

U.S. DEPARTMENT OF STATE
U.S. EMBASSY KINSHASA, DEMOCRATIC REPUBLIC OF THE CONGO
PEPFAR COORDINATION OFFICE NOTIFICATION OF FUNDING OPPORTUNITY
(NOFO)

Funding Opportunity Title:	PEPFAR DRC Community-Led Monitoring (CLM) Program
Funding Opportunity Number:	2020 / DRC / PCO/ 001
Funding Type	Grants
Deadline for Applications:	January 05, 2021, 11:59 p.m., Central Africa Time
Total Amount Available:	\$500,000.00
Maximum for Each Award:	Awards may range up to the maximum of US Dollars \$100,000.00
Maximum Expected Number of Awards	Six (6)
Program Performance Period	Proposed programs should be completed in 12 months or less from the date of beginning of implementation.
CFDA Number	19.029

This notice is subject to availability of funding.

Funding Instrument Type: Grant, Fixed Amount Award

A. PROGRAM DESCRIPTION AND OBJECTIVES

PROGRAM DESCRIPTION:

The U.S. Embassy in Kinshasa - Democratic Republic of Congo through the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) Coordination Office (PCO) is pleased to announce an open Notification of Funding Opportunity (NOFO) for organizations to submit applications that support Community - led Monitoring (CLM) activities to be implemented in close collaboration with local civil society organizations (CSOs) and host country governments.

The CLM program is funded through the U.S. President's Emergency Plan for AIDS Relief (PEPFAR). The goal of PEPFAR in DRC is to support efforts to achieve HIV epidemic control through implementation of evidence-based interventions to drive progress in HIV prevention, care and treatment and ultimately, save lives.

Through the PEPFAR Coordination Office, the U.S. Embassy in Kinshasa administers this Community Grants Program and is seeking proposals from registered local Community-based organizations and other civil society groups, networks of key populations (KP), people living with HIV (PLHIV), and other affected groups including children, or community entities that gather quantitative and qualitative data about HIV services and whose mission and activities focuses on HIV programming.

CLM is key to ensuring availability, access to, and delivery of quality HIV care and services. CLM will empower patients and communities to seek out this information, increase health literacy, expand engagement with health service delivery, support demand creation, and demand accountability from the health system to improve and deliver these services.

CLM data will be collected using standardized tools and synthesized through a variety of methods that reveal insights from communities about problems and solutions to health and HIV service delivery at the facility, community, sub-national and national levels. Results from CLM will be presented and analyzed in collaboration with community representatives, providers and facility managers on a monthly, quarterly and annual basis, to ensure dialogue and help all sides in participating with identification and subsequent implementation and monitoring solutions and action items. This effort will generate important information that is focused on the goal of improving service quality, continuity, and retention.

PROGRAM OBJECTIVES:

PEPFAR DRC recognizes the importance of engaging with communities in the development and implementation of its HIV programming. PEPFAR will support a community led monitoring

initiative in each PEPFAR-supported province in hopes of closing any client feedback gaps that might be accruing and ultimately improve the quality of HIV services.

Key deliverables include but are not limited to:

- Collect information and inputs from recipients of HIV services in a routine and systematic manner that will translate into action and change for the client's outcomes.
- Monthly and quarterly sharing of results and feedback with PEPFAR and other key stakeholders.
- Participate in quarterly meetings with PEPFAR, communities, government, and other stakeholders, to provide in-depth discussion of work and results that will ultimately translate in actions and recommendations for program quality improvement.
- Make actionable recommendations to PEPFAR, and the government to improve client care in their provinces.
- Track the implementation of the recommendations.
- Grant recipient is required to have Community-led monitoring findings made as accessible as possible (while ensuring safety and confidentiality) for use by all stakeholders.
- Monitoring data should reflect an 'added value' and not duplicate collection of routine data already available to PEPFAR through its standard reporting. 'Added value' monitoring data includes: information from beneficiaries about their experience with the health facility, information about barriers and enablers to access and retention in services etc.
- CLM mechanisms must be routine to ensure follow up and continuous improvement for sustainability.

The program seeks to encourage affected communities to be self-reliant and undertake similar activities on their own in the future.

Program Performance Period: Proposed programs should be completed in 12 months or less. Optional: The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

B. FEDERAL AWARD INFORMATION

Length of performance period: 06 months to 12 months

Number of awards anticipated: Six (6) awards

Award amounts: Awards may range up to US Dollars \$100,000.00
Total available funding: \$500,000.00
Type of Funding: FY2021/COP20 Funds
Anticipated Program start date: March 01, 2021

C. ELIGIBILITY INFORMATION

Eligible Applicants:

CLM funds are meant for activities that are community driven and serve the community at large where they are being funded. The following will be considered eligible for CLM grants:

- Independent and local/community-based organizations, traditional community groups and faith-based organizations (FBO) (*PEPFAR Implementing partners who currently work on service delivery at the site level are not eligible to apply*).
- Not-for-profit organizations, including civil society and non-governmental organizations.
- Only organizations registered with the government of the DRC will be considered eligible organizations.
- Eligible organizations must have experience of successfully implementing programs with funding of a minimum of \$25,000.00.
- Eligible organizations must have established offices, at least 12 months prior to application submission

Other Eligibility Requirements:

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

Required Registrations:

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA%20GE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dliis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto:

<https://www.sam.gov>. SAM registration must be renewed annually.

D. APPLICATION AND SUBMISSION INFORMATION

Instructions:

Please follow all application instructions carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

An orientation meeting will be held for all applicants on Monday December 14, 2020 from 14h00-15h00 DRC time and meeting details as follow:

Join ZoomGov Meeting:

<https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcdc.zoomgov.com%2Fj%2F1602321087%3Fpwd%3DMjZUa0p0TVhIOXFGbXRNeDIDZVR1QT09&data=04%7C01%7CNgalulaC%40state.gov%7C52c3a0fb0a0e4bf83ca708d89542a4dc%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C637423460755302043%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCi6Mn0%3D%7C1000&data=jmJoe%2FNZB%2FWkmzDUHrcY43VLysTp6%2FBzyL%2F1602321087%3Fpwd%3DMjZUa0p0TVhIOXFGbXRNeDIDZVR1QT09&reserved=0>

Meeting ID: 160 232 1087

Passcode: J=NCivG3

Content of Application

For the application to be considered, applicants must ensure the following:

- The proposal should be aligned with the purpose and requirements for PEPFAR Community-led Monitoring Program as indicated in this funding opportunity announcement
- Each proposal MUST include also a one-page summary that includes an Executive Summary outlining project goals, objectives, proposed cost, and activities with timeline
- Applicants should submit ONE project proposal that does not exceed TEN pages ([See proposal requirements below](#))
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered including budgets and attachments
- All documents are 1.5 spacing, 12-point Times New Roman font
- Attach support letter from the Government of DRC (GDRC) entity from the area intending to work.

Mandatory Applications forms

The following documents are **required to be submitted along with the completed application forms**:

1. SF-424 (*Application for Federal Assistance – organizations*)
2. SF424A (*Budget Information for Non-Construction programs*)
3. SF424B (*Assurances for Non-Construction programs*)

The Proposal:

The proposal should contain sufficient information that anyone not familiar with community-led monitoring would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below:

- **Proposal Summary**: Short narrative that outlines your organization's proposed community led program, including the program objectives and anticipated impact.

- Introduction to the Organization applying: A description of past and present operations, showing the ability to carry out the CLM program, including the descriptions of funding programs worth at least \$25,000, and all previous grants from U.S. government agencies.
- Program Goals and Objectives: The goals should describe what your CLM program intends to achieve. The objectives should be achievable and measurable.
- Program Activities: Describe the CLM activities and how they will help achieve the objectives.
- Program Methods and Design: A description of how your CLM program is expected to achieve the goals.
- Proposed Program Schedule and Timeline: The proposed timeline for the CLM activities. Include dates, times, and locations of planned activities and events.
- Key Personnel: Names, titles, roles, and experience/qualifications of key personnel involved in the CLM program. What proportion of their time will be used in support of the CLM program?
- Program Partners: List the names of any type of involvement of key partner organizations and sub-awardees.
- Program Monitoring and Evaluation Plan: Describe, throughout the timeframe of the grant, how the activities will be monitored to ensure they are happening in a timely manner, and how will the CLM program will be evaluated.
- Budget Justification Narrative: After filling out the SF-424A Budget form, use a separate document to describe each of the budget expenses in detail.
- Attachments:
 - a) CV or resume of key personnel who are proposed for the program
 - b) Three reference letters

E. FUNDING RESTRICTIONS

The PEPFAR Community-Led Monitoring Program funds cannot be used for construction/building projects or project vehicles. Please note that Federal award funds cannot be used for alcoholic beverages.

F. SUBMISSION OF PEPFAR COMMUNITY-LED MONITORING GRANT APPLICATION

Before applying, applicants should review all the terms and conditions which will apply to this award, to ensure that they will be able to comply. All applications materials must be submitted by email to KinshasaPEPFAR@state.gov before the deadline.

The subject line should be as follows –**Applicant Organization name:** Community-Led Monitoring Grants Program.

All applications must be submitted digitally; **Paper applications will NOT be accepted.**

Application Deadline: January 05, 2021

G. APPLICATION REVIEW AND SELECTION PROCESS

Selection Process:

Each application submitted under this announcement will be evaluated and rated based on the criteria enumerated in the below section. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success.

- **Acknowledgement of receipt:** Applicants will receive acknowledgment of receipt of their proposal.
- **Review:** An independent objective technical review panel will review the proposal and based upon the criteria noted in evaluation section. A determination will be made regarding the CLM proposal and activities.
- **Follow up notification:** Applicants will be notified within 45 days after the NOFO deadline regarding the outcome of the application.

Criteria:

Each application will be evaluated and rated based on the evaluation criteria outlined below. The total evaluation mark is 100 points.

A. *Quality and Feasibility of the CLM Implementation Idea* (40 points)

- Is the CLM program idea well developed with specific details about how the organization plans to implement CLM?
- Does the implementation plan explain where CLM will be conducted in the province?
- Is the CLM idea inclusive of all PEPFAR supported health zones in the constituencies?
- Does the proposal include a reasonable implementation timeline?
- Does the proposal incorporate and explain how its program builds on already established community health mechanisms on the neighborhood, district, and provincial level?
- Does the application clearly articulate the organization's clear understanding of what CLM is and the role CLM has in HIV programming?

B. *Organizational Capacity* (25 points)

- Does the organization have the expertise and key staff in its stated field?
- Does the organization have a proven track record of implementing similar projects?
- Does the organization have the necessary internal controls in place to manage grant funds?
- Does the organization have a financial management system in place?
- Does the organization have a bank account?

C. *Budget* (10 points)

- Is the budget justification detailed?
- Are the costs reasonable in relation to proposed activities and anticipated results?
- Is the overall budget realistic, accounting for all necessary expenses to achieve proposed activities?
- Consideration will be given to the applicant with the lowest realistic budget proposal.

- Does the applicant provide a clear plan to manage the resources of the program and audit expenditures?

D. *Monitoring and Evaluation Plan* (15 points)

- Does the applicant demonstrate the ability to measure program success against key indicators?
- Does the application provide milestones to indicate progress toward goals outlined in the proposal?
- Does the proposed program include realistic output and outcome indicators and show how and when these will be measured?
- If the organization has plans to utilize sub-awards does their M&E plan include how they will monitor the sub-awards?
- Does the applicant provide a clear plan to prepare reports, monitor and evaluate activities, and produce, collect, and analyze performance data of the proposed activities?

E. *Collaboration* (10)

- Does the organization have a strong history of working successfully with key stakeholders in DRC (MOH, UNAIDS, Global Fund, USG)?
- Does the organization have letters of recommendation from any of these organizations?
- Does the organization plan to work with other existing CBOs?

H. AWARD ADMINISTRATION INFORMATION

Award Notices:

The grant award will be written, signed, awarded, and administered by the U.S. government Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature. The recipient may only start incurring program expenses

beginning on the start date shown on the grant award document signed by the Grants Officer. The awardee will interact with a designated Grant Officer Representative (GOR).

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the sole discretion of the Department of State.

Issuance of this NOFO 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 costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Reporting requirements:

All awards issued under this announcement require both program and financial reports on a frequency specified in the award agreement. All details related to award administration will be specified in the award agreement. The point of contact for questions or issues related to the administration of the grant agreement will be specified in the award agreement.

Administrative and National Policy Requirements:

Terms and Conditions: Before applying, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

2 CFR 200, 2 CFR 600, and the Department of State Standard Terms and Conditions which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>. Note the U.S. Flag branding and marking requirements in the Standard Terms and Conditions.

I. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact the PEPFAR DRC Coordination Office at the following:

Tel. (Office): + 243 815560151 / +243 970463876

E-mail: KinshasaPEPFAR@state.gov