

**USAID Advancing Nutrition**  
**Driving for consumer demand for Nutritious Foods**  
**REQUEST FOR APPLICATION (RFA)**

**RFA No.:** USAID-AN-Nigeria-72-2022

**Issuance Date:** 5:00 pm WAT, October 18, 2022

**Questions Due Date:** 5:00pm WAT, October 24, 2022

**Due Date:** 5:00pm WAT, November 4, 2022

Dear Prospective Applicant,

JSI Research and Training Institute, Inc. (JSI) is soliciting applications for USAID Advancing Nutrition grant program, to implement activities that drive consumer demand for nutritious foods within three (3) States in Nigeria. The selected States are Bauchi, Kebbi, and Sokoto States. Through the activities, of these community-based organizations, USAID Advancing Nutrition will be strategically situated to contribute to the mitigation of malnutrition in these States and be better equipped to understand other barriers and opportunities for supporting healthy and safe nutrition, the design, implementation, and monitoring of nutrition programs that are context-specific and culturally relevant.

Under this solicitation, USAID Advancing Nutrition anticipates awarding up to three fixed amount grants for an amount not to exceed USD \$75,000 for coverage of all three states or \$25,000 for coverage of one state, over an eight (8) month period.

**Please read the RFA in its entirety.** Confirm that your organization meets the Eligibility Requirements (Section 1F), and ensure that your application addresses all items listed in the instructions to Applications (Section II) and in the Evaluation Criteria (Section III)

**Applications must be submitted in English by November 4, 2022 at 5:00pm West African Time (WAT).** Applications submitted after the closing date/time **will not be considered.** One (1) electronic copy of the application, and required attachments, should be sent to [grants@advancingnutrition.org](mailto:grants@advancingnutrition.org). USAID Advancing Nutrition will review the applications on a rolling basis over the three-week period for which the application window is open.

The RFA consists of this announcement and the following:

- Section I. USAID Advancing Nutrition Grants program
- Section II. Instructions to Applicants
- Section III. Evaluation Process and Criteria
- Section IV. Terms of Application
- Section V. Mandatory and as Applicable Standard Provisions
- Section VI. RFA Appendices

Questions concerning this solicitation should be submitted by email to [grants@advancingnutrition.org](mailto:grants@advancingnutrition.org) by 5:00pm WAT: October 24, 2022. A list of all questions and the responses to these questions will be compiled and posted on the JSI solicitations webpage (<https://www.jsi.com/partner-with-jsi/solicitations/>) by October 28, 2022. If any problem is encountered accessing the solicitation, please email [grants@advancingnutrition.org](mailto:grants@advancingnutrition.org).

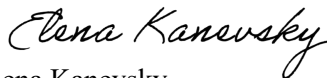
Applications will be reviewed by a technical committee that will evaluate the Applications according to Evaluation Criteria (Section III). The committee will determine which organizations will be funded based on the submitted Applications. USAID Advancing Nutrition will use the conclusions of the technical

committee, together with an evaluation of the costs, as the basis for a grant with the successful Applicants.

This Project is funded by the United States Agency for International Development (USAID) and is subject to applicable donor regulations and provisions. This RFA does not obligate USAID and/or JSI to award a grant nor does it commit USAID and/or JSI to pay any cost incurred in the preparation and submission of an application. The USAID reserves the right not to fund any of the Applications received. All recommendations for funding are contingent on the approval of USAID Advancing Nutrition's Contracting Officer Representative at USAID.

Thank you for considering this opportunity. We look forward to receiving your Application.

Sincerely,



Elena Kanevsky  
Director of Finance and Operations  
USAID Advancing Nutrition  
JSI Research & Training Institute, Inc.  
elena\_kanevsky@jsi.com

*Statement of confidentiality:* All information submitted for this RFA, regardless of the communication form, is given in absolute confidence and may not be disclosed without a written permission.

## 1. USAID Advancing Nutrition Grants Program

### A. USAID Advancing Nutrition Objective(s)

USAID Advancing Nutrition, the Agency's flagship multi-sectoral nutrition project, comprises a group of diverse, experienced partners led by JSI. The purpose of the Project is to strengthen USAID's global nutrition investments by aiding USAID Missions and local partners working at local, regional, and national levels to improve nutritional status and health outcomes where the burden of malnutrition is highest. We focus on the individuals most at risk of malnutrition, especially young children, their caregivers, and women of reproductive age. In Nigeria, the project seeks to provide multi-sectoral framed nutrition sensitive and specific activities, technical assistance, and strategic nutrition integration that improve links between nutrition; health; water, sanitation, and hygiene; agriculture; family planning; and gender interventions and wasting prevention and treatment. This Project is funded by USAID.

### B. Project Grants Program Objective(s)

During year one of the USAID Advancing Nutrition project in Nigeria, we identified areas of intervention to strengthen the local food system for improved consumption of safe, nutritious foods. In FY23, USAID Advancing Nutrition will implement SBC activities to drive consumer demand for safe, nutritious foods. Through the grant program, the Project hopes to improve the quality and effectiveness of high-impact nutrition interventions to meet Nigeria's State/LGA-specific goals and objectives. The specific objectives include the following:

1. Implementation of SBC activities to drive consumer demand. These include interpersonal, community mobilization, and private-sector-led approaches, such as cooking demonstrations, nutrition corners, training of local influencers (e.g., religious and community leaders), extension agents, and lead farmers on how to integrate nutrition messaging in their activities.
2. Support the private sector to integrate nutrition in their marketing activities. This includes but is not limited to training private sector actors on how they can integrate nutrition messaging into their marketing activities.

### C. Project Grants Program Scope of Work

#### Technical Approach:

To achieve the stated objective, USAID Advancing Nutrition will issue up to three grants to local entities and/or locally established partners in Nigeria with demonstrated experience in improving nutrition outcomes, specifically with regard to driving consumer demand for nutritious foods in Bauchi, Kebbi, and/or Sokoto States. USAID Advancing Nutrition is seeking the services of a community based organization in Nigeria to achieve this objective through community mobilization activities, such as food demonstrations, message dissemination via local influencers, including religious leaders to better reach men, message integration in ongoing agricultural activities, and enhanced social marketing by private sector to drive consumer demand. Specifically, we aim to increase consumption of target nutritious foods that were identified in the value chain/food group selection workshops USAID Advancing Nutrition held in June-July 2022. These include bio-fortified foods, legumes, dark green leafy vegetables, and fish and egg. The final SBC activities and messages, implemented by the selected firms, will be informed by consumer demand research taking place in September and October 2022 (to be completed by USAID Advancing Nutrition). However, initial areas of focus highlighted from the value chain/food group workshops include improved food preparation practices to increase consumer acceptability and improve nutrient content, specifically for dark green leafy vegetables and bio-fortified foods, and increased desirability for more nutritious foods, including legumes and animal source for protein. Potential activities highlighted during the external co-creation workshop to address consumer demand include food demonstrations at the GON nutrition corners and at the marketplace, in collaboration with EatSafe; message dissemination via local influencers, including religious leaders, to better reach people; message

integration in ongoing agricultural activities; and enhanced social marketing by the private sector to drive consumer demand. Nonetheless, these activities will be articulated in quarter 1 (Q1) of FY23, following the consumer demand research. The following bullets provide specific activities that the grantee may implement.

- Develop key nutrition messages in close collaboration with USAID Advancing Nutrition team and disseminate via local influencers, including traditional and religious leaders, as well as to integrate in other SBC activities.
- Conduct periodic food demonstrations in identified communities to promote dietary diversity and prevent malnutrition and/or work with the State Primary Health Center Development Authority (SPHCDA) to implement nutrition corners in high and medium volume primary health care facilities.
- Conduct other community mobilization activities, such as community events to conduct advocacy to and engage male-led groups and religious leaders to facilitate the support of men to drive demand for nutritious foods communities.
- Support key food systems actors to integrate SBC best practices and identified messages into their activities, such as working with extension agents or food vendors to train them on nutrition messages.

### **Geographic Coverage:**

The selected organization is expected to implement in 5-7 LGAs per state. The LGAs will be selected and provided to the selected organization, based on discussions with local state stakeholders.

### **Gender Integration:**

The selected organization is expected to consider approaches for promoting gender equality and women's empowerment in the implementation of their grant activities. Specifically, the selected organization should consider how gender and social norms may affect women's meaningful participation in the grant activities and therefore program to address these norms, how their activities can be more gender sensitive in order to better reach women and adolescent girls to encourage their participation and/or behavior change, as well as mitigate risks that may do harm for women and other vulnerable groups the selected organization is targeting.

### **Monitoring, Learning, and Evaluation:**

Throughout implementation, the selected organization is expected to implement a range of monitoring, evaluation, and learning (MEL) activities that will enable the monitoring of grant activities to understand their effect and make modifications to the approaches/activities based on the findings, as well as contribute to broader learning. Applicants are required to submit a preliminary monitoring and evaluation plan (Section II). USAID Advancing Nutrition will work with the apparently successful applicant(s) to refine their monitoring and evaluation plan and determine how they can contribute to broader learning within the USAID Advancing Nutrition project. USAID Advancing Nutrition will support the selected organization to implement MEL best practices.

### **D. Estimated Funds Available**

It is anticipated that up to three grants will be awarded under this solicitation for an amount not to exceed USD \$75,000 for coverage of all three states or \$25,000 for coverage of one state, over an eight (8) month period. Preference will be given to organizations that can implement the project in all three states. Projects should be proposed for the duration of this 8-month period, including start-up and closeout. The Applicant's budget will be evaluated based on the reasonableness of costs in association with the proposed scope of work.

### **E. Start Date and Performance Period**

The anticipated performance period of the grants is: December 1, 2022 - July 31, 2023.

## F. Eligibility Requirements

To be eligible to apply for a grant, the organization should meet the following criteria:

- have worked in either Bauchi, Kebbi, and/or Sokoto States for at least 2 years
- registered organization in Nigeria for at least 3 years; If for-profit, please know that a fee cannot be charged
- have experience in SBC or community-based activities to change behaviors

## G. COVID 19 Guidance

This funding will be provided during a time when countries are affected by and responding to the COVID-19 pandemic. For this RFA, funding should not be used for direct COVID-19 response activities. Instead, funding can be used to plan and implement adaptations to program delivery strategies to ensure quality nutrition services are available for women and children within the context of COVID-19. Award recipients will be expected to follow all COVID-19 guidelines and regulations of the country/region where the project is proposed.

# II. Instructions to Applicants

## A. General Information

All Applicants must submit one (1) grant Application package in English to [grants@advancingnutrition.org](mailto:grants@advancingnutrition.org) by **November 4, 2022, at 5:00pm WAT**. The subject line in the email needs to start with the RFA No, 'USAID-AN-Nigeria-72-2022'. No more than one (1) Application may be submitted by each Applicant. USAID Advancing Nutrition will confirm receipt via email of all Applications within four (4) calendar days of the submission deadline. Applications will not be reviewed if they are incomplete, exceed the page limit, or are submitted after the closing date/time, and/or if submitted by Applicants that do not meet Eligibility Requirements (see Section I.F).

Questions concerning this solicitation should be submitted by email to [grants@advancingnutrition.org](mailto:grants@advancingnutrition.org) by 5:00pm WAT on **October 24, 2022**. A list of all questions and the responses to these questions will be compiled and posted on **October 28, 2022**. All information will be posted on the JSI solicitations webpage (<https://www.jsi.com/partner-with-jsi/solicitations/>).

Receipt of an application in response to this solicitation does not constitute an award commitment on behalf of the USAID and/or JSI. Costs incurred by organizations in the preparation and submission of an application will not be reimbursed by the USAID and/or JSI. JSI and the USAID reserve the right not to fund any of the applications received.

Applications will be reviewed by a technical committee that will evaluate the applications according to the criteria provided in Section III. The committee will determine which applicants will be funded based on the submitted application's response to the evaluation criteria. Each applicant will be notified in writing whether or not its application is recommended for funding. A recommendation for funding is contingent on the availability of funds and the approval of the Contract Officer's Representative of USAID Advancing Nutrition at USAID/Washington. Successful applicants will be awarded a grant from JSI on behalf of USAID Advancing Nutrition.

Any organization that submits an application in response to this RFA may request the committee's feedback based on the review of the application. To receive feedback, applicants must submit an email request to USAID Advancing Nutrition within 5 calendar days of receiving notice of the committee's

final decision. USAID Advancing Nutrition shall provide the applicant with the technical committee's feedback via email within 30 calendar days or inform the applicant that more time is necessary.

Applications will have four main components: Confirmation of Eligibility, Technical Application, Cost Application, and Other Certifications and Documentation. Each component is described below. Please see Appendix 2 for a summary of the application package components that will be required.

## **B. Confirmation of Eligibility**

Applicants must confirm that they are eligible for funding by **confirming in their cover letter that the applicant meets all the listed Eligibility requirements in Section I.F.** Please refer to Section I.F (above) for the eligibility requirements.

## **C. Technical Application Instructions**

1. **Cover letter:** One page maximum identifying writers of the application, the name and duration of the project proposed and the amount requested. The cover letter should also include the following general information:
  - Organization Name:
  - Proposed Project Title
  - Organization Address, Telephone, and Email:
  - Authorized Contact Person and Title, Telephone and Email:
  - Secondary Authorized Contact Person and Title, Telephone and Email
  - Organization's legal status (NGO, Governmental, ...), TIN/Tax No., and location of registration
  - Project Implementation location (region, county(ies), district(s), ...)
  - Project Implementation Period
  - Total Amount of Funds requested (in USD)

A cover page that is signed by an individual authorized to do so on behalf of the applicant should also be included as an attachment to the technical application as a PDF.

2. **Executive Summary (2 page suggested):** The executive summary should provide an overview of key features of the proposed project, including the Applicant's approach to and prior relevant experience implementing similar scopes of work. The Applicant should also describe how the organization is capable of delivering the proposed project.
  - a. **Technical Description (10 pages suggested):** Taking into account the Project Grant Program Objectives and its Scope of Work (Sections I. B and C respectively), please respond to the following items:
    - a. Description of grant objective(s):
    - b. Strategy and approach including: target beneficiaries, stakeholder involvement, dissemination of results, etc.
    - c. Overview of specific activities and how they contribute to the grant objectives:
    - d. Description of verifiable results:
3. **Implementation Plan (4-5 pages):** This section will identify the tasks over the grant's duration. The applicant should provide details on the various tasks, from the time the grant is awarded to the point of reporting results to USAID Advancing Nutrition. The applicant will detail key assumptions and/or constraints in meeting the objective of the project, as well as any strategies to address or mitigate them. Details should include in table form the due date and project personnel responsible for each task. It should include the following:
  - a. Description of activities contributing to the stated objective of the grant
  - b. Timeline of activities
  - c. Person(s) responsible for activity/ies



The applicant may also include a GANTT chart, but is not required.

**5. Monitoring & Evaluation (2-3 pages):** Describe plan to monitor and evaluate activities.

- Methodology for measuring results:
- Indicators, may include the following:
  - S.1.3.2 Number of individuals receiving nutrition-related professional training through USG support program
  - S.1.3.3: Average percentage point change in score between pre- and post-tests of participants in trainings
  - S.1.3.4 Average percentage post-test score among participants of USAID Advancing Nutrition Trainings
  - S.1.3.5 Proportion of training participants who improved from pre- to post-test results
  - S.1.3.6 Proportion of training participants scoring 80% or more on the post test result
  - USAID Standard Indicator HL.9-2: Number of children under 2 (0-23 months) reached with community-level interventions through USAID Advancing Nutrition activities

**6. Staffing (2 pages):** Describe overall staffing and management, including staffing plan and organizational chart for the firm to complete the scope of work. Please also include CVs of key personnel. Grantees may be asked to provide CVs and level of effort of project personnel.

**7. Organizational Experience and Capability (2 pages):** In this section, applicants should describe their existing organizational structure, identify their strengths, and articulate their commitment to working with USAID Advancing Nutrition: Applicant should provide information speaking to the following:

- General organizational background information:
- Institutional strengths of the applicant and experience to receive and utilize grants from international organizations:
- Previous or ongoing experience implementing similar activities:
- List three references with contact information:

**8. Attachments to the Technical Application:** Each of the documents listed below should be submitted as separate email attachments. These documents are not included in the page limit described above. Applicants should label these documents as appendices, as numbered here:

1. **Appendix A. Signed cover page** (See template in RFA Appendix 1; PDF)
2. **Appendix B. Preliminary monitoring and evaluation plan and timeline template** (See template in RFA Appendix 2; Microsoft Word)
3. **Appendix C. Staff CVs for key personnel** (Microsoft Word or PDF)
4. **Appendix D. Organizational chart** (Microsoft Word or PDF)

## **D. Cost Application Instructions:**

The Cost application has three main components: Summary Budget, Detailed Budget, and Budget Notes/Narrative, which should be submitted as three separate appendices in the application.

### **Summary Budget**

The Detailed Budget Template (RFA Appendix 3) includes a tab called the Summary Budget (tab 2), which will fill automatically based on the information the applicant inserts into the Detailed Budget (tab 3). Once the applicant has finalized the Detailed Budget, information from the Summary Budget tab should be copied to the Summary Budget Template (RFA Appendix 4). This Microsoft Word file should be included with the application as an attachment.

## Detailed Budget

Applicants should carefully read the first tab (Budget Guidelines) of the Detailed Budget (RFA Appendix 3) template before entering data into the budget template. The Detailed Budget (tab 3) should include all costs associated with the implementation for the activity proposed, as well as the cost share (if any). However, cost share is not required. No profit or fee may be charged.

Please note that the cost information should be entered in USD **in the Detailed Budget**.

The Detailed Budget should include the following line items as applicable:

1. **Staff/salary and wages.** This category should include salaries for full-time and part-time employees. Each position required for the scope of work should be listed with a brief description of duties and the salary rate. Direct salaries/wages must be in accordance with the organization's established personnel policies and any local labor legislation. To be considered adequate, the policies must be in writing, applicable to all employees of the organization, subject to review and approval at a high enough organizational level to ensure their uniform enforcement, and result in costs that are reasonable and allowable in accordance with applicable cost principles.

2. **Allowances/fringe 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. For benefits or other compensation calculated separately from the base salary, the types and calculations should be presented in the budget notes/narrative.

*Fringe Benefits* - If accounted for as a separate item of cost, fringe benefits must be based on the Applicant's audited fringe benefit rate or historical cost data and for personnel/salary according to local legislation.

3. **Travel and transportation.** Applicants should indicate the number of trips, domestic and international, and the estimated costs—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, [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) Applicants should take into consideration COVID-19-related travel restrictions and budget conservatively in this section considering in-country and international travel restrictions. Award recipients will be expected to follow all COVID-19 guidelines and regulations of the country/region where the project is proposed in addition to USAID travel regulations.

4. **Equipment.** Include equipment with a unit value of \$5,000 or more. List the item, quantity, estimate unit cost, total cost, and potential vendor. (NOTE: Equipment is defined as tangible non-expendable personal property that has a useful life of more than one year and an acquisition cost of \$5,000 or more for each piece of equipment).

5. **Supplies.** Include items with a unit value under \$5,000 and/or have a useful life of less than a year (when combined, cost of several items may add up to \$,000 or more). List the item, quantity, estimated unit cost, and total cost.

6. **Consultants.** Direct consultants hired as part of this project must be listed. Daily (or monthly) rates and planned number of days (or months) must be included, along with a brief description of the type of work the consultant will undertake to support the aims of the project.



7. **Program activities (if any).** This category should only be used if the activity includes significant program-related procurement of services or goods (20 percent or more of the total budget—e.g., significant costs related to training, or goods to be purchased and distributed). Relatively small program-related services under 20 percent of the total budget should be included under “other direct costs.”
8. **Other direct costs.** All costs in this category must be described in detail. The budget may account for translation costs under this section. All reports are required to be submitted in English. Examples of other direct costs are communication, translation costs, printing, and postage.
9. **Total direct costs.** Calculate the sum of total direct costs from line items “1” through “8.”
10. **Indirect facilities and administrative costs.** Funds should be budgeted here only if the Applicant has a currently approved negotiated indirect cost rate agreement (NICRA). In this case, a copy of the NICRA should be provided. An organization that has never received a NICRA may elect to charge a de minimis rate of up to 10 percent of its modified total direct costs. Applicants also have an option to include a rate calculation that has been certified by a certified public accountant firm (Organizations will need to have a clearly defined indirect rate, and that will need to be substantiated with financial statements that are approved and validated by an appropriate certified public accountant firm). Indirect costs are not allowed to be budgeted in response to this RFA.
11. **Total project costs.** Calculate the sum of total project costs, line items “9” and “10”.

USAID Advancing Nutrition may request additional detailed budget information following notification to an Applicant that it is under consideration for an award. If necessary, USAID Advancing Nutrition may arrange meetings to evaluate specific elements of costs and examine data to determine the necessity, reasonableness, and allocability of the costs reflected in the budget and their allowability per the applicable United States Government cost principle. The successful Applicant will negotiate a final budget with USAID Advancing Nutrition for all aspects of the project.

All successful Applicants will have to have **active SAM registration** status and a data universal numbering system (**DUNS**) **number** before receiving any funds from USAID.

### **Budget Notes/Narrative**

Applicants should include Budget Notes/Narrative to explain each cost associated with the Detailed Budget. Use the Budget Notes/Narrative Template included in RFA Appendix 5.

### **Attachments for the Cost Application**

Each of the documents listed below should be submitted as separate email attachments. These documents are not included in the page limit. Applicants should label these documents as appendices, as numbered here:

1. **Appendix F. Detailed Budget** (See template in RFA Appendix 3; Microsoft Excel)
2. **Appendix G. Summary Budget Template** (See template in RFA Appendix 4; Microsoft Word)
3. **Appendix H. Budget Notes/Narrative** (See template in RFA Appendix 5; Microsoft Word)

The following documents should be included as separate attachments with the Application.

1. Appendix I. Copies of the Organization's Registration and/or Certification
2. Appendix J. A signed Certification of Financial Responsibility (template in RFA Appendix 6)

The following documents should be reviewed but do not need to be included at this time—only successful Applicants will be required to sign these certifications during the award agreement:

1. Certification regarding terrorist funding (RFA Appendix 10)
2. Certification regarding Protecting Life in Global Health Assistance (PLGHA) Policy (RFA Appendix 11)

### III. Evaluation Criteria

Responsive applications are submitted on time and include all information requested. Non-responsive applications may be disallowed from further consideration.

Applications will be evaluated on the basis of 100 possible points. The technical application will be evaluated on the basis of 80 total possible points; the cost application will be evaluated on the basis of 20 possible points. The relative weighting of the various sections of the grant application will be according the below values:

<b>Evaluation Category</b>	<b>Maximum Points (100 total)</b>
Technical Approach	25 points
Implementation Plan	25 points
Monitoring and Evaluation	10 points
Personnel / Staffing	10 points
Experience & Capability	10 points
Cost Effectiveness	20 points
<b>Total Possible Points</b>	<b>100 points</b>

#### A. Evaluation Process

Applications will be reviewed by a technical committee that will evaluate the Applications according to Evaluation Criteria. The committee will determine which organizations will be funded based on the submitted Applications. USAID Advancing Nutrition will use the conclusions of the technical committee, together with an evaluation of the costs, as the basis for a grant with the successful Applicants.

#### B. Evaluation Criteria

The following Evaluation Criteria serve to: 1) identify the significant matters that Applicants should address in their Applications; and 2) set the standard against which Applications will be evaluated. Applications will be evaluated on the basis of 100 possible points per the criteria defined below. The weighting of the Application sections will be accorded the indicated values.

<b>Evaluation Category &amp; Criteria</b>	<b>Maximum Points (100 total)</b>
<b>Technical Approach:</b> The approach will be evaluated for:	25 points

<ul style="list-style-type: none"> <li>● A feasible and technically and operationally sound approach for achieving the objectives of the grant and the results the grantee aims to achieve</li> <li>● A clear plan for how the grantee will target the program participants</li> <li>● A clear plan for how the grantee will engage local stakeholders, particularly stakeholders from local ministries, departments, and/or agencies</li> <li>● Clear articulation of the activities the grantee will undertake</li> <li>● Articulation of how the grantee aims to implement activities to promote gender equality and women's empowerment; specifically, articulation of an approach for ensuring meaningful participation of women in program activities</li> </ul>	
<p><b>Implementation Plan:</b> The plan will be evaluated for:</p> <ul style="list-style-type: none"> <li>● Completeness and soundness</li> <li>● Integration and scheduling of dependent tasks</li> <li>● Assignment of responsibilities</li> <li>● Viability of the proposed milestones of achievement.</li> </ul>	25 points
<p><b>Monitoring and Evaluation:</b> Will be evaluated for:</p> <ul style="list-style-type: none"> <li>● Clear approach for measuring results of the program activities, including clear and concise methodology</li> <li>● Inclusion of the USAID Advancing Nutrition indicators</li> </ul>	10 points
<p><b>Personnel / Staffing:</b> The way the organization proposes to staff and manage the grant award for successful implementation. Include both technical / programmatic and financial / administrative staff.</p>	10 points
<p><b>Experience &amp; Capability:</b> The organization's proven track record, references, and experience in implementing similar activities.</p>	10 points
<p><b>Cost Effectiveness:</b> Includes a budget in which costs are allowable, allocable, and reasonable for the proposed project. Budget outlines an amount of work that is feasible for the funding level with sufficient levels of effort for staff. Proposed activities are feasible based on the funding amount and the use of existing resources.</p>	20 points

<b>Total Possible Points</b>	<b>100 points</b>
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At the conclusion of the evaluation process and when final approval is obtained from the donor, the project will notify all applicants of their review status. Successful applicants may enter negotiation at this phase. This does not guarantee that a grant will be obtained. Unsuccessful applicants will receive notification in writing.

## **IV. Terms of Application**

### **1. Deadline**

Applications should be received by the designated deadline, or they may not be considered. Late Applications will not be reviewed. USAID Advancing Nutrition will review the applications on a rolling basis over the three-week period for which the application window is open.

### **2. Questions of Clarification**

Interested organizations should direct any questions about the RFA in writing to [grants@advancingnutrition.org](mailto:grants@advancingnutrition.org) no later than the date specified on page 1. Responses will be distributed to all RFA recipients. All correspondence with the Project pertaining to this RFA must reference the contact person and RFA number on page 1.

### **3. Application Validity**

Your application must remain valid for a minimum of 90 days. Applications should be signed by an official authorized to do so.

### **4. Language**

The application, as well as correspondence and related documents should be in English.

### **5. Negotiations**

It is anticipated that grants will be awarded solely on the basis of information received. The Project reserves the right to request additional information and conduct negotiations with any potential applicant prior to awarding a grant.

### **6. Rejection of Applications**

This document is a request for application only, and in no way obligates JSI, the Project or USAID to make an award. The Project reserves the right to reject any and all offers received and/or to cancel the RFA. Applicants whose application is not selected will be notified.

### **7. Incurring Costs**

JSI is not liable for any costs incurred during preparation, submission, or negotiation of an award for this RFA. The costs are solely the responsibility of the applicant.

### **8. Representations and Certifications**

The application shall be accompanied by any requested representations and certifications completed and signed by an official authorized by the applicant.

### **9. Financial Responsibility**

Applicants should certify as to the financial viability and resources of the organization to complete the proposed activities within the period of performance. JSI reserves the right to request and review the latest financial statements and audit reports as part of the basis of the award.

## 10. Executive Order on Terrorism Finance

The applicant is reminded that U.S. laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with such laws. The Treasury Department's list of Specially Designated Nationals appears at [www.treas.gov/offices/enforcement/ofac/sdn](http://www.treas.gov/offices/enforcement/ofac/sdn).

## V. Certifications

### CERTIFICATION REGARDING TERRORIST FINANCING

Within the following certification the term "JSI" shall be substituted for the term "USAID".

"Quote/proposal shall be substituted for the term "application".

#### CERTIFICATION:

By signing and submitting this certification, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website:

<http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification:

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or

identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.”

b. “Terrorist act” means:

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. “Entity” means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient’s obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this Application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

OFFEROR: \_\_\_\_\_  
Authorized Signatory: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## VI. Mandatory and as Applicable Standard Provisions

The following provisions will be included as part of the grant award.

### Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations:

ADS Reference 303mat - Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations (<chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.usaid.gov/sites/default/agency-policy/303mat.pdf>)

## VII. RFA Appendices



## RFA Appendix 1: Application Package Components

### Technical Application Components

The following sections should be combined and submitted in one (1) Microsoft Word document;

1. Cover letter (without signature) (1 page, NOT included in the page limit)
2. Technical Description
3. Implementation Plan
4. Monitoring and Evaluation
5. Staffing
6. Organizational Experience and Capability

Attachments to Technical Application:

Each of the documents listed below should be submitted as separate email attachments. These documents are not included in the 11-page limit. Applicants should label these documents as appendices, as numbered below:

1. **Appendix A. Signed cover page** (See template in RFA Appendix 1 below; PDF)
2. **Appendix B. Preliminary monitoring and evaluation plan and timeline template** (See template in RFA Appendix 2; Microsoft Word)
3. **Appendix C. Staff CVs for key personnel** (Microsoft Word or PDF)
4. **Appendix D. Organizational chart** (Microsoft Word or PDF)
5. **Appendix E. Detailed budget** (See template in RFA Appendix 3; Microsoft Excel)
6. **Appendix F. Summary budget template** (See template in RFA Appendix 4; Microsoft Word)
7. **Appendix G. Budget notes/narrative** (See template in RFA Appendix 5; Microsoft Word)
8. **Appendix H. Copies of the organization's registration and/or certification** (PDF)
9. **Appendix I. A signed certification of financial responsibility** (See template in RFA Appendix 6, below; PDF)

### RFA Appendix 1: Cover Page Template

A. Organization Name	
B. Organization Address, Telephone & Email	
C. Project Title	

D. Primary Authorized Person Name, Title, Telephone & Email	
E. Secondary Authorized Person Name, Title, Telephone and Email	
F. Organization's Legal Status (NGO, For Profit, U.S. or non-U.S., etc.) and Location of Registration	
G. Project Implementation Location (District, Region/county, Country, etc.)	
H. Project Implementation Period	
I. Total Amount Funds Requested in USD	

**RFA Appendix 2: Preliminary Monitoring and Evaluation Plan and Timeline Template**

**RFA Appendix 3: Detailed Budget and Summary Budget Template**

Please see the attached Microsoft Excel file for the Detailed Budget and Summary Budget templates

**RFA Appendix 4: Summary Budget Template (Word File)**

Please see the attached Microsoft Excel or Word file for the Detailed Budget and Summary Budget templates

**RFA Appendix 5: Budget Notes/Narrative Template**

Please see the attached Word file for the Budget Notes/Narrative template

**RFA Appendix 6: Certification of Financial Responsibility Template**

**Organization's letterhead**

### CERTIFICATION OF FINANCIAL RESPONSIBILITY TEMPLATE

**INSERT APPLICANT NAME** confirms that the following are true:

1. **INSERT APPLICANT NAME** has adequate financial resources or the ability to obtain such resources as required during the performance of the award.
2. **INSERT APPLICANT NAME** has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the Applicant.
3. **INSERT APPLICANT NAME** has a satisfactory record of performance.
4. **INSERT APPLICANT NAME** has a satisfactory record of integrity and business ethics.
5. **INSERT APPLICANT NAME** is otherwise qualified and eligible to receive a grant award under applicable laws and regulations.

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**Authorized name**  
**Title**  
**Organization**  
**Address**