a PHEIC. This new Standby and Augment Capacity project will address critical, multi-sectoral response actor capacity gaps needed to maintain technical and operational readiness to ensure rapid response to infectious disease outbreaks with epidemic or pandemic potential (e.g., influenza, viral hemorrhagic fevers such as Ebola Virus Disease, Marburg Virus Disease, Lassa Fever, Pandemic Influenza, etc.) that reach the scale of a humanitarian emergency. This project will serve to prepare to scale up critical population-level interventions for the control of infectious diseases of humanitarian concern. This may include activities such as (but not limited to) contingency planning and simulation exercises; the development or adaptation of toolkits, training of trainer activities, or development of technical guidance; establishment of rapid response teams, the development of rosters for surge capacity; augmentation of operational readiness and enhancing cross-sectoral, standard operating protocols and regional coordination mechanisms.

The world is becoming increasingly vulnerable to pandemics resulting from globalization, urbanization and increased contact between humans and animals. As evidenced by the 2014 Ebola Virus Disease (EVD) outbreak and the 2009 H1N1 influenza pandemic, there were clear technical and operational limitations in both global and national capacity to rapidly respond to public health emergencies of that scale.

A cross section of publications and reports from academic institutions, governmental and non-governmental response agencies addressing large scale infectious disease outbreaks were reviewed prior to developing this solicitation. The findings of this literature review, along with interviews and responses to a published Request for Information, contributed to the determination that the humanitarian aid community is in need of additional resources to improve coordination of emergency response, build human resources capacity, increase and enhance operational readiness, and update technical guidance across the sectors for large scale infectious disease events. Specific areas of concern recurrent in the literature include creating, revising and updating operational and technical guidance documents. Operational guidance on the integration of water, sanitation and hygiene (WASH), protection, nutrition, and livestock interventions with health interventions was identified as a critical gap. Many organizational infectious disease outbreak response plans were created following the pandemic influenza response in 2009, but have not been exercised or updated. Across the humanitarian community there is a call for updated organizational guidance for rapidly deploying an infectious disease reserve workforce. There are numerous and detailed lessons learned and challenges from H1N1 and Ebola, which include the following:

- Ineffective and weak coordination hindered the global response; there were significant gaps in training for coordination entities particularly at the national and regional level;
- More clearly defining roles and responsibilities, prioritizing improved community engagement and ensuring there is more evidence-based communications in the early phases of an outbreak;
- Mobilizing faster and more effective external assistance when countries are unable to prevent an outbreak from turning into a crisis;
- Finding ways to quickly validate and share relevant knowledge, such as mobilization strategies and personal protective measures for health workers, building and maintaining leadership capacity at the local regional and international levels; and
- The need for operational and technical guidance suited for implementing partners.

For an investment of up to \$6 million USD over three years, PSPM is releasing an APS calling for qualified stakeholders, qualified U.S. or non-U.S. non-governmental organizations (NGOs), private voluntary organizations (PVOs), for-profit companies willing to forego profit, academic institutions, civic groups and regional organizations, faith-based and community organizations, and Public International Organizations (PIOs) to propose a program of activities that is collaborative across a range of humanitarian organizations, encouraging partnerships between academic institutions, international NGOs, local NGOs or community- based groups, the UN system, USAID/OFDA and other governments. USG and USAID regulations generally treat colleges and universities as NGOs, rather than governmental organizations; hence, both public and private colleges and universities are eligible. Under this solicitation, USAID/OFDA intends to utilize a consortium model of organizations based on different sectoral competencies/areas of expertise in order to establish standby capacity for an infectious disease outbreak that becomes a humanitarian emergency.

Applicant(s) must have established financial management, monitoring and evaluation, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations. All potential awardees will be subject to a responsibility determination (may include a pre-award survey) issued by a warranted Agreement Officer in USAID.

USAID/OFDA remains committed to continuing its efforts to support the humanitarian community stakeholders in achieving the goal of delivering the most effective humanitarian disaster response possible. USAID/OFDA aims address critical, multi-sectoral response capacity for infectious diseases at the humanitarian emergency scale. To that end, USAID/OFDA requests input from all interested parties to provide experience and evidence-based program interventions in response to this APS.

2. Geographic Scope

This NFO has a global geographic focus, and USAID/OFDA encourages applicants to maintain flexibility so interventions can expand and bridge local, national, and regional efforts, as appropriate. Applicants should consider geographic locations that are relevant to potential humanitarian crises, and offer a reasonable prospect of success for the intervention, taking into account needs, accessibility, insecurity, and local capacity, among other factors. Applicants will have proven operational capacity and technical expertise in geographic areas considered to be high-risk for diseases that have epidemic or pandemic potential, including, but not limited to specific health, agriculture and food security, livelihood, protection, WASH, livestock and environmental challenges/opportunities in the area; conflict dynamics; political shifts; governance structures and policies; intra-household dynamics; notable protection concerns; accessibility, security and cultural dynamics; vulnerability profile at household and community levels; among other important dynamics to the success of the Activity.

3. Program Scope and Statement of Objective(s)

The overall scope, goal of the program(s) to be funded under the award(s) resulting from this APS includes: establishing standby capacity by strengthening and augmenting preparedness and readiness of and between potential responders from national and/or international NGOs organizations, PIOs, academic and private institutions, improving technical capacity and coordination for an integrated, effective multi-sectoral response to an infectious disease outbreak that becomes humanitarian emergency. Applicants should build internal mechanisms to improve their institutional capacity to rapidly deploy in response to an infectious disease outbreak that becomes a humanitarian emergency, support organizational capacity to augment or pivot response efforts to keep up with changing needs, and/or to provide support to coordination L3 responses that includes actors from multiple agencies or sectors (i.e. Health, Nutrition, WASH, Agriculture and Food Security, Protection). USAID/OFDA recognizes other ongoing capacity building initiatives supported by other donors that are focused on governments; this APS is specifically focused on building non-governmental capacity in the humanitarian aid community.

Applicants should ensure that all preparedness activities contribute to strengthen institutional capacity to be able to pivot and augment response efforts to ensure a more effective response to infectious disease outbreaks that become humanitarian emergencies, given the nature of infectious diseases is extremely fluid and unpredictable.

Applicants should build mechanisms to improve their institutional capacity to rapidly deploy in response to an infectious disease outbreak that becomes a humanitarian emergency and/or provide higher level coordination of L3 responses that includes actors from multiple agencies or sectors (i.e. Health, Nutrition, WASH, Agriculture and Food Security, Protection) while working with existing platforms. These mechanisms that are developed should be sustainable, including training of technical staff, as well as increasing organizational capacity to manage a response at all levels. Capacity development may occur at multiple levels that include partner and consortium staff, local organizations, and communities. This program should include a systematic strategy and a process of institutional learning and change, which

can be done through a combination of initiatives; for example, developing a common platform to share lessons learned, best practices and successes between implementing agencies providing humanitarian assistance. Finally, the program should incorporate lessons learned and best practices through systematic processes of planning, implementation, and measurement that are reflected in organizational practices of adaptive learning and innovation to ensure they are sustained beyond the life of the project cycle.

It will have the following objectives:

- 1. Improve I/NGOs' operational and technical coordination with critical infectious disease coordination platforms (including global inter-cluster coordination) for regional, national governments, PIOs and donors to ensure effective integrated multi-sectoral approach in response to outbreaks with epidemic or pandemic potential (e.g., influenza, viral hemorrhagic fevers, etc.) that reach the scale of a humanitarian emergency.**
- 2. Strengthen the operational capacity of organizations to prepare, rapidly scale up, augment systems, and bridge across global, regional, national and local areas to more efficiently launch an integrated multi-sectoral humanitarian response to future infectious disease outbreaks and pandemics (e.g., pandemic influenza).**
- 3. Develop effective technical preparedness across/inter relevant sectors (Health, WASH, Protection, Agriculture and Food Security) and readiness to meet standby and capacity augmentation needs for an infectious disease humanitarian response.**

Objective 1: Improve I/NGOs' operational and technical coordination with critical infectious disease coordination platforms (including global inter-cluster coordination) for regional, national governments, PIOs and donors to ensure effective integrated multi-sectoral approach in response to outbreaks with epidemic or pandemic potential (e.g., influenza, viral hemorrhagic fevers, etc.) that reach the scale of a humanitarian emergency.

Intermediate Result 1.1: Increased organizational leadership preparedness and readiness (e.g. Nutrition, Protection, WASH, Agriculture and Food Security, etc.) to improve cross-sectoral coordination required for an L3 infectious disease outbreak.

Intermediate Result 1.2: More effective integrated multi-sectoral coordination for preparedness and readiness (e.g., Health, Protection, WASH, Agriculture and Food Security).

Illustrative activities may include but are not limited to the following:

- Recommendations for systematic updating and dissemination of response plans in high risk countries in compliance with International Health Regulations from international to local

- response actors, and how the plan addresses working with the humanitarian system in the event an infectious disease outbreak becomes a humanitarian emergency;
- Development of cross-sectoral integration, mainstreaming and guidance for infectious disease and pandemic responses in WASH-Health, Agriculture and Food Security (Livestock sub-sector) - Health, as well as Protection-Health;
 - Ensure appropriate linkages promoting effective coordination of I/NGOs with existing platforms (i.e. national structures, cluster systems, Incident Management System (IMS) based Emergency Operations Centers);
 - Enable effective coordination between Public Health and Livestock actors in the setting of a disease of zoonotic origin that has sustained human-to-human transmission (e.g. pandemic influenza) in humanitarian settings. This should complement the work that is currently being done under the One Health platform to establish functional mechanisms for responding to infectious zoonotic;
 - Adapt and update operational protocols and systems under the principles of IMS in existing EOCs and links to cluster systems; operational protocols to ensure cross-sectoral links between clusters or coordination bodies in order to enable effective coordination between public health actors and humanitarian actors; and
 - Improve capacity for health and humanitarian actors to work together in crisis and to strengthen capacity of existing institutions rather than create new ones.

Objective 2: Strengthen the operational capacity of organizations to prepare, rapidly scale up, augment systems, bridge across global, regional, national and local areas in order to more efficiently launch an integrated multi-sectoral humanitarian response to future infectious disease outbreaks and pandemics (e.g., pandemic influenza).

Intermediate Result 2.1: Integrated cross-sectoral operational guidance for rapid scale-up and augmentation in response to a surge of cases.

Intermediate Result 2.2: Increased operational capacity of organizations (global, regional and/or country levels) in identified gap areas for preparedness, response, and scalability.

Intermediate Result 2.3: Established strategic programming that identify and address capacity and technical needs to scale up and bridge across geographic scopes, (i.e. local, national, regional and global) and complement across existing infectious disease preparedness and readiness programs (i.e. Global Health Security Agenda, CDC, PIOs).

Illustrative activities may include but are not limited to the following:

- Establishment of standby capacity with I/NGOs identified under grants component of the APS award to deploy and respond quickly to the humanitarian impacts of increased caseloads, which may include but is not limited to internal capacity building within the

- organization (e.g., development of a cadre of public health emergency responders with the appropriate technical skills, financial management, public relations, program reporting, performance monitoring and data collection, and technical management skills);
- Produce integrated cross-sectoral operational guidance on an approach for rapid scale up and augmentation in order to respond to a surge of cases;
 - Strengthen human resources systems and processes to support rapid deployments and surge capacity, maintain and increase cadres of trained responders, and enact measures to provide safety for local and expatriate healthcare providers;
 - Develop human resources capacity to increase a cadre of trained response personnel, streamlining mobilization of trained personnel, and enacting measures to provide safety for healthcare providers, both locals and expatriates;
 - Simulation exercises based on national or regional contingency plans;
 - Strengthen internal logistics expertise in both staffing and supply chain operations for infectious disease outbreaks that become humanitarian emergencies. Organization staff will need to show educational and/or experiential credentials that demonstrate successful logistics program implementation and preparedness planning for a multi-agency response;
 - Design, implement, and strengthen procurement pipelines via preferred suppliers of WHO-approved pandemic response commodities;
 - Ensure programming that strategically links and complements across other existing infectious diseases and pandemic preparedness and readiness programs (i.e. Global Health Security Agenda, CDC, PIOs); and
 - Assess and analyze the internal operational capacity of the organization (global and country level) and identify gaps in preparedness, response, and scalability.

Objective 3: Develop effective technical preparedness across/inter relevant sectors (Health, Nutrition, WASH, Protection, Agriculture and Food Security) and readiness to meet standby and capacity augmentation needs for an infectious disease humanitarian response.

Intermediate Result 3.1: Established cross-sectoral, integrated approach to an infectious disease outbreak response that becomes a humanitarian emergency.

Intermediate Result 3.2: Improved technical capacity of staff and institutions to rapidly provide critical, life-saving services in standard technical areas of an infectious disease response that becomes a humanitarian emergency: case management, infection prevention and control (IPC: isolation, infectious waste management, etc.), safe and dignified burials and community engagement/social mobilization, WASH, protection, nutrition, livestock.

Intermediate Result 3.3: Created synergy and complementarity across existing infectious diseases and pandemic

preparedness and readiness programs (i.e. Global Health Security Agenda, CDC, PIOs).

Illustrative activities may include but are not limited to the following:

- Development or adaptation of operational protocols and/or toolkits on how to set up a response to a L3 infectious disease outbreak, technical guidance and training materials in key sectors, e.g. Health (Case management, Infection Prevention and Control), Nutrition, WASH, Protection, Agriculture and Food Security, etc.;
- Streamline management of on the job training for key local coordinators and responders that is sustainable;
- Establish the concept of centrality of protection (or protection mainstreaming) to be operational for infectious disease outbreaks;
- Development of integrated technical guidance and models for rapid scale up (i.e. collaboration with technical agencies like CDC, WHO, etc.);
- Delivery of just-in-time training for all staff to ensure timely training that is both technical and operational in nature. There should be consideration for the development of virtual training modules, if this is deemed necessary;
- Regional adaptation of existing guidance, development or adaptation of toolkits, training of trainer activities and modules across income, resources, culture and contexts;
- Ensure that preparedness activities target all levels of care to ensure accessibility that local health care workers are able to receive timely training;
- Development or adaptation of guidance documents, toolkits, training materials (e.g., training of trainer activities and modules) to address relevant cultural, social, security, and economic factors; and
- Assess and strengthen general internal logistics capacity through auditing of systems and conducting general capacity training based on humanitarian logistics best practices. Trainings should focus, but are not limited to, common humanitarian supply chains. Such efforts are to support UN supply chain initiatives and strengthen pandemic preparedness of consortium organizations.

4. Specific Program Guidance

USAID/OFDA will only consider supporting preparedness programs that support high-impact, evidence-based interventions aimed at reducing transmission, effectively controlling and decreasing morbidity and mortality due to large-scale infectious disease outbreaks that 1) are designated a Public Health Emergency of International Concern (PHEIC) or a PHEIC-equivalent, and 2) declared an Inter-agency Standing Committee (IASC) Level 3 emergency. This does not include infectious disease outbreaks that occur in the setting of an ongoing response to a natural disaster or complex humanitarian emergency, such as large-scale flooding or displacement due to conflict.

- Applicants will include robust assessment information from primary and/or secondary sources to justify interventions in the proposed area(s);
- As the nature of infectious diseases is extremely fluid and unpredictable, applicants should demonstrate the ability to adjust programming accordingly;

- Develop and adapt operational and technical guidance across critical sectors including Health, WASH, Protection, Livestock to strengthen multi-sectoral response capacity with appropriate lead technical agencies (under APS sub-awards for example) to ensure that frontline workers receive just-in-time multi-sectoral training, which will serve to augment their capacity to respond and prepare to respond. Due to USAID/OFDA's mandate for focusing on emergency-specific interventions and based on global level guidance, best practices, and evidence, special considerations should take into account the technical guidance that is developed, in addition to existing guidance from technical agencies such as the World Health Organization (WHO) and the US Centers for Disease Control (CDC);
- Provide an integrated multi-sectoral response approach to infectious diseases outbreaks that meet the criteria above;
- Submit, define and justify geographic coverage with consideration of regionality across all three objectives;
- Ensure sustainability and linkage to other existing humanitarian and infectious disease preparedness and readiness programs;
- Address capacity across geographic variations and cultural/religious/socio-diversity and differences, accessibility to resources, income level, etc.;
- Tailor local capacity and tools from global towards local cultures, customs and traditions; community-centric approach that involves community members as actors in the response;
- Include scientific and epidemiological technical knowledge and analysis to guide the response to inform program implementation;
- Demonstrate integration of science, populations studies, social sciences, customs and cultures into the preparedness and readiness interventions;
- Include social and behavior change, community engagement and social mobilization – adapted to location and integrate communication piece as part of the intervention;
- Demonstrate ability to mobilize, empower and train across national, local and district/provincial; aware of governance structure (i.e. so can integrate contact tracing and regimen of transportation) and decentralization;
- Monitoring and Capacity Building: be able to track how knowledge and science inform partners' infectious diseases response; demonstrate ability to develop appropriate monitoring and data collection systems; important to establish milestones; demonstrate ability to evaluate training and methodology that is effective; report back to OFDA on some impact and changes;
- Cross-sectoral response to leverage experiences in across relevant response sectors;
- Cost-effectiveness: This would include, but not be limited to voluntary cost share, if any; and the significance of the program impact in terms of the number of beneficiaries and/or cost per beneficiary to USAID/OFDA; and
- Cost realism: costs are consistent with likelihood that the program can be accomplished within the stated budget.

USAID/OFDA Design Guidelines:

- USAID/OFDA strongly encourages creative and innovative ideas;

- USAID/OFDA will prioritize programs that have an emphasis on practical and operational approaches to allow for an understanding of real contexts and situations;
- Cross-fertilization between academic institutions, NGOs, humanitarian practitioners and the UN is strongly encouraged;
- Response capacity strengthening programs should be worldwide in scope although countries that have an expanded pool of humanitarian workers due to a recently experienced a UN designated “Level 3” emergency or a public health emergency of international concern can be targeted if the activities can clearly show global application;
- USAID/OFDA will prioritize programs that include cross-sectoral partnership and collaboration between NGOs, INGOs, the UN, academic institutions and national NGOs that can demonstrate engagement with, and participation in, the humanitarian assistance architecture along with strong ID preparedness and readiness;
- USAID/OFDA will prioritize programs that demonstrate broad participation from the national and international NGO (INGO) community, including community-based organizations (CBOs);
- USAID/OFDA will prioritize programs that demonstrate their adaptability to be oriented towards different beneficiary groups (i.e. INGOs, national NGOs, CBOs, etc.);
- Applicants should demonstrate an understanding of, and experience working with, the established humanitarian assistance architecture —both in the field and at headquarters (HQ) locations. Applicants should elaborate on UN and NGO roles and engagement with multiple elements of the humanitarian community, as well as identify strengths in training colleagues in these areas;
- USAID/OFDA will prioritize programs that capture lessons learned from prior large scale outbreaks (e.g. Ebola Virus Disease, pandemic influenza (H1N1), etc.) and recommendations from studies, evaluations, and other reports that have been produced on the cluster approach, the humanitarian coordination system, financing, accountability, partnerships, preparedness, and broadening the stakeholder base for humanitarian action;
- Demonstrate integration of conflict mitigation and do no harm principles;
- Cost-sharing is not required, but encouraged, ensuring academic institutional, NGO or UN ‘buy-in’ and commitment;
- Programs should be up to three years in duration;
- Creative thinking on the part of the APS applicant on how best to educate and train community-based, national and international NGOs on their collaboration during humanitarian emergencies that require international support and roles in the cluster approach, humanitarian financing, and partnerships (UN, NGO, regional entities, affected populations, and non-traditional actors among others) and participation within the existing frameworks;
- Programs that strongly link academic or classroom education with follow-on mentoring or fellowship training based in the field or a combination of HQ and field;
- Ensure coordination and not duplicate efforts within USG, other donors, PIOs and NGOs;

- Disclose other Infectious Disease funding resource(s) and explain how the application will complement and de-conflict with other donor funds to complement, maximize impact and synergy in programming interventions;
- Cost-effectiveness: This would include, but not be limited to voluntary cost share, if any; and the significance of the program impact in terms of the number of beneficiaries and/or cost per beneficiary to USAID/OFDA;
- Cost realism: costs are consistent with likelihood that the program can be accomplished within the stated budget; and
- The draft Monitoring and Evaluation (M&E) Plan shall include a Theory of Change (ToC) with a logical framework. The logical framework will articulate the pathway of expected results with outcomes, outputs, and indicators with assumptions and risks. The M&E Plan shall describe the technical resources and expertise that the Applicant will utilize in implementing the proposed approach and how these resources will be organized to deliver the desired outcomes. Applicants must demonstrate the ability to adequately monitor the activities supported by the APS mechanism throughout the duration of the Award and include illustrative indicators that will measure overall performance of the award. Applicant must describe how indicators will be measured, the way in which progress against these indicators will be presented, how results will be applied to improve award management, and how the data generated will be shared.

Applicant should propose methods to verify monitoring data on USAID/OFDA indicators collected by subawardees. Applicants must discuss their ability to access complex or insecure environments. Applicants at a minimum must describe how they will conduct physical monitoring of each sub-award, verify data collected by sub-awardees, and ensure sub-awardee monitoring systems are adequate. USAID/OFDA welcomes innovative and creative approaches for ensuring transparency and oversight on subawards, such as through independent monitoring. If applicant intends to contract out independent third-party monitoring services, applicant must submit scope of work describing objectives and responsibilities of contractor based on criteria listed above. Applicant must describe any plans for technical support and/or capacity building of sub-awardees. If any internal or external evaluations are planned, applicant must include illustrative questions and anticipated timeline.

Principles of Implementation

Proposals should demonstrate understanding by the Applicant of several key concepts, outlined below, throughout the entire activity, as well as details regarding how the Applicant and any sub-awardees will adhere to these concepts:

1. Following the concept of “first, do no harm” in achieving results: serious consideration must be given to prevent any unintended negative consequences that may arise from specific activities and/or how they are implemented;
2. Conflict sensitivity: activities and how they are implemented must neither create nor exacerbate conflict;

3. Inclusion and participation: The needs of women, youth and other disadvantaged and/or marginalized groups must be given special attention to ensure equitable and appropriate inclusion;
4. Capacity building: Recipient and sub-awardee efforts should seek to build operational, financial, and technical capacity of partners and participants at all levels; the desired end state over the long term is a decreased need for external assistance and an increased ability of actors to function independently; and
5. Promoting sustainability: Applicants should demonstrate how the APS will connect short-term outputs to medium and long-term outcomes and achievements that seek to break the cycle of long-term dependencies.

Implementation Approach

Implementation approaches should include strategies to strengthen operational and technical capacity, and leadership of responding organizations, promote collaboration and coordination across humanitarian, development and civil society organizations, and empower communities to engage. Humanitarian assistance should be nimble and flexible, where appropriate utilize modalities (i.e. quick impact project, technical assistance, etc.,) as relevant, to adapt and respond to changing infectious diseases and pandemic outbreak needs, country context and scenarios. Implementation approaches should include strategies to protect the integrity of activities and to ensure compliance with USG policy/legal parameters and implementing agencies should be able to demonstrate results given the operational environment.

Partnerships and key strategic alliances are fundamental to achieving program objectives, create common advocacy platforms that address longer term solutions, strengthen cross- and multi-sectoral collaborations for effective infectious diseases and pandemic preparedness and readiness. Program design should demonstrate interventions to strengthen effectiveness of existing joint platforms for collaboration across sectors. Implementation approach should harmonize and align accordingly to adapt program to existing programming to avoid duplication of efforts to ensure linking up to existing platforms(i.e. to USAID, CDC, other donor funded programs) or other efforts to maximize overall effectiveness.

Applications should demonstrate evidence-based programming, identify necessary research and data for monitoring and programming, harmonize monitoring and data systems to meet community, programmatic and cross-sectoral needs.

Consortium/Partners and linkages

Central to this program is partnership and collaboration among stakeholder groups. Applications should include appropriate systems to encourage better coordination, collaboration and harmonization among key actors in related subjects to achieve better outcome, leverage and avoid duplication. Include illustrative examples of coordination with these various stakeholders and organizations. Those partners include host country government agencies, non-governmental organizations, civil society

organizations, national - regional - CBOs, donors, UN agencies, USG agencies, private sector, and communities.

Management Plan and Governance Structure

Applications should demonstrate the full range of capabilities to undertake all the activities proposed in this program. Applicants may determine that to ensure the full range of capabilities required by this program and to strengthen collective efforts that provide assistance across sectors and geographic areas of need, they will partner with other institutions, local organizations, and other technical support partners with proven experience and knowledge of local conditions. The application will include and place emphasis on partnerships with local NGOs and CBOs with proven capacities and experiences to lead in strategic decision making and program implementation. The applicant is strongly encouraged to implement through a consortium with other organizations; however, principal responsibility for implementation of the program should rest with the applicant who should act as prime and have final responsibility for implementation and performance monitoring of the program.

A consortium may comprise of a group of partner organizations which has one organization as a prime who will be responsible for overall implementation of the proposed program activities, and who will directly communicate with USAID/OFDA's designated staff. The composition of the consortium may include local NGOs and CBOs as consortia partners with considerations to partner safety and operational contexts. A proposed consortium should have a clear governance structure in terms of line of authority, managerial decision-making process, and roles and responsibilities of each consortium partner. In relation to this, it may include a Board of Consortium Members and/or an Advisory Committee of local organizations, community representative, and a technical committee as part of a decision-making process for program implementation. Resources should be considerably shared among the consortium partners based on their contributions to the program.

If the applicant teams with other organizations, the applicant will include a sub-grantee/consortium management plan that outlines the level and type of services envisioned, relationship with the prime, and lines of authority and reporting, including a detailed description of defined roles and responsibilities, and/or methods proposed to establish new relationships. It is necessary to describe how elements of the cooperative agreement will be implemented through any types of partnership. It is expected that applicants will have continuous field presence to ensure effective on-the-ground implementation. The applicant will designate one individual (Chief of Party) to be the liaison with USAID/OFDA. Since international coordination (i.e. PIOs) is integral to the success of this project, applicant should demonstrate who and how it intends to provide systematized engagement with other organizations, which may include but not limited to regular feedback mechanisms to relevant PIOs jointly with USAID. USAID/OFDA will designate an AOR as the counterpart to that person within USAID/OFDA on the technical and management issue concerning the implementation of the program.

The applicant should have clear staff training plan and should demonstrate a commitment to local capacity development in terms of the implementation of program activities and achievement of program objectives. The applicant should propose an organizational structure that is most effective in implementing the proposed program.

Management and Administration

Applications should demonstrate the full range of capabilities to undertake all the activities proposed in this program. Applicants may determine that to ensure the full range of capabilities required by this program and to strengthen collective efforts that provide assistance across sectors and geographic areas of need, they should partner with other institutions, local organizations, and other technical support partners with proven experience and knowledge of infectious diseases and pandemic preparedness and readiness, response and regional contexts. A successful application should also include and place emphasis on partnerships with local NGOs and Community Based Organizations (CBOs) with proven capacities and experiences to lead in strategic decision making and program implementation. Applicants are strongly encouraged to consider implementation through a consortium with other organizations; however, principal responsibility for implementation of the program shall rest with the applicant who shall act as prime and have final responsibility for implementation and performance monitoring of the program.

Guidance on Consortium

- 1. Implementation Modality:** The applicant will submit one application that represents a consortium of organizations that will implement health, nutrition, WASH, agriculture and food security and protection activities. Each consortium will consist of one lead organization (i.e. the consortium lead or prime) and any number of consortium members as long as critical humanitarian sectors are covered. The applicant's proposal should outline a clear methodology for determining where direct implementation versus sub-awarding is appropriate, as well as a process for documenting that decision and communicating it to USAID/OFDA.
- 2. Management Structure:** The applicant as the lead consortium member should have previous experience responding to infectious disease outbreaks and have recognized health expertise. In addition the applicant should demonstrate the ability to use resources efficiently strong and effective management, technical implementation, and administrative support in support of the rapid response mechanism. Given that this is a consortium APS, letters of commitment from consortium members must be included and applicants should describe how the partnerships will be organized and managed to use complementary capabilities most effectively. The applicant must include details of consortium arrangements, including anticipated consortium sub-awardees. If the consortium lead should be unable to perform its consortium lead responsibilities, the consortium must have a contingency plan in place to allow for the successful completion of the award. Applicants should demonstrate technical expertise and the ability to draw on existing resources including technical support from its regional office and/or

headquarters. Further information on the required application format and organizational capacity is detailed on Section D & E of the NFO.

3. **Sub-granting:** Applicants must demonstrate that they have the ability, capacity and systems in place to issue and manage multiple sub-awards as appropriate. Sub Awardees must be identified at the time of application and should be based on criteria, i.e. capacity and technical needs, potential, technical focus, geographic relevance, etc.

4. **Capacity-building:** The applicant will be expected to increase the capacity of local partners and communities to respond effectively and efficiently to emergency health and nutrition, WASH, and protection of target populations and where possible transition the management of new and ongoing programs under the award to government and/or local relief organizations. Capacity building in programming should complement and strengthen other sector activities and should not stand alone. Programming that includes more than 25% aimed at capacity building only will not be considered.

5. **Coordination:** Applicants must demonstrate their willingness and capacity to coordinate and collaborate with other relief organizations to ensure adequate coverage and to avoid duplication and overlap.

The application shall clearly identify which organization will act as a prime; such organization should be responsible for overall implementation of the proposed program activities, preparation/presentation of annual work plans, M&E plan and semi-annual and annual reports as well as should directly communicate with USAID/OFDA's designated staff/AOR. If the composition of the consortium includes local NGOs and CBOs as consortia partners, it must be done with considerations to partner safety and operational contexts. A proposed consortium should have a clear structure in terms of line of authority, managerial decision-making process, and roles and responsibilities of each consortium partner. Resources should be shared among the consortium partners based on their contributions to the program (i.e. objectives and results). However a single budget for the entire intervention is required rather than any partner specific one.

The applicant should designate a single individual (Chief of Party) to be the liaison with USAID/OFDA. USAID/OFDA will designate an AOR as the counterpart to that person within USAID/OFDA/PSPM on the technical and management issue concerning the implementation of the program.

Applicants shall propose a very solid, streamlined management plan that includes a Chief or Party and Deputy Chief of Party (or equivalent) and one Senior Technical Advisor (expert for the objectives/areas identified in the Program Description). A successful intervention with minimal long-term staff combined by a high level of short term technical assistance consultants is highly desirable.

Applicants must also demonstrate how they plan to build in-country capacity for the transition of program leadership and management to local NGOs and CBOs as well as

local staff. Such transition plan must include approaches to provide strategic and project leadership, technical guidance and overall management over the life of the project.

As noted in the *OFDA Guidelines for Proposals 2018*, at least one of the indicators for each subsector must be used. This requirement is described in the *OFDA Guidelines for Proposals (2018)* Section V.B:

- Applicants are requested to state in their applications: (1) the estimated cost per person receiving training under this program; and (2) the percentage of the total affected population (by administrative unit or site) to be served under any resulting award;
- Applicants must consider the role that gender plays, demonstrate an understanding and sensitivity to the real or perceived impact that gender and other personal attributes may have on personal security, and include a plan for achieving gender-integration and -balance;
- Applicants are requested to address needs and OFDA's objectives within the proposed timeframe;
- The application should provide sufficient detail for the concrete understanding of methods to be used and for a determination of technical appropriateness to be made;
- Methodology for selecting the targeted population(s); target population clearly identified in terms of number, location, and current status;
- Protection mainstreaming. Applicants are required to mainstream protection by describing the risks for harm, exploitation and abuse faced by the affected population in relation to each specific programmatic sector. Technical descriptions must include an analysis how to minimize and respond to protection risks. This is described in the *OFDA Guidelines for Proposals (2018)* Section IX.A., Sector Requirements;
- Gender Integration. Applicants are required to integrate gender by analyzing the roles and power dynamics between men, women, boys and girls, and then demonstrate how this relates to humanitarian needs and project design, implementation, monitoring, and evaluation in the proposed setting. Risk assessments should include a clear gender analysis and project implementation plans should demonstrate diversity and proof of fair and equal access to project benefits for all people irrespective of sex, ethnicity, religion, political persuasion, sexual orientation, social status, or other distinguishing factor. This is described in the *OFDA Guidelines for Proposals (2018)* Section IX.A., Sector Requirements;
- Inclusion of Persons with Disabilities and Older People. Inclusion of Persons with Disabilities and Older People. Recognizing that persons with disabilities and older people are often unable to easily access assistance, applicants are required to describe what measures will be taken to include these populations in the proposed assistance. These measures need to be clearly spelled out in each sector. Efforts must also be made to demonstrate how the project will take steps to include older people and persons with disabilities in all programs by making assistance accessible and inclusive. This requirement is described in the *OFDA Guidelines for Proposals (2018)* Section IX.A., Sector Requirements; or
- Detailed performance Monitoring and Evaluation plan in measuring results and impact of the program. The draft Monitoring and Evaluation (M&E) Plan shall include

a Theory of Change (ToC) with a logical framework. The logical framework will articulate the pathway of expected results with outcomes, outputs, and indicators with assumptions and risks. The M&E Plan shall describe the technical resources and expertise that the Applicant will utilize in implementing the proposed approach and how these resources will be organized to deliver the desired outcomes. Applicants must demonstrate the ability to adequately monitor the activities supported by the APS mechanism throughout the duration of the Award and include illustrative indicators that will measure overall performance of the award. Applicant must describe how indicators will be measured, the way in which progress against these indicators will be presented, how results will be applied to improve award management, and how the data generated will be shared.

Applicant should propose methods to verify monitoring data on USAID/OFDA indicators collected by subawardees. Applicants must discuss their ability to access complex or insecure environments. Applicants at a minimum must describe how they will conduct physical monitoring of each sub-award, verify data collected by sub-awardees, and ensure sub-awardee monitoring systems are adequate. USAID/OFDA welcomes innovative and creative approaches for ensuring transparency and oversight on subawards, such as through independent monitoring. If applicant intends to contract out independent third-party monitoring services, applicant must submit scope of work describing objectives and responsibilities of contractor based on criteria listed above. Applicant must describe any plans for technical support and/or capacity building of sub-awardees. If any internal or external evaluations are planned, applicant must include illustrative questions and anticipated timeline:

- Proposed indicators; the organization has made an attempt to identify impact, as well as output, indicators. Outcome or impact indicators can be helpful for capturing programmatic results not depicted by USAID/OFDA standard indicators. This requirement is described in the OFDA *Guidelines for Proposals (2018)* Section V.B;
- How the proposed activities will complement other planned or ongoing initiatives (both those of the applicant and those of other partners/donors) in the country of operation (*e.g.*, how the proposed activities will interact and be sequenced with other humanitarian initiatives in the operational area or adjacent areas, how differing approaches are addressed in the proposed activities in order to minimize potential conflict amongst beneficiary populations.);
- Adherence to processes, guidelines and policies established by appropriate host government institutions and/or international agencies;
- Incorporation of local institutions, organizations or beneficiary groups into the program planning and implementation;
- Safety and Security Assessment of the applicant's consideration of the security situation in the proposed area of implementation and if the planned program and budget are structured accordingly. This will include the applicant's contingency plan for relevant emergency situations, risk mitigation measures, vulnerability analysis, threat analysis and contextual analysis. This requirement is described in the OFDA *Guidelines for Proposals (2018)* Section VII.L;

- Discussion of how the proposed program will adhere to the organization's security policy; and
- Planned transition/exit strategy that transfers activities to host government institutions, local partners, and/or beneficiaries. This requirement is described in the *OFDA Guidelines for Proposals (2018)* Section V.C.

It is recognized that, in some programs, identification of specific teaming partners and sub-recipients cannot occur until after award and, hence, specific delineation of responsibilities and costs cannot be provided in the concept paper and/or application. Nevertheless, such information is, in fact, often known at the time the concept paper and/or application is being prepared. In order to reduce the post-award administrative burden of obtaining post-award approval for such sub-awards, and thereby facilitate program implementation and the achievement of results in the timeframe of the award(s), applicants are strongly encouraged to identify such teaming arrangements and sub-recipients in the technical/programmatic and cost/budget/management sections of their concept paper and/or application, if any, to the maximum practicable extent. When such organizations are identified, Letters of Intent, Letters of Agreement, or Memoranda of Understanding should be included in the concept paper and/or application.

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SECTION B: AWARD INFORMATION

1. Estimate of Funds Available and Number of Awards Contemplated

USAID/OFDA anticipates that up to approximately US \$6 million may be available to support the program described in this APS, although final funding levels will depend on content, quality, number of applications received, needs, availability of funding, and competing priorities.

Concept note applications have a budget ceiling of US \$6million; however smaller budgets will also be considered. As noted above, final funding levels will be determined based on a range of criteria and conditions. Applicants may be required to revise their budget/project based on concept note feedback. Applicants are encouraged to keep costs reasonable in relation to the **scope of their proposed activities.**

USAID/OFDA intends to award a Cooperative Agreement pursuant to this notice of funding opportunity reflecting substantial involvement measures in the implementation of the selected program. However, USAID/OFDA reserves the right to make a single award or multiple awards or to fund parts of applications, or not to make any awards at all. Issuance of this APS does not constitute an award commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for any costs incurred in the preparation and submission of any application.

2. Start Date and Period of Performance for Federal Awards

The period of performance anticipated herein is for up to thirty-six (36 months), from the date of award. USAID/OFDA reserves the right to incrementally fund activities over the duration of the program, if necessary, depending on program length, performance against approved **program indicators, and availability of funds.** Applicants are encouraged to keep costs reasonable in relation to the scope of their proposed activities, recognizing that the total funding under this APS will cover a range of efforts.

USAID/OFDA will not consider an application above a maximum amount of \$6 million USD.

3. Substantial Involvement

USAID/OFDA plans to negotiate and make an assistance instrument known as a Cooperative Agreement (CA) with the apparently successful Applicant for this program. A Cooperative Agreement implies a level of “substantial involvement” by USAID/OFDA. This substantial involvement will be through the Agreement Officer (AO), except to the extent that the Agreement Officer delegates authority to the Agreement Officer’s Representative (AOR) in writing. The intended purpose of the substantial involvement during the Award is to assist the Recipient in achieving the supported objectives of the Award.

The anticipated substantial involvement elements for the Award are listed below (this list does not include approvals required by Standard Mandatory Provisions for U.S. and Non-U.S. NGOs or other applicable law, regulation or provision):

- a. USAID/OFDA approval of the recipient's detailed implementation plans that include start up and implementation activities (limited to not more frequently than annually);
- b. USAID/OFDA approval of specified key personnel (limited to 5 positions or 5% of the recipient's total team size, whichever is greater).
- c. USAID/OFDA and recipient collaboration or joint participation which includes one or more of the following:
 - Collaborative involvement of selection of advisory committee members (USAID/OFDA will also be a member), if applicable;
 - USAID/OFDA concurrence on the selection of sub-award recipients and/or the substantive technical/programmatic provisions of sub-awards; All sub awards not included and approved in the original Cooperative Agreement require approval per 2 CFR 200.308(c)(6);
 - USAID/OFDA approval of an annual program monitoring and evaluation [M&E] plan (which will also be reviewed as part of the work plan); and
 - USAID/OFDA monitoring to permit direction or redirection because of interrelationships with other projects.

4. Title to Property

Property title under the resultant agreement shall vest with the recipient in accordance with the Requirements of 2 CFR 200.310 – 2 CFR 200.316.

5. Authorized Geographic Code

The geographic code for this program is 935.

6. Purpose of the Award

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the “Augmenting Capacity for Humanitarian Emergencies of Infectious Diseases with Epidemic or Pandemic Potential” which is authorized by Federal statute.

The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award. The Recipient using its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of

sound organization and management techniques may be necessary in order to assure proper and efficient administration of the resulting award.

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SECTION C: ELIGIBILITY INFORMATION

1. Eligible Applicants

The following types of organizations may apply for USAID/OFDA funding under this NFO:

a. Types and Nationalities of Organizations

1. U.S. and Non-U.S. Non-Profit Organizations

Qualified U.S. and non-U.S. non-profit organizations may apply for OFDA funding under this APS. Foreign government-owned parastatal organizations from countries that have certain legal restrictions for receiving assistance under the FAA or related appropriations acts are ineligible.

1. U.S. and Non-U.S. For-Profit Organizations

Qualified U.S. and non-U.S. for-profit organizations may apply for OFDA funding under this APS. Foreign government-owned parastatal organizations from countries that have certain legal restrictions for receiving assistance under the FAA or related appropriations acts are ineligible.

Potential for-profit applicants should note that, pursuant to 2 CFR 200.400(g) and 2 CFR 700.13, the payment of fee/profit to the prime recipient under grants and cooperative agreements is prohibited. However, if a prime recipient has a contract with a for-profit organization for the acquisition of goods or services (*i.e.*, if a buyer-seller relationship is created), fee/profit for the contractor may be authorized.

1. U.S. and Non-U.S. Colleges and Universities

Qualified U.S. and non-U.S. colleges and universities may apply for OFDA funding under this APS. USG and USAID regulations generally treat colleges and universities as NGOs, rather than governmental organizations; hence, both public and private colleges and universities are eligible. Non-U.S. colleges and universities in countries that have certain legal restrictions for receiving assistance under the FAA or related appropriations acts are ineligible.

1. U.N. Agencies

U.N. agencies may apply for USAID/OFDA funding under this NFO.

1. Other USG Agencies

USG departments and agencies may not apply for USAID/OFDA funding under this NFO.

b. Registration as a Private Voluntary Organization (PVO)

Pursuant to ADS 251.3.2 (a) (6), applicants do not need to be registered with USAID as a PVO to be eligible for funding under this APS.

USAID/OFDA will not accept applications from individuals. All applicants must be legally recognized organizational entities under applicable law. Applicants must complete all required steps (if any) with the host government to legally operate their program before implementing their program. The eligibility requirement is restricted to legally recognized organizational entities under applicable law.

The eligibility requirements below apply to both the principal Applicant and to any organization with which the principal Applicant may choose to use as a sub-awardee).

USAID welcomes applications from organizations which have not previously received financial assistance from USAID.

Applications for renewal or supplementation of existing projects are eligible to compete with applications for new Federal awards.

Applicants must have established financial management, monitoring and evaluation processes, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations. The successful applicant(s) will be subject to a responsibility determination assessment (Pre-award Survey) by the Agreement Officer (AO).

The Recipient must be a responsible entity. The AO may determine a pre-award survey is required to conduct an examination that will determine whether the prospective recipient has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award.

2. Cost Sharing or Matching

Applicants are not required to include cost-share funding. However, applications that include additional in-kind and/or cash contributions from non-USG sources will be more competitive, since cost-sharing demonstrates a strong commitment to the planned activities and will be reviewed under the “cost-effectiveness” evaluation criterion. Cost-sharing will be subject to 2 CFR 200.306 and 2 CFR 700 and the Standard Provision entitled “Cost Sharing (Matching)” for U.S. non-governmental organizations (NGOs) or the Standard Provision entitled “Cost Share” for non-US NGOs.

3. Other

The applicant may only submit one application under this notice of funding opportunity. This is limited to the submitting organization and to the individual investigator/program director.

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SECTION D: APPLICATION AND SUBMISSION INFORMATION

1. Agency Point of Contact

Email: 720FDA18APS00001@ofda.gov

Questions and Answers:

All questions regarding this Annual Program Statement should be submitted in writing to 720FDA18APS00001@ofda.gov no later than April 3, 2018 by 1600 hrs. [EDT] hours to provide sufficient time to address the questions and incorporate the questions and answers as an amendment to this APS. Any information given to a prospective Applicant concerning this NFO will be furnished promptly to all other prospective Applicants as an amendment to this NFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective Applicant.

2. Content and Form of Application Submission

Applicants are expected to review, understand, and comply with all aspects of the NFO. The application package can be accessed at www.grants.gov.

All questions and applications must be submitted electronically to 720FDA18APS00001@ofda.gov.

Applicants can only submit one (1) application.

Copies in zip format may not be submitted since they are automatically quarantined by USAID's computer security system.

Potential applicants should not have any contact with USAID/OFDA regarding the submission of the subject APS except as described in the paragraph above.

For the purposes of the NFO, the term "Applicant" is used to refer to the legal entity or organization submitting the application. The application received by the closing date and time referenced on the Cover Letter will be reviewed for responsiveness to the guidance set forth below, including, but not limited to, the application format. Applications that are incomplete or not directly responsive to the terms, conditions, and provisions of the NFO may be eliminated from further consideration.

Pre-applications, letters of intent, or white papers are not required and will not be considered.

Applications shall be prepared in English. Applications in any other language shall be eliminated from further consideration. All application documents must be submitted in English in size 12 Times New Roman font, including all text in tables or charts. Narratives should be prepared in Microsoft Word with print areas set to 8.5 x 11 inch, letter-sized paper with one-inch margins, left justification. Footers must be included on each page with page numbers, date of submission

and applicant name. Applications should be prepared in Word 2000 or newer versions and/or Excel 2000 or newer versions.

Spreadsheets should be prepared in Microsoft Excel, with print areas set to 8.5 x 11 inch, letter-sized paper. Official (signed) documents, memoranda and certifications may be submitted as Adobe PDF files.

Faxed applications and hard copies are not acceptable.

The full application, by USAID/OFDA invitation only, should be submitted in two parts:

- Technical Application; and
- Cost Application.

These parts shall be prepared according to the structural format set forth below.

Any erasures or other changes to the application must be initiated by the person signing the application. Applications signed by an agent on the behalf of the Applicant shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the M/OAA/DCHA/OFDA.

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes, should mark the title page with the following legend:

“This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate the application. However, if a grant is awarded to this Applicant as a result of – or in connection – the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets **{insert sheet numbers}** and, mark each sheet of data it wished to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application.”

For an application sent by multiple emails, please indicate in the subject line of the email whether the email relates to the technical or cost application, and the desired sequence of multiple emails (if more than one is sent) and of attachments (e.g. "No. 1 of 4", etc.). For example, if the cost application is being sent in two emails, the first email should have a subject line which says: "720FDA18APS00001, [organization name], Cost Application, Part I of 2". Each email should not exceed 20 MB.

All applications received by the closing date and time referenced on the Cover Letter will be reviewed for responsiveness to the Notice of Funding Opportunity and the application format.

No addition or modifications will be accepted after the closing date and time referenced on the Cover Letter.

USAID/OFDA understands that the information in the concept note will be preliminary and may be revised or updated in the full application (if requested by USAID/OFDA).

USAID/OFDA will request a full application by invitation only, should USAID/OFDA determine an applicant's concept paper is successful.

The *2018 USAID/OFDA Guidelines for Proposals* can be found on the USAID/OFDA Resources website: https://www.usaid.gov/sites/default/files/documents/1866/USAID-OFDA_Proposal_Guidelines_February_2018.pdf. (Please refer to the online website for any changes or updates to the USAID/OFDA Guidelines for Proposals.) Note that the guidance and requirements outlined in the APS supersede the *2018 USAID/OFDA Guidelines for Proposals*. However, the *2018 USAID/OFDA Guidelines for Proposals* are applicable regardless of whether USAID/OFDA solicits applications (such as the APS) or whether an organization submits an unsolicited application. Thus, in order to prevent unnecessary redundancies, parts of the APS may refer potential applicants to those *2018 USAID/OFDA Guidelines for Proposals* and/or may specify that is an explicit exception to those *2018 USAID/OFDA Guidelines for Proposals*. In the event of any inconsistencies between the APS and the *2018 USAID/OFDA Guidelines for Proposals*, the APS shall prevail.

3. Application Submission Procedures

USAID/OFDA requires applicants to submit a brief concept note, prior to submitting a full application if requested by USAID/OFDA. Concept notes will be reviewed after all submissions are received by the deadline stated on page one of this APS. The review process is "Go/No Go." Decision will be made based upon the criteria set forth below.

If all criteria are satisfactorily met, USAID/OFDA will then consider the following factors: the current and planned level of U.S. Government support for the program, the availability of resources, and other current and projected emergency needs.

If applicants successfully meet the conditions listed in section A and if the other factors are not a constraint, applicants will then be requested to submit full applications for the proposed program(s) (or portion(s) thereof). The request for a full application is not a commitment by USAID/OFDA to fund the proposed program. The decision to submit a full application is at the applicant's sole discretion.

It is the Applicant's responsibility to ensure that all necessary documentation is complete and received on time. USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions.

Concept note reviews are anticipated to be completed on/about June 15, 2018. All applicants will be notified of the results of USAID/OFDA's review of the concept notes. Unsuccessful

applicants will be notified as soon as possible as the decision is made to not invite a full application from that applicant.

A. Concept Note Format

Concept notes should not exceed 10 pages, excluding the cover letter described below. Concept notes that exceed this page limit will be rejected without review. In addition to the 8-page narrative, applicants should submit a one-page budget summary, as described below.

Cover Letter/Introduction (One Page)

- a) APS Number;
- b) Project Title;
- c) Name and address of the applicant organization;
- d) Type of organization (e.g., non-profit, university, etc.);
- e) Contact point (phone and e-mail) of authorized representative;
- f) Names of other organizations (USAID, other USG and non-USG) to which the applicant has submitted or plans to submit the application and/or which are funding the proposed activity;
- g) Name of any subpartners, if applicable or identified and
- h) Signature of authorized representative of the applicant who is empowered to obligate the applicant.

Technical Information (Not to Exceed 8 Pages)

- a) Background and Context: not to exceed 1 page
- b) Program Methodology: not to exceed 3 pages
- c) Program Implementation: not to exceed 3 pages
- d) Institutional Capacity and Capability: not to exceed 1 page

Cost Information (Not to Exceed 1 Page)

- a) Provide the estimated cost for the entire program, including allocation between proposed sectors; the two objectives; management; monitoring and evaluation; and other direct costs, as well as indirect costs, in the budget.

B. Full Proposal Format

i. Technical Application

The technical application will be the most important factor for consideration in selection for award of the proposed Cooperative Agreement. The technical application should be specific, complete and presented concisely. The application should demonstrate the Applicant's capabilities and expertise with respect to achieving the goals of this program. The application should take into account the requirements of the program and evaluation criteria found in this NFO.

The Technical Application should be in English no less than 12 font size; charts, tables and spreadsheets no less than 10 font size and font type, single space, the 30 page limit does not include the following:

- Table of Contents;
- Dividers;
- Appendices or Attachments listed below in #9. The number of pages for all Appendices and Attachments must not exceed 25 pages.

The technical application shall include the following sections:

(1) Cover Page

The Cover Page should include the following:

- a. Program title;
- b. Request for Applications reference number;
- c. Name of organization (s) applying for the agreement;
- d. Any partnerships; and
- e. Contact person, telephone number, fax number, address, and types name(s) and title(s) of person(s) who prepared the application, and corresponding signatures.

(2) Table of contents that follows the technical application format outlined herein.

| | | |
|---|---|----------|
| 1 | Cover Page | 1 page |
| 2 | Executive Summary | 1 page |
| 3 | Program Strategy and Approach | 10 pages |
| 4 | Justification for Proposed Interventions | 5 pages |
| 5 | Institutional Capacity, Experience, and Key Personnel | 5 pages |
| 6 | Coordination | 5 pages |
| 7 | Total Page Limit for Application Section | 30 pages |

| | | |
|---|---------------------------|---|
| 8 | Past Performance | 3 pages |
| 9 | Appendices or attachments | Include as Appendix (not exceed 25 pages) |

ii. Cost Application

The cost/management application must provide a detailed/itemized budget in MS Excel, as described in Section VI.A of the *2018 USAID/OFDA Guidelines for Proposals*.

Also see the Sample Detailed Budget at <https://www.usaid.gov/what-we-do/working-crises-and-conflict/crisis-response/resources/guidelines-proposals>.

The cost/business application should contain the budget categories: as shown on the SF-424A.

1. The budget must have an accompanying detailed budget narrative and justification that provides in detail the total program amount for implementation of the program your organization is proposing. The budget narrative should provide information regarding the basis of estimate for each line item, including reference to sources used to substantiate the cost estimate (e.g. organization's policy, payroll document, and vendor quotes, etc.).
2. A budget for each program year with an accompanying detailed budget narrative which provides in detail the total costs for implementation of the program. The budget must be submitted using Standard Form 424 which can be downloaded from the following web site at: <http://apply07.grants.gov/apply/FormLinks?family=15>
3. A breakdown of all costs associated with the program according to the costs of, if applicable, headquarters, regional and/or country offices.
4. Applicants who intend to utilize contractors or sub-awardees should indicate the extent intended and a complete cost breakdown. Extensive contracts/agreement financial plans should follow the same cost format as submitted by the primary Applicant. A breakdown of all costs according to each partner organization, contract or sub-awardee involved in the program should be provided.

If the Applicant has established a consortium or another legal relationship among its partners, the Cost/Business application must include a copy of the legal relationship between the parties. The agreement should include a full discussion of the relationship between the Applicant and Sub-Applicant(s) including identification of the Applicant with whom USAID will work with for purposes of Agreement administration, identity of the Applicant which will have accounting responsibility, how Agreement effort will be allocated and the express agreement of the principals thereto to be held jointly and severally liable for the acts or omissions of the other. *Pursuant to 2 CFR 200 Contract* means a legal instrument by which the Applicant purchases property or services needed to carry out the project or program under a resulting award. The term does not include a legal instrument when the substance of the transaction meets the definition of

a Federal award or sub-award (see § 200.92 Sub-award), even if the Applicant considers it a contract. The Applicant must describe the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting proposed by the contractor, and the quality of its record of past performance for similar work. For-profit contract organizations that work under the award and do not meet the above definition of a sub-awardee are eligible for profit/fee.

5. The Applicant must submit a Negotiated Indirect Cost Rate Agreement NICRA if the organization has such an agreement with an agency or department of the U.S. Government. If no NICRA the Applicant should submit the following:

Reviewed Financial Statements Report: a report issued by a Certified Public Account (CPA) documenting the review of the financial statements was performed in accordance with Statements on Standards for Accounting and Review Services; that management is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework and for designing, implementing and maintaining internal control relevant to the preparation. The account must also state the he or she is not aware of any material modifications that should be made to the financial statements; or

Audited Financial Statements Report: An auditor issues a report documenting the audit was conducted in accordance with Generally Accepted Auditing Standards (GAAS), the financial statements are the responsibility of management, provides an opinion that the financial statements present fairly in all material respects the financial position of the company and the results of operations are in conformity with the applicable financial reporting framework (or issues a qualified opinion if the financial statements are not in conformity with the applicable financial reporting framework).

6. Cost sharing is suggested (that is, voluntary) but not required.

7. The business section of the cost/business application should include:

1. Required assurances, certifications and representations
2. Evidence of responsible the Agreement Officer can use to determine the Applicant
 - a. Has adequate financial resources or the ability to obtain such resources as require during the performance of the award;
 - b. Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the Applicant;
 - c. Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;
 - d. Has a satisfactory record of integrity and business ethics; and
 - e. Is otherwise qualified and eligible to receive a Cooperative Agreement under applicable laws and regulations (e.g., EEO).

3. Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).

4. Statutory and Regulation Certifications: The Applicant shall complete the certifications in Section IV, B. Required Certifications and sign and date in the signature space provided. The signed and dated printout must then be submitted with the application as an annex to the cost application. Original signed hardcopy of the certifications will be requested from the successful applicant prior to the agreement award.

Potential Request for Additional Documentation

Upon consideration of award or during the negotiations leading to an award, Applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to make an affirmative determination of responsibility. Applicants should not submit the information below with their applications. The information in this section is provided so that Applicants may become familiar with additional documentation that may be requested by the Agreement Officer:

The information submitted should substantiate:

1. By laws, constitution, and articles of incorporation, if applicable; and
2. Whether the organizational travel, procurement, financial management, accounting manual and personnel policies and procedures, especially regarding salary, promotion, leave, differentials, etc., submitted under this section have been reviewed and approved by any agency of the Federal Government, and if so, provide the name, address, and phone number of the cognizant reviewing official.

Required Certifications

All proposals must include the complete, current, and signed Certifications and Assurances package (ADS-303.3.8), which is available at <http://www.usaid.gov/what-we-do/working-crises-and-conflict/crisis-response/resources>.

Unique Entity Identifier and System for Award Management

USAID may not award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements. Each applicant is required to:

- (i) Be registered in SAM before submitting its application via www.sam.gov. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient;
- (ii) Provide a valid unique entity identifier in its application; and

(iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

It is the Applicant's responsibility to ensure that all necessary documentation is complete and received on time.

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SECTION E: APPLICATION REVIEW INFORMATION

Applications will be reviewed jointly by OFDA/Washington and OFDA field staff in accordance with the following merit review criteria. Other USAID staff, USG agencies, OFDA consultants, and other partners may also be invited to review applications on a case-by-case basis provided that such participation does not create conflict of interest, and further provided that information contained in applications will be used only for evaluation purposes and will not be disclosed outside OFDA. Award(s) will be made to organization(s) whose application(s) offer the best technical value as sufficiently and realistically supported by the proposed budget and with past performance and cost having been considered to USAID.

In accordance with ADS 303.3.6.2d, this NFO will utilize a multi-tiered competition system under which applicants will first submit brief concept papers. These concept papers will be reviewed and evaluated by USAID/OFDA in accordance with the evaluation criteria below to determine whether OFDA would consider funding the applicant's conceived program, without imposing the burden of preparing full applications initially.

Applicants adjudged to have submitted the best concept paper(s) will then be requested to submit full applications for the conceived program (or portion thereof). Such a request is not a commitment by OFDA to support the conceived program (or portion thereof) does not guarantee that OFDA will fund a full application after it is submitted.

The decision as to whether to submit a full application is at the applicant's sole discretion. Full applications will be evaluated in accordance with the criteria set forth below. After evaluation of the applications, either award(s) will be made, or, if deemed necessary or desirable by OFDA, written and/or verbal discussions/negotiations will be conducted with applicants that submit the most highly rated applications. After the conclusion of any such discussions/negotiations, such applicants will, unless otherwise advised, be required to submit a revised application, which will be re-evaluated against the criteria set forth in Section V.3 below. Ordinarily, award(s) will be made after the first round of any such discussions/negotiations and revised applications; however, OFDA reserves the right to conduct subsequent rounds of discussions/negotiations and revised applications, and to limit the number of applicants with whom such discussions/negotiations would be conducted and revised applications requested.

To be competitive under this funding opportunity, applications must be fully responsive to all directions in this APS document, as well as to the USAID/OFDA-specific focus points outlined below.

Applicants should retain for their records a copy of all enclosures that accompany their application.

Recognizing that various approaches may have merit, this NFO seeks an implementing partner that, on the basis of its experience, can propose cost-effective ways of implementing this program. For overall evaluation purposes, technical factors when combined are considered significantly more important than cost/price factors. USAID may reject all applications if they are not deemed sufficiently responsive.

I. Concept Note Evaluation Criteria

The Concept Papers will be reviewed and evaluated based on the extent to which they convincingly describe the following (listed in a descending order of importance):

1. Program significance, objectives, methodology and impact:

- a. The Concept Paper clearly addresses the objectives, and outcomes of the selected programmatic sectors outlined in the NFO: Health, Protection, WASH and Agriculture and Food Security, and action research in order to inform current and future programming; and
- b. The program implementation approach, partner organizations for the consortium, analyses and timeline are practical, logical and feasible from a technical perspective and in terms of achieving the program objective and outcomes.

2. Institutional capacity, collaboration and coordination:

- a. The Concept Paper demonstrates that the applicant has an adequate management and institutional capacity to successfully conduct and manage the program, the ability to coordinate and collaborate with other actors to span across geographic spaces, regionally and country-wide and the experience with infectious diseases and pandemic preparedness, readiness and response programming in scaling up and augmentation; and
- b. The past performance and capability of the applicant organization to implement the activities efficiently and effectively.

3. Strengthens and protects local capacity:

- a. The Concept Paper presents a realistic and sound approach for building and protecting local capacity to sustain and scale up efforts.

4. Sustainability and Cost:

- a. The degree to which the Concept has potential for sustainability beyond the program period; and
- b. The degree to which costs are realistic and demonstrate an effective and efficient use of resources.

II. Full Proposal Evaluation Criteria

Applications will be reviewed by USAID/OFDA in accordance with the evaluation criteria for the proposals listed below (listed in descending order of importance where the Program Strategy and Approach is the most important factor). The sub-factors listed under each criterion below are intended to further explain the relevance of the evaluation factor and will not be scored individually. Award(s) will be made to organization(s) whose application(s) offer the best value to USAID.

A. Technical Evaluation

1. Technical Merits and Program Description (Program Strategy and Approach)

In the Technical Description, applicants should clearly identify and spell out their technical approach and implementation plan, the inclusion of core and cross-cutting priorities, and the consortium management and monitoring plan. Applicants should carefully describe their Technical Approach and Implementation Plan that is consistent with the APS objectives, and provides sufficient level of detail to evaluate the coherence of program activities as well as the proposed indicators. Additionally, applicants should identify how the consortium will maximize and utilize partner sectoral and geographic expertise for the proposed technical interventions and activities proposed. A successful consortium will need to have a clear management plan for programming that happens in another country, articulate a section on remote management, and demonstrate how local NGOs will be managed, and how the consortium plans to address capacity building for preparedness and readiness. Applicants should also provide an impact-measuring M&E Plan. Applications will be evaluated based on a summation of scores for each of these areas, described in greater detail below.

Sub-Criterion 1: Technical Approach and Implementation Plan

- The application provides sufficient detail for the concrete understanding of methods to be used and technical appropriateness that address APS objectives.
- Appropriateness and technical soundness of proposed methods and activities to addressing needs and the objectives of the APS within the proposed timeframe, including clear and logically presented activities, outputs, outcomes, and result targets with implementation/work plan.
- Demonstrated level of innovation, creativity, collaborative learning and in the program design and implementation.
- Identification of partner organizations for the consortium and how the consortia partners were selected based on criteria, i.e. capacity and technical needs, potential, technical focus, geographic relevance and areas of program support.
- Strengthening systems in place to allow for sustainability of preparedness and readiness at the local, sub-national, national and regional levels for an infectious disease response that reaches the scale of a humanitarian emergency.
- Past experience preparing, planning and implementing infectious diseases and pandemic humanitarian responses.

Sub-Criterion 2: Inclusion of Core and Cross-Cutting

- Gender and protection analysis, mainstreaming and integration are clearly addressed throughout the Program Strategy and Approach.
- Integration of conflict sensitive approaches, including a demonstrated understanding of how conflict and power dynamics shape the context in proposed area(s).
- Demonstrated ability to provide oversight and technical assistance to relevant partners under the program.

Sub-Criterion 3: Management and Monitoring Plan

- Proposed management plan for reasonableness, feasibility, and potential to fulfill technical, coordination, and communications requirements between applicant, partners, relevant USG agencies and any possible sub-awardees for the core and sub-award components.
- Proposed methodology for procurement is comprehensive and clear.
- Strength and realism of a rigorous monitoring, evaluation, accountability and learning (MEAL) system and plan, to measure outcome, output, results and impact of the both the program and the consortium
- Demonstrated technical and operational capacity to fulfill capacity building and integration of assessments, evaluations, learning products and implementation research to advance learning in the humanitarian and development community, accompanied by plans for dissemination.

2. Justification for Proposed Intervention(s)

Applications should clearly demonstrate identified needs and vulnerabilities and propose appropriate, feasible responses. Clearly link the way the proposed activities mitigate or address identified needs, and the consortium's theory of change and logic of need prioritization. The applications will be evaluated based on the justification provided for the proposed program in terms of on each of the evaluation criterion below:

Sub-Criterion 1: Identified Needs and Vulnerabilities

- Identified and quantified need(s) based on assessments or surveys using sound methodology, and the appropriateness of proposed intervention(s) to meeting those needs.
- The extent of the applicant's attempt to obtain historical and/or baseline data and consultation with targeted local communities and relevant stakeholders prior to submission of the application and incorporation of their concerns and needs into the application.
- Demonstrated understanding of the political, cultural, social, and institutional norms in selected locations.

Sub-Criterion 2: Appropriateness of Response

- The extent to which activities target identified needs and fill gaps in current humanitarian programs.
- The extent to which humanitarian response is implemented rapidly and in line with infectious diseases and pandemic preparedness and readiness standards.

3. Institutional Experience, Capability and Key Personnel

Applications should provide a brief overview of how the consortium members have learned to program under the context illustrated in the APS. As such, applicants should show adjustments made from experience, highlighting areas of competence and identifying how current positioning might give consortium members a competitive advantage. Applicants should provide a list of history of performance of all consortium members by contracts, grants, or cooperative agreements involving similar or related programs during the past three years. The reference information for

these awards must include the performance location, award number (if available), a brief description of the work performed, and a point of contact list with current email addresses and telephone numbers. USAID/OFDA may also contact references other than those provided in the application. Applicants will also be evaluated based on their institutional capability, experience, and key personnel, specifically:

- Contextual knowledge of infectious diseases and pandemic responses and of the countries and specific geographic region of the proposed intervention, including political, economic, cultural, social, and institutional norms.
- The applicant's capability and competence in the activities being proposed, including the ability to begin implementation expeditiously and collaboratively to achieve sustainable results.
- Institutional experience will be taken into consideration to assess the extent to which the consortium members convincingly demonstrate a history of similar programs implemented and overcoming similar contextual challenges.
- Demonstrated relevant experience, technical expertise and record in managing awards (U.S. and/or other donors) successfully to achieve results on similar programs through history of performance record, including sector expertise that demonstrate your organization's success in implementing similar programs, as well as relationships with U.S. and host government authorities and target stakeholders and populations (see the *OFDA Guidelines for Proposals (2018)* Section VII.R.2).
- The applicant demonstrates that staff plan with rationale for proposed key roles and responsibilities of personnel in support of each activity and management structure have requisite experience and expertise to meet or exceed the attributes specified in the APS.
- Organizational strength to plan for and implement contextual risk mitigation and accompanying mitigation measures, as well as quickly identify and respond to developing incidents.

4. Coordination

Applicants should document the degree to which the proposed response has been developed in coordination with local institutions, host governments, and humanitarian clusters. Each applicant is required to provide information on any funding from other donors or programming on infectious diseases and pandemic preparedness and response for itself and each proposed sub-applicant in the technical application. In regards to coordination among the consortium, during the concept note phase, clearly describe teaming structure and provide letters of intent; in the proposal, provide letters of agreement/memorandums of understanding. Applications will be reviewed in terms of the described level of coordination, specifically:

- An overview of how the proposed interventions will sequence, layer, synergize, integrate and deconflict with other planned or ongoing humanitarian and development initiatives (e.g. those of the applicant and other partners/donors,) in the area of operation – regional, national, sub-national, including the realism and quality of the proposed approach to feeding into the humanitarian coordination, cluster system or initiatives for infectious diseases preparedness and response amongst proposed beneficiary populations.

- Demonstrated adherence to processes, guidelines and policies established by appropriate host government institutions and/or international agencies.
- Extent to which local institutions, organizations or beneficiary groups are included in program planning and implementation.
- Plans for recording, sharing and integrating program challenges/lessons learned to the relevant infectious diseases and pandemic humanitarian response space.

5. Cost Evaluation (Cost effectiveness and Realism)

Proposed costs are not a scored competitive factor, but will be evaluated for general reasonableness, effectiveness, realism, fairness, necessity, allowability, and allocability of proposed interventions:

- Cost-effectiveness and realism of proposed interventions and whether they achieve the proposed program objectives activities and lead to improved preparedness to respond to large scale infectious disease outbreaks with stated budget.
- Fraud prevention mechanisms and accountability.

6. Security Plan and Other Contingencies (Required, but rated as Pass/Fail)

Applications will be reviewed to determine adherence to required security components as identified in the *OFDA Guidelines for Proposals (2018)* Section VII.L and based on:

- Applicant's assessment of the security situation in the proposed area of implementation and if the planned program and budget are structured accordingly.
- Discussion of how the proposed program will adhere to the organization's security policy.
- Applicant's contingency plan in the event activities are suspended or halted as a direct result of insecurity.

Review and Selection Process

USAID will conduct a merit review all applications received that complies with the instructions in this NFO. Recognizing that various approaches may have merit, this APS seeks an implementing partner that, on the basis of its experience, can propose cost-effective ways of implementing this program. For overall evaluation purposes, technical factors when combined are considered significantly more important than cost/price factors. USAID may reject all applications if they are not deemed sufficiently responsive.

A. Technical Evaluation committee will review the applications based upon the criteria stated above in descending order of importance.

The applicants are strongly encouraged to partner with locally based organizations. However, as a condition for approval for an award, the applicant will have to certify that a review of the organization has been undertaken to confirm that it has the systems, internal controls, staffing and financing to be determined as responsible in terms of its ability to implement the award.

B. Cost Evaluation

While Cost is less important than technical and is not weighted, however, the cost applications of the apparently successful technical applications will be evaluated for cost effectiveness including the level of proposed cost share. Other considerations are the completeness of the application, adequacy of budget detail and consistency with elements of the technical application. In addition, the organization must demonstrate adequate financial management capability, to be measured for a responsibility determination.

The application with the lowest estimated cost may not be selected if award to a higher priced technical application offers a greater overall benefit for the program. All evaluation factors other than cost or price, when combined, are significantly more important than cost. However, estimated cost is an important factor and the estimated cost to the Government increases in importance as competing applications approach equivalence and may become the deciding factor when technical applications are approximately equivalent in merit.

Cost estimates will be analyzed as part of the application evaluation process. Proposed costs may be adjusted, for purposes of evaluation, based on results of the cost analysis and its assessment of reasonableness, allowability and allocability.

Cost Sharing

Applicants are not required to include cost-share funding. However, applications that include additional in-kind and/or cash contributions from non-USG sources will be more competitive, since cost-sharing demonstrates a strong commitment to the planned activities. Leveraged non-USAID resources from private firms and institutions (such as equipment, training, level of effort and any in-kind contributions) may be considered part of cost share. Cost sharing may be also demonstrated either through direct funding, beneficiary contributions, in-kind assistance, or a combination thereof. USAID shall make the final determination and assess whether or not the Applicants cost share contributions (e.g. categories or items) meet the standards set in 2 CFR 200.

Cost share is defined by USAID as “contributions, both cash and in-kind, which are necessary and reasonable to achieve program objectives and which are verifiable from the Recipient’s records.” Cost sharing also refers to that portion of a program cost not borne by the USG. Such funds may be mobilized from the recipient; other multilateral, bilateral, and foundation donors; host governments; and local organizations, communities and private businesses that contribute financially and in-kind to implementation of activities at the country level. Examples of cost share for this program may include the provision of technical assistance, commodities, distribution networks, staff salaries, and other sources of support. Cost share must be verifiable from the Recipient’s records, is subject to the requirements of 2 CFR 200.306 and 2 CFR 700.1, and is subject to audit. A Recipient’s failure to meet its cost share requirement can result in disallowed costs.

Recipients must be aware that all cash contributions and non-Federal third party in-kind contributions must meet all the criteria set forth in 2 CFR 200.306 and 2 CFR 700.1. Recipient

cost share may be in any combination of in-kind support, staff salaries, waiver of overhead, etc. Awards will be made to responsible Recipients whose applications offer the greatest value, cost and other factors (i.e. technical evaluation criteria) considered.

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SECTION F: AWARD AND ADMINISTRATION INFORMATION

1. Federal Award Notices

Successful Applicants

(a) USAID may notify the apparently successful applicant(s) that it (they) has (have) been recommended for funding, but only a signed award will constitute an obligation by USAID to reimburse any costs incurred in the performance and implementation of a project/program. The signed award(s) will be e-mailed to the successful applicant(s).

(b) The USAID Agreement Officer is the only individual who may legally obligate USAID to the expenditure of public funds. The Agreement Officer may authorize pre-award costs in accordance with USAID/OFDA Guidelines for Proposals and 2 CFR 200.209, but such pre-award costs will be incurred at the applicant's sole risk in the event that an award is not signed by the Agreement Officer, or is less than the amount proposed by the applicant.

Unsuccessful Applicants

(a) Notifications to Unsuccessful Applicants

(1) Concept Papers

Once USAID decides which applicant(s) will be requested to submit a full application, USAID will notify all unsuccessful applicants that their concept papers were not accepted, and that a full application is not requested and will not be considered. The notification will briefly explain why USAID did not accept the concept paper.

(2) Applications

Once USAID decides which applicant(s) will not be considered for an award(s), USAID will notify all such unsuccessful applicants that they will not be considered further and briefly explain why USAID did not select their application. Within 10 working days after an unsuccessful applicant receives notice that USAID will not fund its application, the unsuccessful applicant may send a written request for additional information.

(b) Provision of Additional Information

(1) Additional information may be provided at the discretion of the USAID Agreement Officer. USAID, in its sole discretion, may respond orally or in writing.

(2) USAID's response will be limited to USAID's interest in supporting the applicant's program as proposed. USAID will explain the basis for its decision to Award of the agreement contemplated by this NFO cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While USAID anticipates that these procedures will be successfully completed, potential applicants are hereby

notified of these requirements and conditions for the award. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either a fully executed Agreement or a specific, written authorization from the Agreement Officer.

2. Administrative & National Policy Requirements

a. USAID Disability Policy and Accessibility Standards:

i. The Applicant's attention is directed to the *2018 USAID/OFDA Guidelines for Proposals*, Section VII.N., Disability Policy and Accessibility Standards. These policies have implications for both the program design and program budget.

b. Voluntary Survey on Faith-Based and Community Organizations:

i. The Applicant is encouraged, but is not required to submit USAID's Voluntary Survey on Faith-Based and Community Organizations, as described in the *2018 USAID/OFDA Guidelines for Proposals*, Section VII.Q.

c. Ineligible Goods and Services, Ineligible Suppliers, and Restricted Goods:

i. The Applicant's attention is directed to the *2018 USAID/OFDA Guidelines for Proposals*, Section VI.H., as well as ADS 312 and 313 (<https://www.usaid.gov/sites/default/files/documents/1876/312.pdf> and <https://www.usaid.gov/sites/default/files/documents/1876/313.pdf>). These rules and requirements may affect the program design, budget, timing of the Award, and/or timely program implementation and post-award administration. These rules do not apply to PIOs, if they choose to submit application, unless USAID is the sole contributor to a trust fund established by the PIO.

3. Reporting Requirements

a. Programmatic Reporting:

i. Programmatic reporting will be in accordance with OFDA's typical reporting schedule, which includes semi-annual, annual, and final reporting requirements and *2018 USAID/OFDA Guidelines for Proposals*:

https://www.usaid.gov/sites/default/files/documents/1866/USAID-OFDA_Proposal_Guidelines_February_2018.pdf

ii. Program reports should include the following information for each approved direct implementation activity and sub-award: indicator results (quantitative); photos; achievements; and challenges.

b. Financial Reporting and Payment:

i. Financial reporting will depend on the payment provisions of the Award, which cannot be determined until after the apparently successful Applicant(s) is/are selected. Advance payments will generally be made if the Applicant's systems, policies, and procedures

meet USG and USAID requirements (see 2 CFR 200.305, 2 CFR 700.7, 2 CFR 700.8 and 2 CFR 200.327). The apparently successful Applicant(s) will be required to have either a U.S. bank account or a correspondent U.S. bank account into which payments under the Award will be made.

4. Program Income

If the apparently successful Applicant(s) is/are a non-profit organization, any program income generated under the Award(s) will be added to OFDA funding (and any cost-sharing that may be provided) and used for program purposes. However, pursuant to 2 CFR 200.307, if the apparently successful Applicant is a for-profit organization, any program income generated under the Award(s) will be deducted from the total program cost to determine the amount of OFDA funding. Program income will be subject to 2 CFR 200.307 (U.S. NGOs) or the standard provision entitled "Program Income" for non-U.S. NGOs.

5. Branding Strategy and Marking Plan (BS/MP)

It is a Federal statutory and regulatory requirement (see Section 641, Foreign Assistance Act of 1961, as amended, and 2 CFR 700.348) that all overseas programs, projects, activities, public communications, and commodities that USAID partially or fully funds under an assistance award or sub-award must be appropriately marked with the USAID identity. Under 2 CFR 700.348, USAID requires the submission of a Branding Strategy and a Marking Plan by the "apparently successful Applicant." The apparently successful Applicant's proposed Marking Plan may include a request for approval of one or more exceptions to the marking requirements in 2 CFR 700.348.

NGO applicants are required to comply with 2 CFR 700.16 and USAID Automated Directive System (ADS) Chapter 320, Branding and Marking available at <https://www.usaid.gov/sites/default/files/documents/1868/320.pdf>. If concept notes are required under the APS, a BS/MP need not be included with the concept note. As an exception to the *2017 USAID/OFDA Guidelines for Proposals* Section VLF., applicants are encouraged, but are not required, to submit their BS/MP with their full proposal applications. Applicants who choose not to include their BS/MP with their application will not be penalized during the evaluation process, but should be aware that, if the Applicant is the/an apparently successful Applicant, the Applicant will be required to submit an acceptable BS/MP as a prerequisite for any resulting Award. This would delay any such Award, pending receipt and review of the Applicant's BS/MP. Moreover, because USAID's branding and marking requirements have cost implications, such costs should be included in the application budget even if the Applicant does not submit its BS/M P with the application.

6. Authorized Geographic Code

USAID's rule for the source of goods (other than "restricted goods," as described in ADS 312, <https://www.usaid.gov/sites/default/files/documents/1876/312.pdf>, and the nationality of suppliers of goods and services (other than delivery services, as described in ADS 314, <https://www.usaid.gov/sites/default/files/documents/1876/314.pdf>, which are financed by

USAID and procured by the recipient under the award(s) resulting from the NFO, are set forth in 22 CFR 228, <https://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf>.

The procurement rules do not apply to procurement by the recipient with cost-sharing or program income funds.

The authorized geographic code for the Award(s) resulting from this is 935. (USAID's procurement rules do not apply to awards to PIOs unless USAID is the sole contributor to a trust fund established by the PIO).

The Standard Provision entitled "USAID Eligibility Rules for Goods and Services" will apply.

7. Development Experience Clearinghouse Requirements

Applicants must refer to ADS 540 for detailed guidance on the submission of copies and reports and other information to USAID's Experience Clearinghouse (DEC) that they generate.

8. Environmental Compliance

Per 22 CFR 216.2 (b), international disaster assistance programs are exempt from environmental impact procedures outlined in sections 118 (b) and 621 of the Foreign Assistance Act of 1961. Based on this an IEE will not be required by awardees on the IDAP APS. This will be a categorical exclusion.

9. Code of Conduct

As a condition for any award resulting from this APS, applicants must adopt and submit a code of conduct that addresses the protection of beneficiaries of assistance from sexual exploitation and abuse in humanitarian relief operations and ensure that any sub-awardees also have adopted a code of conduct. Applicants must also submit a localizing paragraph describing how the code of conduct will be implemented in the proposed locality. Such code of conduct and localizing paragraph are described in the OFDA *Guidelines for Proposals (2018)* Section VII., Supporting Documentation.

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SECTION G: AGENCY CONTACTS

Potential applicants must not contact USAID/OFDA regarding this APS except as described in Section D of the NFO.

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