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JSI Research & Training Institute, Inc.

Issuance Date: **June 17, 2019**  
Deadline for Questions: **June 24, 2019 at 5PM EDT**  
Closing Date: **July 17, 2019 at 5PM EDT**  
Subject: **Partnerships Plus Call for Concept Papers No. PP-EI-002, “Advancing Protection and Care for Children in Adversity”**

The Partnerships Plus project invites qualified local and/or U.S.-based organizations, private voluntary organizations, non-governmental organizations, faith-based organizations, or universities to submit a Concept Paper as a first step in a competitive process for Advancing Protection and Care for Children in Adversity (Protect and Care) to support the achievement of the Objectives established in the U.S. Government Strategy on Children in Adversity, *Advancing Protection and Care for Children in Adversity* (APCCA), whose implementation is coordinated by the United States Agency for International Development’s (USAID) Center on Children in Adversity (CECA) and Displaced Children and Orphans Fund (DCOF), described in A.3.

The APCCA Strategy<sup>1</sup> seeks to achieve three evidence-based Objectives to improve the lives of the world’s most-vulnerable children: 1) Build Strong Beginnings, 2) Put Family First, and 3) Protect Children from Violence. Recognizing these three Objectives are connected and mutually reinforcing, this Call for Concept Papers seeks to achieve the following cross-cutting results, in line with the U.S. Government’s vision for a world in which all children thrive within protective, loving families.

**Result 1:** Promote nurturing and protective family care.

**Result 2:** Improve the safety, wellbeing and development of vulnerable children.

A total of \$2,000,000 USD is available. Partnerships Plus intends to award up to three subgrants, with no one award exceeding \$1,000,000. The actual number and size of subgrants under this call will be determined based on the content and responsiveness of the Concept Papers received, need/requirements of USAID and JSI, and availability of funds for the proposed activities. The period of performance for each subgrant shall not exceed 33 months.

In line with USAID’s New Partner Initiative,<sup>2</sup> new and underutilized organizations are encouraged to respond to this call. These can include U.S. and local community-based and faith-based partners, that have limited or no recent experience in working with, and receiving funds from USAID. Concepts will be accepted from both individual organizations and consortia with primary grantees and subgrantees.

**Please read the Call for Concept Papers in its entirety and ensure that the Concept Paper submitted addresses all of the items listed in the Concept Paper Instructions (Section B) and within the Technical Evaluation Criteria (Section C3).**

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<sup>1</sup> <https://www.childreninadversity.gov/>

<sup>2</sup> [https://www.usaid.gov/sites/default/files/documents/1868/USAID\\_NPI\\_Fact\\_Sheet\\_2019.pdf](https://www.usaid.gov/sites/default/files/documents/1868/USAID_NPI_Fact_Sheet_2019.pdf).

**Concept Papers must be submitted in English by July 17, 2019, at 5:00PM EDT.** Concept Papers submitted after the closing date/time will not be considered. One (1) electronic copy of the Concept Paper should be sent to [olga\\_cojocari@jsi.com](mailto:olga_cojocari@jsi.com). Multiple Concept Papers from one organization will not be accepted.

The Call for Concept Papers consists of this announcement and the following:

Section A – Program Description

Section B – Concept Paper Instructions

Section C – Eligibility and Selection Criteria

Attachment 1 – Concept Paper Template

Attachment 2 – Summary Budget and Budget Notes

Any questions concerning this solicitation should be submitted by email to [olga\\_cojocari@jsi.com](mailto:olga_cojocari@jsi.com) by **5PM EDT on June 24, 2019**. A list of all questions and the responses to these questions will be posted on [JSI website](#) by **June 28, 2019**. If you encounter problems accessing this Call for Concept Papers, please send an email to [olga\\_cojocari@jsi.com](mailto:olga_cojocari@jsi.com) immediately.

A two-step process may be used to determine the organization receiving the subgrant. The first step is the submission of a Concept Paper that will be evaluated by a technical committee. Funding decisions may be determined based solely on this first step. The second step, if necessary, is for the selected organization(s) to modify its application. All Concept Papers that meet the specified requirements and are received on or before the due date and time will be reviewed by a technical committee that will evaluate the Concept Papers according to the evaluation criteria provided within. The committee will determine whether to make a funding decision based upon the Concept Papers (step one) to invite selected organization(s) to update their application(s) (step two). Final subgrant amounts will be negotiated by Partnerships Plus, in consultation with USAID.

Any organization invited to submit an updated application will be provided with guidelines for the submission, including a due date and time.

Issuance of this solicitation, or the submission of a Concept Paper, does not constitute a grant commitment on the part of the United States Government (USG) and/or JSI nor does it commit the USG and/or JSI to pay for costs incurred in the preparation or submission of a Concept Paper. All of the parties noted herein reserve the right to choose not to fund any of the Concept Papers received. All recommendations for funding are contingent on the approval of the Agreement Officer's Representative (AOR) at USAID.

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

Sincerely,

Stephen Katz

Finance Director

Partnerships Plus Project

JSI Research & Training Institute, Inc.



**Partnerships Plus Call for Concept Papers No. PP-EI-002**

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### **Abbreviation List**

APCCA	U.S. Government Strategy: Advancing Protection and Care for Children in Adversity
AOR	Agreement Officer's Representative
CECA	Center on Children in Adversity
DCOF	Displaced Children and Orphans Fund
JSI	JSI Research and Training Institute, Inc.
IP	Implementing Partner
NICRA	Negotiated Indirect Cost Rate Agreement
NGO	Non-governmental Organization
PIO	Public International Organization
USAID	United States Agency for International Development
USG	United States Government

## **SECTION A: PROGRAM DESCRIPTION**

### **A1. Introduction and Project Results**

Partnerships Plus is a Cooperative Agreement funded by the United States Agency for International Development (USAID) and implemented by JSI Research & Training Institute, Inc. (JSI). The Partnerships Plus project aims to support community programs that seek to improve overall health of communities, especially in relation to children in adversity and habilitation/rehabilitation.

Partnerships Plus would like to partner with qualified local and/or U.S.-based organizations, private voluntary organizations, non-governmental organizations, faith-based organizations, or universities, to support the achievement of the Objectives established in the U.S. Government Strategy on Children in Adversity, *Advancing Protection and Care for Children in Adversity* (APCCA) under the United States Agency for International Development's Center on Children in Adversity (CECA) and (USAID) Displaced Children and Orphans Fund (DCOF), described in A.3.

This Call for Concept Papers seeks to address the following required overarching Results, in line with APCCA's stated Objectives to 1) Build Strong Beginnings, 2) Put Family First, and 3) Protect Children from Violence:

**Result 1:** To promote nurturing and protective family care, and

**Result 2:** To improve the safety, wellbeing and development of vulnerable children.

A total of USD \$2,000,000 is available. Under this call, Partnerships Plus anticipates awarding up to three subgrants, with no one award exceeding \$1,000,000. The actual number and size of subgrants under this call will be determined based on the content and responsiveness of the Concept Papers received, need/requirements of USAID and JSI, and availability of funds for the proposed activities. The period of performance for each subgrant shall not exceed 33 months. In line with USAID's New Partner Initiative, new and underutilized organizations are encouraged to respond to this call. These can include U.S. and local community-based and faith-based partners, that have limited or no recent experience in working with, and receiving funds from USAID. Concepts will be accepted from both individual organizations and consortia with primary grantees and subgrantees.

Given the relatively short implementation period and the fact that there will be no opportunity for extensions, Applicants are encouraged to propose interventions that build upon and/or complement existing efforts.

This document describes the purpose, application process, and selection criteria that will be used to review Concept Papers.

## **A2. Background/Justification**

Since 1989, USAID has provided financial and technical assistance to improve the safety, well-being, and development of especially vulnerable children (defined as under 18 years of age) for programming with children, families, communities, and government bodies through the Displaced Children and Orphans Fund (DCOF) and in more recent years through the Center for Children in Adversity (CECA). This support has sought to ensure that all funded activities build upon and contribute to the knowledge base of evidence concerning the most appropriate practices for ensuring appropriate care, protection, and development of children. There are active CECA-DCOF programs in Armenia, Cambodia, Colombia, Ghana, Kenya, Moldova, Rwanda, and Uganda.

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

Advancing Protection and Care for Children in Adversity: A U.S. Government Strategy for International Assistance (APCCA) is the prevailing guidance for U.S. Government Agencies and Departments regarding:

- The most-vulnerable newborns and young children,
- Children at risk of losing or living outside family care, and
- Children who need protection from violence, exploitation, abuse, and neglect.

This Call for Concept Papers is designed to support the implementation of APCCA. The goal of APCCA is to ensure the U.S. Government's investments for the most-vulnerable children and families are comprehensive, coordinated, and effective in helping place partner countries on a Journey to Self-Reliance by which they can sustainably finance, manage, and deliver services that lead to stable, resilient, and prosperous families and communities.

## **A3. Program Results**

For each of the Results listed below, the Applicant shall describe and demonstrate how it will achieve the project Results. Note that activities suggested are illustrative and Applicants are not expected to complete each and every activity. The Applicant also may offer alternative strategies and/or approaches to meet the two Results defined in this Call.

This Call for Concept Papers seeks to address the following required overarching results, in line with APCCA's core Objectives to 1) Build Strong Beginnings, 2) Put Family First, and 3)

## Protect Children from Violence:

**Result 1:** Promote nurturing and protective family care, and

**Result 2:** Improve the safety, wellbeing and development of vulnerable children.

Successful Concept Papers will include activities that address both of these Results. This may be achieved by partnering with other organizations, including new and underutilized partners.

The outcome of Result 1 will be strengthened families able to provide nurturing and loving care, which is essential for children's development and protection. The outcome of Result 2 will be measurable improvements in the safety, wellbeing, and development of vulnerable children. This may include reductions in:

- Children not meeting age-appropriate growth and developmental milestones,
- Children living outside of family care by placing them in appropriate and protective family care, and/or
- Children who experience violence, abuse, exploitation or neglect.

To achieve success under the Results, Applicants are expected to support and work within and through country-based systems, as appropriate. Applicants are expected to increase local capacity to provide family strengthening services and to do so in a way that is based upon a realistic understanding of cost, workforce capability and capacity, and policy and regulatory frameworks. This may be achieved by partnering with other organizations, including new and underutilized partners.

Below is a list of illustrative approaches that could be considered in accomplishing the stated Results. These activities should not be viewed as required or exhaustive. Other interventions that can also contribute to the achievement of the Results will be considered, particularly taking into account country context and the role of key stakeholders.

- Scale-up evidence-based, culturally appropriate parenting programs that promote loving, nurturing care, support the mental health and well-being of parents and other family caregivers, and address issues such as conflict in relationships, intimate-partner violence, and substance abuse.
- Support livelihood interventions and economic strengthening, and social-protection programs to increase the income and resilience of vulnerable households.
- Develop systems to monitor the process of children's development over time, identify as early as possible any potential developmental lags in young children, and refer children and their families to appropriate services as needed.

- Assist countries to transition from relying on residential care settings for children to supporting family care, including through the development of gatekeeping processes and family support services.
- Support the reunification and reintegration of children living outside of parental care, including those in residential care settings, trafficked, on the street, in armed groups, or affected by humanitarian emergencies, into safe, nurturing, and loving families or other family-based care options (such as kinship, foster care, or domestic and inter-country adoption).
- Strengthen the capacities of parents, other caregivers, and outreach support services to enable children with disabilities to live in family care, with access to inclusive education and other essential services.
- Support national governments to strengthen policies and practices as they relate to residential care settings, and increase domestic oversight of organizations that support residential care settings.
- Strengthen and grow social-service workforces through training and other educational efforts to improve the retention and performance of professional and paraprofessional child-welfare and protection workers.
- Identify children and adolescents who are especially vulnerable to violence, exploitation, abuse, and neglect and provide effective, equitable, inclusive education and social-emotional learning opportunities for girls and boys to build resilience and counter the harmful effects of violence.
- Fund and support programs that prevent violence and provide care, psychosocial support, high-quality education, and protection to survivors of violence, exploitation, abuse, and neglect, and efforts to prevent re-victimization.
- Equip parents and other family caregivers, teachers, social workers, and faith and community leaders to identify children who have been exposed to violence and link them to appropriate services to develop violence-free homes, schools, and communities.
- Strengthen child-welfare and child-protection systems, and support the strengthening, implementation, and enforcement of laws and policies to prevent, respond to, and protect children from all forms of violence, exploitation, abuse, and neglect, including children



vulnerable to online violence and exploitation, human trafficking, and the worst forms of child labor including the recruitment and use of child soldiers.

#### **A4. Place of Performance**

The Applicant is expected to propose and justify the place of performance based upon the following criteria:

- Must be considered a low- or middle- income country who has demonstrated commitment to the desired results and to addressing issues facing vulnerable children.
- The proposed country/countries and interventions are subject to relevant USAID mission approval.

#### **A5. Monitoring, Evaluation and Reporting**

Successful Applicant(s) will be required to submit a **Workplan** and a **Progress Monitoring Plan** that will be used to measure progress toward Results. The Workplan and Progress Monitoring Plan is due to Partnerships Plus for approval within one month of signing a subgrant agreement with JSI. A description of specific child safeguarding measures will be required with the first annual workplan for approval by USAID. Successful Applicant(s) will be expected to meet Partnerships Plus reporting requirements. These include: submission of quarterly performance reports (based on agreed-upon metrics and indicators) and periodic financial reports. Reporting templates and guidelines will be provided.

#### **A6. Child Safeguarding Provisions**

Because the activities to be funded under this Call for Concept Papers potentially involve direct contact with children, the recipient of an award resulting from this call will be required to assess potential risks to children and to implement appropriate measures to prevent, mitigate, and respond to child abuse, exploitation, violence or neglect by project personnel or any subgrantees and otherwise comply with child safeguarding provisions specified in provision M27 of USAID's Standard Provisions for U.S. Nongovernmental Organizations<sup>3</sup> and/or provision M25 of USAID's Standard Provisions for non-U.S. Nongovernmental Organizations.<sup>4</sup>

### **SECTION B: CONCEPT PAPER INSTRUCTIONS**

#### **B1. Concept Paper Guidelines**

The Applicant is encouraged to read the Call for Concept Papers in its entirety, and ensure that the Concept Paper addresses all of the items cited in the Concept Paper instructions and meets

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<sup>3</sup> <https://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf>

<sup>4</sup> <https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>

the eligibility criteria. Concept papers must address both project objectives. All Concept Papers must be submitted by **July 17, 2018 at 5PM EDT**. Concept Papers submitted after the closing date and time will not be considered. Multiple Concept Papers from one organization will not be accepted.

The Concept Paper must be accompanied by a cover letter typed on official organizational letterhead and signed by a person who has signatory authority for the Applicant. The complete Application package (electronic format) shall be submitted on or before the due date and time to [olga\\_cojocari@jsi.com](mailto:olga_cojocari@jsi.com). All documents related to the Concept Paper shall be submitted in English.

A two-step process may be used to determine the organization receiving a subgrant. The first step is the submission of a Concept Paper that will be evaluated by a technical committee. Funding decisions may be determined based solely on this first step. The second step, if necessary, is for any organization(s) selected through the Concept Paper stage to submit an updated application.

All Concept Papers that meet the specified requirements and are submitted on or before the due date and time will be reviewed by a technical committee that will evaluate the Concept Papers according to the criteria provided below. The committee will determine whether to make funding decisions based on the Concept Papers (step one) or to invite selected organization(s) to update their application(s) (step two). The final subgrant amount will be negotiated by the JSI, in consultation with USAID.

Applicants invited to submit an updated application will be provided with guidelines for the submission, including a due date and time.

Receipt of a Concept Paper or an expanded application, does not constitute an award commitment on the part of the United States Government (USG) and/or JSI, nor does it commit the USG and/or JSI to pay for costs incurred in the preparation or submission of a Concept Paper and/or expanded application. The USG and/or JSI reserves the right not to fund any of the Concept Papers received.

## **B2. Concept Paper Requirements**

Concept Papers may be no more than eight (8) pages in length. The following are NOT included in the 8-page limit: cover letter, table of contents, acronym list, or appendices and attachments. All Concept Papers should be submitted on standard letter-sized paper (8 ½ x 11”) with 1” margins, using a font size of 12, except within tables and in the budget section where the font size may be smaller but must be easily readable (size 10 font minimum). The Concept Paper must be submitted in English.

Include only information necessary to provide a clear understanding of the organization's technical and organizational capacity, and the proposed plan for project implementation. Greater detail than necessary, as well as insufficient detail may detract from a Concept Paper's clarity. Assume that the reader is not familiar with the particular context in which the project will be implemented. Minimize or avoid the use of jargon and acronyms as much as possible. If acronyms or abbreviations are used, include a separate page explaining the terms.

The Applicant should submit all documents via email; it is not necessary to send a hard copy of the Concept Paper via mail or fax. The Applicant should not include photographs as part of its Concept Paper.

**1. Cover Page (1 page)**

Include the name of the organization submitting the Concept Paper, project title, proposed country of implementation, proposed project dates, requested amount (in USD) of USAID funding, name, office address, phone, fax, and email of the primary individual responsible for the Concept Paper, and at least one alternate contact.

**2. Executive Summary (1 page)**

The Executive Summary should provide an overview of critical elements within the Concept Paper, including the issues to be addressed, the organization's overall approach to achieving results 1 and 2, and why the organization is suitable to provide the services requested in this Call for Concept Papers.

**3. Technical Approach (6 pages)**

*Situation Analysis*

The situation analysis should present a sound analytical basis for the proposed approaches, strategies and interventions, with a clear articulation of how the approaches fit within the country context and national priorities.

*Program Approach*

Two Results have been set. The Applicant should specify the intended Results of the project and clearly describe where it is proposing to work and how it will achieve the specific Results. The Applicant will clearly articulate their results framework or theory of change. The Applicant should identify the intended beneficiaries of the project and how their situation will be changed as a result of the proposed project. The Applicant will estimate the number of beneficiaries that are expected to benefit from the proposed activities, disaggregated by age and sex. The Applicant should describe ways in which considerations of gender and disability will be incorporated into the activity areas. The Applicant should state that the project will be designed and implemented in keeping with

USAID Child Safeguarding requirements. The Applicant should articulate any intended partnerships as part of its Concept Paper, including plans for working with the government and local communities. Finally, there should be a section that describes key assumptions and/or constraints that might affect the ability to achieve results or outcomes, including threats to sustainability.

#### **4. Summary Budget (see Attachment 2)**

Include a summary budget using the following categories of cost (exclude any do that do not apply): Labor, Allowances/Staff Benefits, Consultants, Travel, Expendable Equipment, Other Direct Costs, and Program Costs. The category Overhead or Indirect Costs may be used only if the organization has a Negotiated Indirect Cost Rate Agreement (NICRA) from a US federal agency. If the organization does not have a NICRA, it can request a De Minimis 10% rate instead of budgeting overhead costs within the other categories. No profit or fee may be charged.

### **SECTION C: ELIGIBILITY AND SELECTION CRITERIA**

#### **C1. Eligibility**

Partnerships Plus is seeking Concept Papers from qualified local and/or U.S.-based organizations, faith-based organizations, non-governmental organizations or universities who meet the following minimum criteria. Partnerships to achieve the expected results will be considered. The organization must have:

1. A strong record of results-oriented programming, with demonstrated experience successfully supporting parents, family members, communities, and/or governments to promote the safety and well-being of children in low- and middle- income countries.
2. Capacity to engage in quick activity start up.

Applicants must be legally registered in the proposed country of implementation. The successful Applicant is expected to have adequate financial controls.

No funds shall be paid as profit to any Applicant. Profit is any amount in excess of allowable direct and indirect costs.

#### **C2. Selection Process**

Concept Papers will undergo a preliminary review by Partnerships Plus staff for completeness and responsiveness. Incomplete Concept Papers judged to be unresponsive to this Call for Concept Papers and/or submitted after the due date and time will not be considered for an award. Concept Papers deemed to be complete will then be reviewed against the selection criteria

outlined in Section C3.

A two-step process may be used to determine the organization receiving a subgrant. The first step is the submission of a Concept Paper that will be evaluated by a technical committee. Funding decisions may be determined based solely on this first step. The second step, if necessary, is for any selected organization(s) to modify its application.

Partnerships Plus reserves the right to request clarifications, further information or revisions from any Applicant deemed to have met initial selection criteria as needed to make a final selection. The Finance Director will use the conclusions of the technical committee, together with an evaluation of costs to determine if negotiations with an Applicant are required. A recommendation for funding is contingent on the availability of funds and the approval of the project's AOR within USAID/Washington.

### **C3. Technical Evaluation Criteria**

The Applicant should note that these criteria serve: (1) to identify the significant matters which the Applicant should address in its Concept Paper; and (2) as the standard against which all Concept Papers will be evaluated.

The Concept Paper will be evaluated against the following criteria:

#### **A. Technical Merit Review (75 points):**

Proposed technical approach will be reviewed and scored based on the likelihood that the proposed approach, methodologies and implementation strategies and techniques have to achieve the desired objectives described in Section A: Program Description, and the extent to which it aligns with APCCA objectives and related international frameworks.

- Does the Concept Paper demonstrate a good understanding of the country, regional, global context?
- Does the Concept Paper identify and define the problem(s) to be addressed?
- Does the Concept Paper propose a solution(s) to the identified problem(s)?
- Does the proposed activity address the results of the call?
- Are anticipated outputs, outcomes, results and impacts identified?
- Who are the key actors the applicant will be working with on this project?
- Is the proposed concept approach feasible?
- Does the proposed activity address local capacity development and sustainability?
- Does the Concept Paper demonstrate an inclusive development approach, particularly in relation to gender and persons with disabilities?
- If partnerships are proposed, are the roles and responsibilities of each proposed partner identified?

**B. Organizational Capacity and Management Approach (15 points):**

Applicant's proposed Management Approach will be reviewed and scored based on the extent to which the Applicant's organizational capacity, staffing plan and partnership arrangements demonstrate institutional expertise and commitment towards achieving the program's Results, developing sustainable local capabilities, and integration with other relevant country, regional, or global initiatives driving progress in the sector.

**C. Cost Effectiveness (10 points)**

Cost estimates will be analyzed as part of the Concept Paper review process. Other considerations are the completeness of the Concept Paper, adequacy of budget detail and consistency with elements of the technical application. Proposed costs may be adjusted, for purposes of review, based on results of the cost analysis and its assessment of reasonableness, completeness, and credibility. The realism of budget estimates for proposed activities, the degree to which the budget allocation results in optimal use of program funds, and the cost reasonableness to implement the proposed program activities.

**C4. Weighting of Evaluation Criteria**

The Applicant will be evaluated by the technical committee and scored based on the following weighted criteria:

<b>A. Technical Merit Review</b>	<b>75 points</b>
<b>B. Organizational Capacity and Management Approach</b>	<b>15 points</b>
<b>C. Cost Effectiveness</b>	<b>10 points</b>
<b>TOTAL</b>	<b>100 Points</b>

### **Attachment 1 – Concept Paper Template**

All Concept Papers should be submitted on standard letter-sized paper (8 ½ x 11”) with 1” margins, using a font size of 12 Times New Roman, except within tables and in the budget section where the font size may be smaller but must be easily readable (size 10 font minimum). The Concept Paper must be submitted in English.

The Concept Paper and supporting information must use the template below.

## SECTION I – COVER PAGE

(Maximum **One** Page)

A. Title of Proposed Activity: \_\_\_\_\_

B. Name and Type (e.g., for-profit, non-profit, U.S or non U.S, etc.) of Organization and

Address: \_\_\_\_\_

C. Name of Point of Contact and Contact Information (name, address, email and telephone number):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Name and Contact Information of any proposed partner(s):

\_\_\_\_\_  
\_\_\_\_\_

Proposed Country of Implementation: \_\_\_\_\_

Proposed Project Dates: \_\_\_\_\_

Amount of Funding Requested from USAID: \$ \_\_\_\_\_

Value of Anticipated Cost Share, if any: \$ \_\_\_\_\_

Name and signature of authorized representative of the applicant and date:

\_\_\_\_\_  
Name and Position

\_\_\_\_\_  
Date



## **SECTION II – EXECUTIVE SUMMARY**

(Maximum **One** Page)

Provide an overview of critical elements within the Concept Paper, including the organization's overall approach to supporting Results 1 and 2. Address why the organization is suitable to provide the services requested in this Call for Concept Papers.

### **SECTION III - ACTIVITY DESCRIPTION**

(Maximum 6 Pages)

Please provide a brief description to address the following points:

1. Description of the country, regional, global context, including key stakeholders
2. Identification and definition of the problem(s)
3. Objective(s) of the proposed activity
4. Description of the results to be achieved
5. Proposed approach, including an implementation timeline
6. Anticipated outputs, outcomes, results and impacts identified
7. Sustainability beyond the duration of the award
8. Inclusive development approach
9. Roles and responsibilities of proposed partners, if any

**Attachment 2: Summary Budget and Budget Notes**

**ORGANIZATION NAME**

**Summary Budget**

	<b>Line Item</b>	<b>Total</b>
<b>1</b>	<b>STAFF/LABOR</b>	<b>0</b>
<b>2</b>	<b>ALLOWANCES/STAFF BENEFITS</b>	<b>0</b>
<b>3</b>	<b>CONSULTANT COSTS</b>	<b>0</b>
<b>4</b>	<b>TRAVEL COSTS</b>	<b>0</b>
<b>5</b>	<b>EXPENDABLE EQUIPMENT</b>	<b>0</b>
<b>6</b>	<b>OTHER DIRECT COSTS</b>	<b>0</b>
<b>7</b>	<b>PROGRAM COSTS</b>	<b>0</b>
<b>8</b>	<b>INDIRECT COSTS</b>	<b>0</b>
	<b>TOTAL COSTS</b>	<b>0</b>

## **ORGANIZATION NAME**

### **Budget Notes**

#### **1. Staff/Labor Costs**

Direct salaries and wages must be in accordance with the organization's established personnel policies and according to any local labor legislation. To be considered adequate, the policies must be in writing, applicable to all employees of the organization, is subject to review and approval at a high enough organizational level to assure their uniform enforcement and result in costs which are reasonable and allowable in accordance with applicable cost principles.

#### **2. Allowances/Staff Benefits**

All allowances and benefits provided as part of staff compensation that is above the salary base must be listed and described in this section.

*Staff Benefits* - If accounted for as a separate item of cost, fringe benefits must be based on the Applicant's audited fringe benefit rate or historical cost data in accordance with local legislation.

#### **3. Consultant Costs**

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

#### **4. Travel and Transportation**

The narrative must indicate number of expected trips for all personnel and the estimated unit cost for each, specifically the origin and destination for each proposed trip, duration of travel, and number of individuals traveling. Per diem, if paid, should be in accordance with the organization's established travel policies and USAID travel regulations.

#### **5. Expendable Equipment\***

Expendable equipment can be budgeted under this category but non-expendable equipment will not be funded under these subgrants. (NOTE: Non-expendable equipment is defined as tangible personal property which has a useful life of more than one year and an acquisition cost of US \$5,000 or more for each piece of equipment).

\*Expendable Equipment for the program, NOT the minor medical supplies/IPC consumables. These should not be part of the cost proposal.

The standard provision USAID Eligibility Rules for Goods and Services will apply to any

grant. These rules can be found in provision M8 of [Standard Provisions for U.S. Organizations](#) and provision M6 of [Standard Provisions for Non-U.S. Organizations](#) and mainly pertain to the “source and origin” of the items to be purchased. The Geographic Code for this call is 935 –Applicant may purchase items from any area or country including the recipient country, but excluding the foreign policy restricted countries.

**6. Other Direct Costs**

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

**7. Project Costs**

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

**8. Indirect Cost Rates**

Funds should be budgeted here only if the Applicant has a currently approved NICRA. Describe the proposed indirect rate and the base to which it applies. If the organization does not have a NICRA, it can request a De Minimis 10% rate instead of budgeting overhead costs within the other categories.