



# USAID | CENTRAL ASIA

**Issue Date:** January 22, 2024  
**Deadline for Question:** February 5, 2024, 10:00AM, Almaty time  
**Applications Due Date:** February 22, 2024, 10:00AM, Almaty time  
**Subject:** Notice of Funding Opportunity No. 72011524RFA00002  
**Program Title:** Regional Approaches for Eradicating Tuberculosis (RAFET) activity

The United States Agency for International Development (USAID) is seeking applications for a Cooperative Agreement from qualified entities to implement the Regional Approaches for Eradicating Tuberculosis (RAFET) program in Central Asia. Eligibility for this award is restricted to qualified U.S. and Non-U.S. organizations.

USAID intends to make an award to the applicant(s) who best meets the objectives of this funding opportunity based on the merit review criteria described in this NOFO subject to a risk assessment. Eligible parties interested in submitting an application are encouraged to read this NOFO thoroughly to understand the type of program sought, application submission requirements and selection process.

To be eligible for award, the applicant must provide all information as required in this NOFO and meet eligibility standards in Section C of this NOFO. This funding opportunity is posted on [www.grants.gov](http://www.grants.gov), and may be amended. It is the responsibility of the applicant to regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity and to ensure that the NOFO has been received from the internet in its entirety. USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on [www.grants.gov](http://www.grants.gov) or accessing the NOFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at [support@grants.gov](mailto:support@grants.gov) for technical assistance.

USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier and System for Award Management (SAM) requirements detailed in Section D.6.g. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process.

Please send any questions to the point(s) of contact identified in Section G. The deadline for questions is shown above. Responses to questions received prior to the deadline will be furnished to all potential applicants through an amendment to this notice posted to [www.grants.gov](http://www.grants.gov).

Issuance of this notice of funding opportunity does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for any costs incurred in

preparation or submission of comments/suggestions or an application. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Sincerely,

/S/

Raphael Metzger

Regional Supervisory Agreement Officer

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## SECTION A: PROGRAM DESCRIPTION

### Regional Approaches For Eradicating Tuberculosis (RAFET) activity

This funding opportunity is authorized under the Foreign Assistance Act (FAA) of 1961, as amended. The resulting award will be subject to 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and USAID’s supplement, 2 CFR 700, as well as the additional requirements found in Section F.

#### The goal:

The goal of the Regional Approaches For Eradicating Tuberculosis (RAFET) activity is **to reduce the burden of Tuberculosis (TB), particularly drug-resistant tuberculosis (DR-TB), in the Central Asia region**. If countries collaborate on regional issues that impact TB management and control; while maintaining investments in domestic programming focused on TB/DR-TB case notification and treatment, preventive treatment initiation and completion; and they increase the quality of TB services through strengthened healthcare systems; then the burden of TB in the region will decline. The new activity is fully aligned with the USAID Global TB Strategy 2023-2030.

#### 1. Introduction

In the 1990s, TB programs across Central Asia were heavily impacted by the collapse of the Soviet Union. As health care spending plummeted by 97%<sup>1</sup>, public health systems struggled to maintain the complex set of interventions necessary to combat TB. By the time Central Asian countries gained independence, their TB laboratories were constrained by antiquated equipment, providers were using outmoded clinical practices, and health systems suffered from frequent stock-outs of critical drugs.

USAID provided assistance to update and strengthen the national TB systems, and substantial progress was achieved in the following decades, resulting in significant declines in TB incidence and mortality. The COVID pandemic, however, again disrupted services and progress in TB control. After decades of effort and measurable progress, the Central Asia region still suffers from high rates of TB – particularly multidrug TB resistance (MDR-TB).

The demographic profile of TB transmission is similar across Central Asia, disproportionately affecting economically and socially vulnerable men of working age (25-55). Increased migration in the region creates new challenges, as labor migrants with TB moving across borders are frequently lost to follow up, unable to complete their treatment. Additionally, National TB Programs (NTP) face programmatic challenges, including the need to scale up rapid drug resistant TB (DR-TB) detection, provide globally recognized treatment regimens, prevent drug resistance and the development of new TB/DR-TB cases, and fight against TB stigma and discrimination. These issues, and others, would greatly benefit from regional approaches rather than each country attempting to tackle them alone.

Given the similar struggles in TB control, there are benefits to sharing successful practices and

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<sup>1</sup>Report "Anatomy of Health Care Transformation: USAID’s Legacy in Health Systems Strengthening in Central Asia; 1994-2015, Bethesda, MD: Quality Health Care Project in Central Asia, Abt Associates Inc, 2015.

lessons learned among the countries in the region. In the gap analysis commissioned prior to this design, stakeholders noted the potential benefits of greater collaboration between USAID's Central Asian Regional Mission and the bilateral missions and health offices. Of specific interest was the development of regional platforms, such as roundtables or seminars, to share experiences and amplify country level technical capacities. Given the increased facility of virtual meeting platforms spawned by the COVID-19 pandemic, it is now easier to exchange valuable information across the region to improve the implementation of TB programs. With the advantages of regional collaboration in mind, the new regional TB activity's **purpose** is twofold.

1. Support regional cooperation and collaboration that will allow forward progress on challenges that the region faces, such as labor migration of people being treated for TB, data sharing to understand trending epidemiology and increasing drug resistance.
2. Capitalize on the many innovative practices each country has already invested in and ensure they are shared widely and replicated if appropriate, so all five National TB Programs continue to demonstrate progress.

Under this objective, there will also be limited targeted bilateral technical interventions in Kazakhstan, with a focus on the Innovate and Sustain pillars of the USAID Global TB Strategy 2023-2030.

The new regional activity aligns with USAID's Global TB Strategy 2023-2030, its 90-90-90+ prevention results framework, national TB strategies, and international partners' strategies (i.e., the Global Fund, Stop TB Partnership, and WHO). It will coordinate implementation with existing USAID TB programs and key stakeholders in the region and all five Central Asian countries (Kazakhstan, Kyrgyz Republic, Tajikistan, Turkmenistan, and Uzbekistan).

## **2. Background**

### **2.1 Region, Countries, and Sector Context**

Four Central Asian countries in the region (Kazakhstan, Kyrgyz Republic, Tajikistan, and Uzbekistan) are among the world's 30 high-burden multi-drug resistant TB (MDR-TB) countries (WHO Global TB Report 2022). Although Turkmenistan is not included in this list, it is also considered a high-burden MDR-TB country. Investment in combating TB in this region has an outsize impact on overall global goals to address TB. While the incidence of new cases and mortality related to TB is declining across the region, the proportion of TB cases that are drug-resistant across the region remains high.

#### **COVID-19**

During the **COVID-19 pandemic**, TB systems were leveraged as assets in the response due to their expertise in managing respiratory illnesses - but at a cost to TB control. As a result of the diversion of human resources and other issues:

- In 2021 the Kyrgyz Republic, the NTP registered a 30 percent reduction in DR-TB notifications due to COVID-19 compared to 2019.
- In 2021 the pandemic-related disruptions in TB services in Tajikistan resulted in case notification rate dropping down with 52% of estimated cases missed.

- In Uzbekistan in 2020 the incidence of TB dropped by 26% in comparison with 2019. Nearly 10,000 TB cases were 'missed' (i.e., not detected or reported) in 2020 and 8,500 TB incident cases were 'missed' in 2021. More than 1,100 DR-TB cases were missed each year in 2020 and 2021.
- In Kazakhstan in 2021, COVID-19 decreased TB patients' enrollment by 25 percent compared with 2019 and specifically in MDR/Rifampicin Resistant (RR)-TB.

Despite these impacts, recent data indicate that programs are recovering and cases are being found at increasing rates.

The region is facing shifting challenges, impacting national programs, including **increasing and changing migration patterns**. Each year, millions of Central Asians leave their homes in search of better job opportunities, often with Russia as the destination. However, socio-political factors such as the Russian invasion of Ukraine, have caused a shift in the migration corridors and destination countries for migrant workers. As a result, Central Asians are migrating within the region and Central Asia has become a destination for Russians fleeing mobilization.

The number of migrant workers who moved to Kazakhstan increased by 16 percent in 2021, and a further 25 percent in 2022 (totaling 7.5m). Men represent the largest majority (84%) of migrant workers. Nearly 6 million arrivals accounted for Commonwealth of Independent States (CIS) member states including the Russian Federation (41.1%), Kyrgyzstan (30.4%), Uzbekistan (27.6%), Azerbaijan (0.4%), and Belarus (0.2%). The majority (73.3%) identified as seasonal migrant workers. Migrant workers are considered a vulnerable population at increased risk for TB due to their socio-economic conditions such as food insecurity, crowded living conditions, and poor access to TB diagnosis and treatment. Ensuring access to TB services for labor migrants remains an ongoing challenge for the region.

Other common issues across the region include managing TB in prisons, insufficient surveillance and monitoring and sharing of data, and rising resistance against new TB drugs, such as Bedaquiline and Delamanid. This is a priority for both improving country level practices and joining forces to work at a regional level. As an example, harmonizing regulations with WHO guidelines and clinical protocols, across all countries, could benefit from an integrated regional approach. Moreover, the sharing of data between countries would provide more transparency into individuals' needs (such as migrants) but also from a population perspective across the region. Migration from one country to another should not be a barrier for an individual to complete their TB treatment, however data sharing is necessary to support treatment continuity. As well, data to monitor any epidemiological profile shifts or hotspots across the region benefits the region as a whole as well as bilateral responses.

A strong regional platform that encourages the sharing of innovations, guidance, and lessons among countries will benefit all and bring the region closer to achieving the UN High-Level Meeting on TB (UNHLM) targets. For example, new DR-TB treatment regimens have been piloted in the Autonomous Republic of Karakalpakstan in Uzbekistan, and the lessons can benefit all countries in the region.

In addition, National TB Programs are increasingly addressing their health financing challenges. The Kyrgyz Republic has changed its health financing system for TB—and across the board for health—under a new mandatory Health Insurance Fund. Uzbekistan is interested in understanding how these new financing practices could be adapted within their own system. If

these new measures can spread across the region, it can significantly improve the cost-effectiveness of TB detection and treatment.

USAID assistance plays a catalytic role to assist Kazakhstan NTP introduce innovations to combat DR-TB, and plan for scaling successful approaches using their domestic resources. However, starting in April 2022, most of the USAID TB activities operating over the last 5 years in Kazakhstan came to a close. While there have been substantial achievements within the country, there is recognition that the return on investment for limited technical support is high and that continued access to such assistance via RAFET will reduce the likelihood of backsliding. Thus, RAFET will provide limited targeted technical assistance in Kazakhstan focused on *Sustainability* and *Innovation*, two strategic pillars of the USAID Global TB Strategy 2023-2030:

- USAID technical assistance will continue to play a catalytic role to piloting innovative approaches/technologies;
- Gains that have been made in Kazakhstan lay the foundation for innovations around the region;
- Continue to support KZ NTP to introduce globally-recognized strategies and plan for scale and sustainability; and
- Support optimization of NTP financial investments.

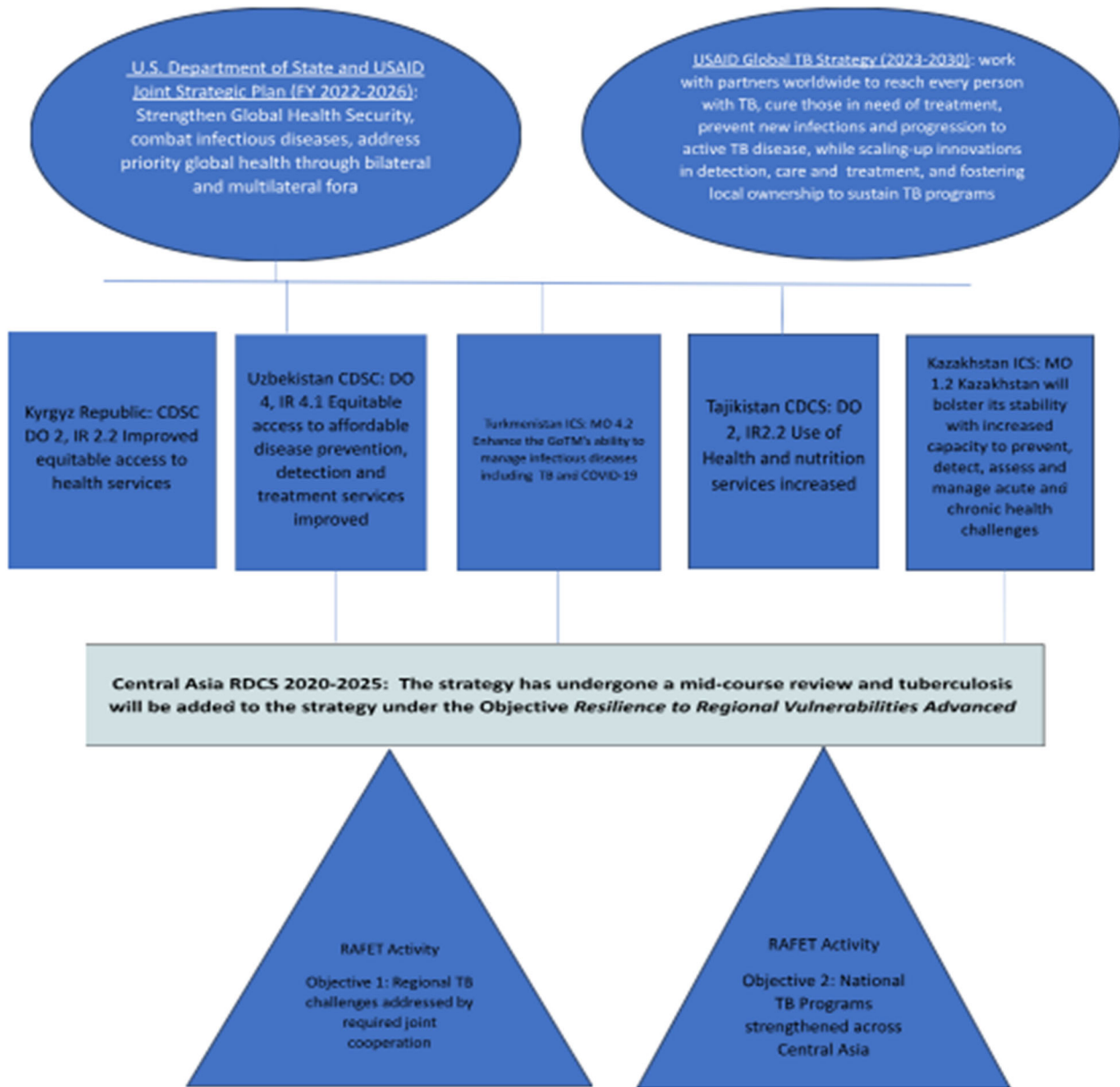
The ultimate goal of any TB Program is to find individuals with TB and cure them. Given that borders offer no defense against transmission, the impact of TB within one country in the region can disrupt other countries in the region. Each country has its own unique roadmap and blueprint for achievement and there is an unvoiced competition between the countries that provides incentives for sharing but also for results. A regional activity will allow for a platform similar to that of a broker or an influencer. The role of RAFET will be to identify opportunities for cross-country learning, facilitate sharing and spearheading regional approaches that have support from all countries of the region, as well as serve as a facilitator and augmentor of quality technical support in addressing the ‘evidence-to-implementation’ gaps in the countries and the region.

Despite these ongoing challenges, it is important to recognize the strong achievements TB programs have made over the last two decades. The National TB Programs in the region successfully implemented the rapid diagnostic technology, such as GeneXpert, to diagnose TB, MDR/XDR-TB countrywide. The national TB diagnostic algorithms are updated to allow the use of the GeneXpert diagnostic technology to diagnose TB and COVID simultaneously. The clinical guidelines and treatment protocols on TB/DR-TB are aligned to the latest WHO recommendations. All countries in the region are working toward introducing or expanding access to rapid TB diagnostics, optimizing the diagnostic laboratory networks, scaling up the use of the new TB drugs and new DR-TB treatment regimens and putting active drug safety monitoring systems in place. These successes, and the political will required to achieve them, provide a strong platform to further expand the performance of the NTPs across the region.

## **2.2 Relationship to USG Strategies (See Figure 1 below for the Schema)**

A taxonomy of strategic frameworks provides the overarching technical and policy justifications for investment in RAFET:

Figure 1. Schema of the relationship to USG Strategies



This RAFET activity fits into a number of approved regional Development Objectives (Dos) and Strategic Objectives (SOs), including:

- The main strategic objectives of the USAID Global TB Strategy (2023-2030),
- The U.S. Department of State and USAID Joint Strategic Plan (FY 2022-2026) Framework (*Goal 1, Strategic Objective 1.1: Strengthen global health security, combat infectious disease threats, and address priority global health challenges through bilateral engagement and within multilateral fora*);
- USAID/Kyrgyz Republic's Country Development Cooperation Strategy (CDCS) Development Objective 2: Robust and diversified economic opportunities for the people



- of the Kyrgyz Republic, IR 2.2: Improved equitable access to quality health services;
- USAID/Tajikistan’s Strategic Framework Development Objective 2. Human capital increased, IR 2.2 Use of Health and nutrition services increased;
- Turkmenistan Integrated Country Strategy Mission Objective 4.2,: Enhance the Government of Turkmenistan’s ability to manage infectious diseases including TB and COVID-19;
- USAID/Uzbekistan’s Strategic Framework Development Objective 4: Quality, People-centered, and Integrated Health Care Provision for Priority Disease Threats Expanded, IR 4.1: Equitable access to affordable disease prevention, detection and treatment services improved; IR 4.2: Components of health systems as related to priority disease threats strengthened;
- USAID/CA’s Kazakhstan Integrated Country Strategy’s Mission Goal 1: Support Kazakhstan’s independence, sovereignty, and territorial integrity by enhancing its ability to counter and mitigate threats to its security and stability; Mission Objective 1.2: Kazakhstan will bolster its stability with increased capacity to prevent, detect, assess, and manage acute and chronic health challenges; and
- USAID/CA finalized the mid-course stocktaking of its regional strategy; TB was included under an existing objective focused on *Resilience to Regional Vulnerabilities Advanced*.

The activity must align with the national TB program priorities and other existing USAID investments. While each country has robust TB portfolios, the following provides an overview of the primary areas of focus for each country and USAID.

**Kazakhstan:** The National TB Program is focused to scaling-up new, rapid molecular TB and MDR-TB diagnosis technologies such as GeneXpert and Whole Genome Sequencing (WGS); utilizing new TB drugs and implementation of new full oral DR-TB treatment regimens; promoting patient-centered care with a focus on outpatient treatment; optimizing the network of the hospital TB beds; programmatic management of Latent TB Infection (LTBI); reforming the TB finance system; and expanding TB detection and patient adherence support services through local NGOs and CSOs. The current regional USAID activity, Eliminating TB in Central Asia (ETICA), provides support in Kazakhstan to improve the quality and availability of DR-TB services by building the capacity of host-country TB leadership, management, financing, and information systems; improving TB service delivery by ensuring the presence of skilled and motivated providers, as well as accessible drugs and supplies in laboratories and health facilities; and working with communities to reduce stigma and provide comprehensive support services to TB patients to ensure successful completion of treatment. ETICA is scheduled to end in April 2024 at which time RAFET will be the sole USAID TB activity operating in Kazakhstan.

**Kyrgyz Republic:** Overall, the national strategy for 2022-2026 places a strong emphasis on TB prevention and early diagnosis, promotion of people-centered care with a focus on high-risk groups, improved cross-sectoral cooperation, and comprehensive psycho-social support for TB patients. The current USAID bilateral activity, USAID Cure TB, assists the Kyrgyz government to diagnose, treat, and cure people with drug-resistant TB. The activity focuses on systems strengthening and capacity building of tools, resources, and human resources to improve the

Kyrgyz Republic's response to TB in line with international recommendations. This activity will end in July 2024. ETICA is also active in Kyrgyz Republic in a very limited way as a platform to enable regional dialogue across Central Asia.

**Tajikistan:** The main goal of the National Program for the Protection of the Population from TB for 2021-2025, housed under the Ministry of Health and Social Protection of the Population (MOHSPP), is to decrease the TB burden and its impact on social and economic development by ensuring universal access to timely, quality diagnosis and treatment of all forms of TB to decrease illness and deaths and prevent further development of drug resistance. ETICA is the flagship USAID activity in Tajikistan and provides support to improve the quality and availability of DR-TB services by building the capacity of host-country TB leadership, management, financing, and information systems; improving TB service delivery by ensuring the presence of skilled and motivated providers, as well as accessible drugs and supplies in laboratories and health facilities; and working with communities to reduce stigma and provide comprehensive support services to TB patients to ensure successful completion of treatment. The ETICA activity estimated end date is April 2024. A new bilateral TB activity, USAID End TB in Tajikistan, focuses on advancing evidence-based solutions to increase early TB detection, improve treatment access, and cure, and halt the cycle of transmission to prevent TB and drug-resistant (DR)-TB. To achieve these overarching aims, the Activity is implementing a locally led model of people and community-centered care to reach every person with TB, enhanced by digital technology and strategic innovations to improve TB systems and services. The USAID End TB in Tajikistan activity commenced in 2022 and will end in September 2027.

**Turkmenistan:** The main goal of the national TB program is to decrease the burden of TB in Turkmenistan by ensuring universal access to timely and quality diagnosis and treatment of all forms of TB and, in part, by building the capacity of the TB and sanitary and epidemiology specialists of the Ministry of Health of Turkmenistan in all five velayats of the country. The program timeframe is 2021-2025. USAID primarily supports TB work in Turkmenistan via the Accelerating Efforts to End TB and DR-TB in Central Asia activity (implementing partner: WHO) with a goal to decrease the burden of drug-susceptible and drug-resistant TB (TB and DR-TB) by achieving universal access to prevention, diagnosis, and treatment in Turkmenistan as defined in the new TB Action Plan for the WHO European Region 2023-2030. This grant is active from July 2023 through July 2028.

**Uzbekistan:** The goal of the National Strategic Plan on TB for 2021-2025 is to reduce the TB incidence rate by 50% and the number of TB deaths by 75% by 2025 (compared with 2015 levels). NTP aims to achieve UNHLM's TB diagnosis and treatment targets, focusing on DR TB patients, childhood TB, and preventive treatment of TB. It is approved 2021-2026. Given the framing by both the US government and the National TB programs in the region, RAFET is well suited as a regional TB Activity will to provide a range of regional interventions. As the current TB flagship project in Uzbekistan, ETICA provides support to improve the quality and availability of DR-TB services by building the capacity of host-country TB leadership, management, financing, and information systems; improving TB service delivery by ensuring the presence of skilled and motivated providers, as well as accessible drugs and supplies in laboratories and

health facilities; and working with communities to reduce stigma and provide comprehensive support services to TB patients to ensure successful completion of treatment. The new bilateral USAID activity, TB Free Uzbekistan, the TB flagship project, provides technical assistance to NTP to increase the effectiveness of TB prevention, detection, diagnosis, and treatment services for all forms of TB; and strengthen TB health systems. This activity started in May 2023 and will end in May 2028.

### 2.3 Geographical Focus

The geographical focus of RAFET will include all five CA countries (Kazakhstan, Kyrgyz Republic, Tajikistan, Turkmenistan, and Uzbekistan).

### 2.4 Purpose and Theory of Change

The program will address root causes and barriers to combat TB by creating a sustainable ecosystem of strengths and opportunities in the CA region. USAID Global TB Strategy's technical areas (Reach, Cure, Prevent, Innovate, and Sustain) will frame the interventions and lead to more resilient and robust healthcare systems and communities.

The **Theory of Change** is as follows:

**IF** countries collaborate on regional issues that impact TB management and control, through a range of regional approaches, while simultaneously maintaining their investments in domestic programming focused on TB/DR-TB case notification, preventive treatment initiation and its completion rate, accompanied by increased quality of TB services through strengthened healthcare systems, **THEN** the overall regional TB ecosystem will be more resilient, achieve USAID's Global TB Strategy (2023-2030) targets, and ultimately lead to reducing the burden of TB/DR-TB in each country, in the region, and globally.

### 2.5 Key Assumptions:

- Countries agree that some issues and challenges related to TB are best approached from a collaborative, regional perspective. For example, migrants are not provided comprehensive TB treatment for the entirety of their illness. This policy/practice contributes to an increasing frequency of treatment interruption, an increasing number of lost-to-follow up patients, and ultimately contributes to the development of drug-resistant TB.<sup>2</sup>
- There is shared recognition of the benefits of improved surveillance and data sharing, despite the fact that there are current infrastructure investments in data platforms that are not necessarily conducive to sharing.
- The new TB activity will lead on regional issues and will augment and add value, but not duplicate, the work each bilateral mission is doing, thus doubling down on the application of best practices and learning from bilateral projects, as well as supplementing the

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<sup>2</sup> While this is widely understood to be the policy, in practice, a number of people involved in the TB system report it is routinely ignored. Clients are treated longer or sometimes they are lost to follow up.

provision of high-quality technical support. All activities will be focused on reducing the burden of TB in the CAR region.

- All countries will provide input into the areas of regional importance and provide feedback on the proposed interventions to address them.
- Equity will be a cornerstone of the activity, with the goal being to evenly distribute activities across the region. However, if there are organic opportunities for adaptation of practices, they will be pursued. An example of this is how Kyrgyz Republic and Uzbekistan have moved to an MOU on TB care financing, with Uzbekistan learning from new practices that the Kyrgyz government has tried.

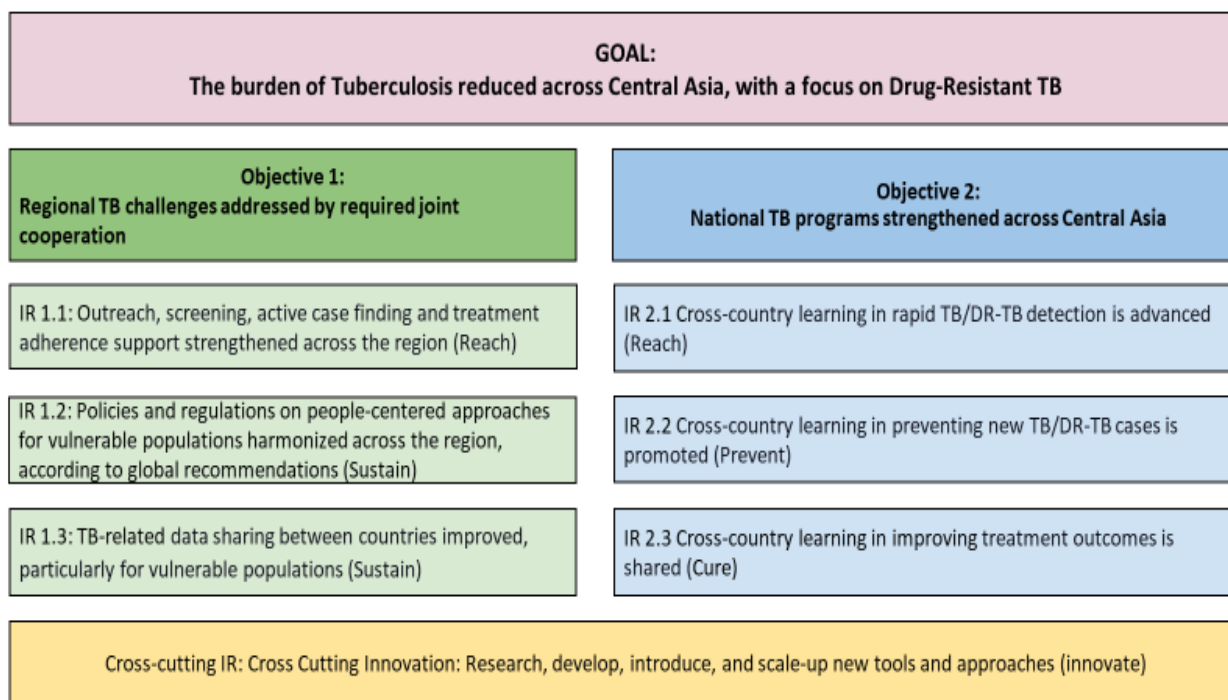
## 2.6 Proposed Outcomes and Results

The **goal** of RAFET is to reduce the burden of TB across Central Asia, with a focus on drug-resistant TB. There are **two objectives**:

1. Regional TB challenges addressed through joint cooperation (e.g.: TB in labor migrants, Monitoring and Evaluation (M&E), cross-border TB surveillance, and resistance to new TB drugs). Under this objective, activities would include the facilitating of access to capacities that may not be feasible for all countries to develop individually.
2. National TB programs strengthened across Central Asia. Through enhanced regional collaboration, exchange of best practices and adoption of effective models, RAFET will build on the considerable progress that the countries have already achieved. Under this objective there will also be targeted bilateral technical interventions in Kazakhstan focused on the Innovate and Sustain pillars of the USAID Global TB Strategy. Activities for both objectives will align with the USAID TB Roadmap categories of Prevent, Reach, Cure, Innovate and Sustain.

### Figure 2. Results Framework: RAFET Activity

Results Framework: Regional Approaches For Eradicating Tuberculosis (RAFET) Activity



**Objective #1:** Regional TB challenges addressed by required joint cooperation (eg: TB in labor migrants, M&E, cross-border TB surveillance, and resistance to new TB drugs).

**Expected Results:**

IR 1.1 Outreach, screening, active case finding, contact investigation and treatment adherence support strengthened across the region.

*Illustrative activities:*

- Convene round table on labor migration policies<sup>3</sup> for clients who are under active treatment for TB to develop joint practices.
  - Discuss if pre-migration screening for TB could be useful.
  - Map migrant paths and link to TB hotspots as a way of concentrating resources.
  - Engage with private sector companies (many of which have regional presence) to identify opportunities for prevention and treatment for their migrant workers.
- Organize regional workshop to strengthen close cooperation between CSOs in the region on scaling up TB Active Case Finding (ACF), TB Contact Investigation (TBCI) and new pediatric TB screening methods among vulnerable groups of people, especially among migrants, as well as CSOs engagement on outreach, TB contact investigation, psychosocial counseling and

<sup>3</sup> \*As of 1 March 2021, the University of Oslo is developing the Regional Migrant TB Data Warehouse for Greater Mekong countries based on WHO –DHIS2 standard configuration package; it might be worth exploring if a similar database would work within the Central Asia Region.

treatment adherence support.

- Build regional virtual learning hub to provide technical resources for the countries to scale up DR-TB Detection through strengthening the Laboratory Quality management system (QMS), optimizing the diagnostic laboratory network, improving case finding and contact investigations, pediatric TB screening methods among vulnerable groups of people, as well as CSOs engagement on outreach, psychosocial counseling and treatment adherence support.
- Organize a regional workshop to discuss and share countries' experience on community-based interventions, potential to scale up their scopes of work and proposed approaches to integrate it in NTP operations and their sustainability, define and develop high quality contact investigation approaches.
- Develop policy that is aligned to global recommendations enabling a guarantee of the continuum of treatment and care, improved data collection and sharing data between countries about lost-to-follow-up patients for effective case management and positive treatment outcomes.
- Conduct a political economy analysis that focuses on existing policies toward migrant deportation and treatment to understand if all the countries in the region are using similar approaches.
- Development of a regional toolkit addressing TB-related stigma and discrimination, adaptable for country implementation but branded as a unified campaign.

IR1.2: Policies and regulations on people-centered approaches for vulnerable populations harmonized across the region, according to global recommendations.

*Illustrative activities:*

- Organize regional workshops to facilitate cooperation between countries to harmonize TB policy and regulations on people-centered approaches for vulnerable populations, including scaling up new DRs-TB treatment regimens and digital/IT solutions to improve treatment adherence and TB stigma reduction.
- Promote regional bodies to have important roles in standard setting, policy syncing, and fruitful cross border collaboration.
- Conduct a regional landscape analysis on defining vulnerable populations after COVID 19 and as a result of other identified social determinants that exacerbate TB.
- Convene workshops advancing country dialogue on regional cooperation and harmonizing country-level efforts to ensure that each country's TB laboratory service and system is able to rapidly detect the resistance to new TB drugs, including by WHO-recommended genome sequencing technology, as well as define methods to develop and compile a new TB drug resistance profile for the whole region.
- Organize study tours between countries to promote country dialogue on benefits to harmonize surveillance systems and/or develop protocols to routinely share data.
- Convene a regional workshop inviting other countries that are addressing TB on a regional basis to share their lessons learned and what might be applicable in the Central Asia context (the Greater Mekong Subregion is one such area, as is the South, East and Central Africa border areas).

IR 1.3: TB-related data sharing between countries improved, particularly for vulnerable populations.

*Illustrative activities:*

- Conduct an interoperability capacity analysis on existing TB data platforms, including new electronic data systems in Turkmenistan.<sup>4</sup>
- Facilitate regional cooperation and dialogue between countries to harmonize and update policy and regulations on data sharing, data analysis and interoperability of existing TB data platforms in the region.
- Establish a virtual roundtable every two months to discuss data issues as they arise.
- Build close regional collaboration between TB National Reference Laboratories (NRL) by organizing a region-wide study tour with facilitation from the Supra-National Reference Lab (SNRL) in Gauting, Germany to learn the experience on drug susceptibility testing methods (including new TB drugs) and Laboratory management information system (LMIS) used for data collection and data sharing, especially if it's related to migrant or vulnerable groups of people.

**Objective #2:** National TB programs strengthened across Central Asia (*note: the sharing of best practices is not intended to be a passive act but rather RAFET will serve as a broker, linking new efforts in one country to identified challenges in another*).

**Expected Results:**

IR 2.1 Cross-country learning in rapid TB/DR-TB detection is advanced.

*Illustrative activities:*

- Organize cross-country study tours to learn and share lessons learned between countries in the region on introduction of new TB diagnostic and TB contact screening algorithms, including new TB infection testing methods (TST, IGRA).
- Convene regional workshops to build regional capacity and provide technical resources for the countries to introduce and scale up new DRs-TB diagnostic methods, new pediatric TB diagnostic methods, the latest innovative TB diagnostics - including genome sequencing.
- Conduct cross-country assessments to learn countries' experiences on reducing TB stigma and promote the adaptation of the innovative approaches to ensure treatment adherence for treatment success.
- Invest in training for maintenance of the GeneXpert machines in the region so each country has all its machines up and running and available for detection.

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<sup>4</sup> UNDP uses a platform developed by Dure Tech and leverages the WHO Prevent TB Digital Platform. It is based on open-source technology and includes a patient-centered module, as well as built-in interoperability with health information systems, enabling the monitoring of TB patients across the continuum of care and across borders. (see <https://www.undp.org/pakistan/blog/tracking-missing-cases-tb-it-moves-across-borders>)

- Support the lab staff from one NRL to work as embedded staff in the NRL of other country (cross-country learning) up to few weeks to learn and share country experience and build regional collaboration.
- Conduct a desk review of studies available/completed to identify possible innovations to increase detection in rural areas with light population.

IR2.2 Cross-country learning in preventing new TB/DR-TB cases is promoted.

*Illustrative activities:*

- Organize regional workshops to advance and scale up new TB Preventive treatment (TPT) regimens, including TB infection screening methods (TST, IGRA).
- Study, facilitate and support the new and innovative regional approaches addressing challenges to quality uninterrupted TB Preventive Treatment (TPT) provided to TB contacts and among target populations, especially among vulnerable high-risk groups.
- Convene regional workshops on promoting the quality TB medicines, scaling-up active TB drug-safety monitoring (aDSM), and efficient Procurement Supply Chain Management (PSCM) solutions for medicine and consumables.
- Conduct cross-country study tours to share lessons learned on improved Infection Prevention and Control standards, including improved administrative and environmental controls, the use of personal protective equipment, and healthcare workers' health surveillance and safety measures.

IR2.3 Cross-country learning in improving treatment outcomes is shared.

*Illustrative activities:*

- Develop a learning collective with a rotating country chair to present case studies every two months illustrating aspects of the program.
- Provide regional collaboration and best practice exchange between countries on digital Health Information Systems, including optimization of TB Services (TB finance reforms), high-level advocacy for TB domestic funding including mechanism to engage and sustainability support the local TB Civil Society Organizations (CSO).
- Organize regional exchange and collaboration between countries to introduce and scale up new DRs-TB treatment regimens, including the introduction of digital solutions for treatment and providing a feedback on quality of treatment, telemedicine, and TB Surveillance and drug susceptibility testing (DST) for DRs-TB, XDR-TB, and for new TB drugs such as Bedaquiline and Delamanid.
- Support regional M&E workshops and cross-country study tours to share the countries' experience, best practices, and challenges on data collection, data analysis and data sharing for effective evidence-based decision-making.
- Regional study tours twice a year to observe and debate adaptation of best practices.

Cross-cutting IR: Research, develop, introduce, and scale-up new tools and approaches.

*Illustrative activities:*

- Provide regional collaboration and best practice on collaboration with USA Universities



on TB topics and Private Sector Engagement.

- Promote country dialogue to define a NRL in the region that could serve as a 'regional NRL' performing quality and timely genome sequencing technology for the countries in the region, while countries will be building their capacity towards using their own genome sequencing technology in the country.
- Advance the Digital Communication Strategies which assist with maintaining migrants on treatment regimes.
- Introducing digital solutions to increase the healthcare providers' capacity and quality of care, such as using computer-assisted TB diagnostics (digital chest x-ray), digital access to the most updated clinical guidance, instant access to health record system, laboratory management system, clinical management system, and use of video-conferencing equipment for telemedicine and access specialized expertise and bring care closer to the patients.
- Facilitate regional cooperation and policy dialogue between countries to harmonize and scale up TB active drug-safety monitoring (aDSM) system and utilize more effective and cost-efficient regional approach for the Procurement Supply Chain system (GDF) for medicine, lab reagents and consumables to ensure the uninterrupted supply chain and quality of TB medicines procured.
- Revitalization of social media platforms to better engage target groups to come in for diagnosis and treatment and promote the role of NGO/CSO work.
- Expand the network of CSOs involved in delivering services such as social contracting mechanism and administrative support that allows marginalized populations access to services.
- Identify opportunities across the region for TB programming to synchronize with global health security and/or HIV programming.

## **2.7 Activity Parameters & Cross-cutting Principles**

Activity Parameters to be included into the Technical Approach:

### **Target Beneficiaries**

- People affected by TB (people with TB infection and with active TB disease, esp. with DRs-TB, their families, and close contacts)
- Vulnerable populations (migrants, children less than five years old, people with underlying medical conditions and compromised immune systems, people living with HIV, people with low body weight, former prisoners, etc.)
- Healthcare providers, caretakers, and persons who work or reside with people who are at high risk for TB in facilities or institutions
- NTPs and government officials involved in policy-making, governance, and management of healthcare and social services related to TB prevention, detection, and treatment
- Private Sector companies driving labor migration.
- Local organizations and civil society working on TB issues as well as migration and labor issues.

### **Partnership with the Governments in Central Asia (CA) region**

- Partnership and collaboration with CA countries' Governments (MOH, NTP) will be essential to ensure that future activity will align with other national programs and initiatives on regional and national levels and its sustainability. There are political sensitivities and unvoiced competition between the countries that will need to be delicately managed to promote the fullness of regional cooperation as a winning strategy.
- For the limited bilateral support within Kazakhstan, strong coordination with the NTP will be required. USAID has partnered with KZ NTP for 30 years. The National Strategic TB Plan for 2021-2025 in Kazakhstan focuses on the strategic technical areas, such as scaling-up the new rapid TB/DR-TB diagnostic technology (for instance the Whole Genome Sequencing), optimizing the TB laboratory diagnostic network, scaling-up the introduction new full-oral shorter treatment regimens for TB and DR-TB, better management of Latent TB Infection (LTBI), contact tracing and preventive treatment, and improving national TB surveillance, monitoring and evaluation systems. The NTP leadership considers USAID technical assistance as an important catalyst in driving Kazakhstan to meet their national targets set by the UN High-level meeting on TB (UNHLM). RAFET will build upon the existing partnership to introduce innovative state-of-the-art technologies and approaches to better address the DR-TB challenge in the country and plan for their sustainability. The USAID bilateral technical assistance in Kazakhstan will focus solely on the Innovate and Sustain strategic pillars.

#### **Relationship with other USAID-funded Activities**

- RAFET will closely coordinate its planning and implementation with other USAID activities implemented through different regional and bilateral projects focused on reducing the burden of TB/DR-TB in the CA region through the USAID mission's POC, IPs, and national technical working groups. Bilateral Missions will support activities that reach clients with prevention and treatment activities, whereas this new RAFET activity will develop tools, methodologies, etc. that may support or assist these bi-lateral activities. Further, the bilateral activities may feed ideas to the regional activity as it identifies new promising ideas or roadblocks that are common across multiple countries, the regional platform may be able to investigate and support initiatives to address such things. RAFET will not duplicate efforts of the bilateral programs.

#### **Coordination and Collaboration with other Development Partners and Stakeholders**

- RAFET will closely collaborate and coordinate its planning and implementation with other development partners and stakeholders in the CA region (the Global Fund, WHO, UNDP, Stop TB Partnership, MSF, GIZ, KNCV, etc.). The regional activity will not replace bilateral coordination, but will largely work with regional bodies/offices on regional issues.

#### **2.8 Management/Implementation Approach**

- The proposed organizational management structure of RAFET will have a coordinated partnership model. The USAID/CA Mission will manage the new activity based on shared decision-making with all CA countries and continued communication and coordination between USAID missions, countries' persons of contact (POCs), and Health Office

Directors (HODs). USAID/Washington/Global Health will provide technical support as needed.

- USAID CA Missions will be engaged in developing a detailed joint work plan, Activity Monitoring, Evaluation and Learning plan (AMELP). The applicant will propose a structure of management and technical staff and other information as required in Section D of this NOFO. The Implementing Partner will keep all five countries USAID Points Of Contact and Health Office Directors updated and engaged in all stages of implementation and debrief Mission leadership periodically so that all missions are aware of regional TB activity's progress and its results are well-reported.
- The Implementing Partner Regional Office will be located in Almaty, Kazakhstan. There is no expectation for the activity to have Country Offices. Some staff engaged in implementation of the activity in the countries may provide support remotely within Central Asia region. Substantive travels within CA region should be anticipated to ensure effective and efficient activity implementation.

## 2.9 Cross-cutting principles

### Private Sector Engagement (PSE)

The [Private-Sector Engagement Policy](#) is an Agency-wide call to action and mandate to work with the for-profit private sector to design and deliver our development and humanitarian programs across all sectors. Engaging the for-profit private sector, alongside host country governments and civil society, is a key strategy to address health challenges. Implementing partners can support countries in building the requisite skills, resources, knowledge, local institutions, and incentives that enable health market systems and markets to reach greater scale, gain efficiencies, and ultimately foster sustainability. The purpose of engaging the private sector is to accelerate the achievement of the Agency's goals and support countries on their journey to self-reliance. This ranges from philanthropy, utilizing their innovation and expertise, and adopting market-solutions to deploying private sector investment toward health challenges.

TB services in Central Asia are primarily delivered through the public sector, but private sector companies have a vested interest in maintaining the health of their employees. Learning from some other efforts within the Asia region (in India for example), private sector companies will be approached to ascertain their interest in investing corporate social responsibility resources to support TB prevention. There are examples from other countries where private sector companies financially support TB screening of their workforce, either through direct service delivery or through partnership with civil society organizations providing TB prevention and care services. This is a nascent area of investment in Central Asia and is still very loosely defined but bears further investigation.

### Gender and Youth Integration

USAID's commitment to gender equality was reaffirmed with passage of the [Women's Entrepreneurship and Economic Empowerment Act of 2018](#). This was followed by the subsequent development of the [2023 USAID Gender Equality and Women's Empowerment](#)

Policy with operational guidance detailed in USAID ADS Chapter 205, Integrating Gender Equality and Women's Empowerment in USAID's Program Cycle. The 2023 policy “affirms that gender equality, women’s and girls’ empowerment and inclusive development are fundamental for the realization of human rights and key to effective and sustainable development outcomes. Achieving gender equality in society will improve the overall quality of life for all people throughout their lives.”

One of the important elements of consideration in this new RAFET activity is to understand gender differences and particularly how these intersect with age and socio-economic factors to produce health outcomes for TB within Central Asia. Globally, men are more often affected by TB, but women bear a greater comorbidity burden. Gender inequalities, differential access to service, and sexual violence increase women’s vulnerability to HIV, and women, especially younger women, are biologically more susceptible to HIV. In a recent study<sup>5</sup>, conducted in the region (and including Kazakhstan and Tajikistan), researchers looked at gender related factors in delayed diagnosis of TB. The authors “conclude that there are barriers to health care seeking and TB diagnosis that affect differently women, men and gender-diverse persons in EECA Region.” Finally, under Stop TB, there is a November 2020 report on the region, “Breaking the Silence: Human Rights, Gender, Stigma and Discrimination Barriers to TB Services in Georgia, Kazakhstan, Kyrgyzstan, Tajikistan and Ukraine.” As implementing partners go forward in responding to this new design, these updated sources of gender information in the region<sup>6</sup> will need to be consulted to ensure that the activity is gender sensitive, and aligned with the USAID Gender Equality and Women’s Empowerment Policy.

The ETICA Gender Assessment review concluded that almost all national legal acts related to TB are gender-neutral and do not recognize gender differences and the specific needs of women and men. Some TB legal provisions aimed at reflecting gender differences do exist in TB National Strategic Plans (NSPs); they are not backed up by data and systematic analyses. Another aspect of gender that is relevant to new TB programming is the Global Health Workforce Initiative (HWI). As part of this initiative, the USG through USAID is committed to addressing the gender gap by advancing full participation of all people in the health workforce, building the global care economy and care infrastructure, and strengthening women’s economic security in the health workforce. Workforce issues are significant throughout the Central Asia region and as further investments are made, it will be important to ensure that any gender gaps existing in the region are addressed.

Based on 2023 USAID Gender Equality and Women’s Empowerment Policy document the applicant should assign a Gender Specialist or Gender POC and describe how it will: 1) analyze the gender norms that influence the reasons men and women delay treatment and drop out of treatment; 2) develop activities that seek to reduce gender-specific factors that lead to treatment delays and drop-out; 3) strengthen case management counseling skills so that health

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<sup>5</sup> <https://bmcpublihealth.biomedcentral.com/articles/10.1186/s12889-022-14419-8>

<https://stoptb.org/assets/documents/communities/CRG/TB%20CRG%20Assessment%20EECA%20Regional%20Report.pdf>

<sup>6</sup> The 2016 gender and TB report specific to Kyrgyzstan explains the gender factors related to stigma, care seeking and treatment. [https://stoptb.org/assets/documents/communities/CRG/TB%20Gender%20Assessment%20Kyrgyzstan%20%20\\_%20ENG.pdf](https://stoptb.org/assets/documents/communities/CRG/TB%20Gender%20Assessment%20Kyrgyzstan%20%20_%20ENG.pdf)

care providers and social workers employ gender-responsive counseling approaches; 4) support community outreach workers/CSOs to support the resilience of men and women and disadvantaged groups with TB and their family members to address gender-specific risk factors, stigma, and discrimination they experience from healthcare providers, within the family, and in their communities.

**Youth Engagement:** USAID is seeking solutions created by young people that prioritize inclusivity and accessibility, and recognize the diverse identities of young people in the areas of mental health, digital harm, safeguarding, gender-based violence, and climate change. Youth policies across the region all agree that “youth” starts at 14 but the end date of the cohort varies between the ages of 28-30. A youth analysis done by the Mission in 2019 highlighted some of the socio-demographic trends that are of concern with the youth cohort in the region.

**Demographics:** Demographically, Central Asia is young with 50 percent of the population of the Kyrgyz Republic, Tajikistan, and Uzbekistan under the age of 25; 49 percent of Kazakhstan and 40 percent of Turkmenistan also under the age of 25. On average, 8.7% of women aged 18 are already married. Tajikistan has the highest rates of child marriage at 12.7% and Kazakhstan has the lowest at 6.1%.

**Employment:** In 2019 (the most recent available data) the rate of unemployment for youth in Central Asia is 16.6% of total labor force ages 15-24. The lowest youth unemployment rate was in Kazakhstan, and remained unchanged at 3.70 percent in the third quarter of 2021. In 2021, the unemployment rate in Kazakhstan was at approximately 4.9 percent of total labor force. The highest estimated youth unemployment rate was in Tajikistan (12.88 percent) and in Kyrgyz Republic (at 14.79 percent). In 2019, the estimated youth unemployment rate in Uzbekistan was at 11.31 percent.

**Health:** Comorbidity can make a population more vulnerable to TB. In Central Asia, 2018 data from UNICEF indicated that in the age cohort 15-24, 4,200 people in Uzbekistan were HIV positive, 1900 in Kazakhstan, 1100 in Tajikistan and less than 1000 in the Kyrgyz Republic, no data were available from Turkmenistan. In 2020, data on children ages 0-19 (which would cover the first five year cohort of our youth cohort) estimated that there were a total of 10,100 youth with HIV. Uzbekistan had the largest group with 4,600 and Kyrgyzstan had an estimate of less than 500 cases. Turkmenistan was included in the data and is recorded as having 3,000 cases.<sup>7</sup> The RAFET activity includes practical approaches that will not only address the challenges youth face to access timely TB diagnostic services but also support young people in completing lengthy treatment. The new activity will include messaging tailored to youth, outreach efforts, and strategies to fight stigma. Additionally, the new activity will include support for the less invasive, more child-friendly diagnostic method of stool-based testing and improved treatment decision algorithms for younger people, to ensure high quality diagnosis and treatment services are available to meet their needs. Applicants for RAFET should consider how to address the TB

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<sup>7</sup> <https://www.childrenandaids.org/sites/default/files/2021-11/2021%20HIV%20and%20AIDS%20Eastern%20Europe%20and%20Central%20Asia%20Snapshot.pdf>

prevention, detection and treatment needs of this cohort including thoughts on the following as well as other approaches that will ensure that youth get into treatment and stay in treatment:

- Advise national TB programs on policies to be updated with the most current treatment regimens for this age cohort, as non-compliance among adolescents is a significant issue;
- Conduct research on addressing stigma, which appears to be heightened in this age group, and determine what new tools and practices can be harnessed to fight stigma; and
- Identify all the avenues possible for information dissemination to ensure improved education about TB treatment and diagnosis, this includes schools, clubs, sporting venues.

## **Digital Transformation**

The new activity will work to improve the efficiency and effectiveness of TB detection, treatment, and prevention with the adoption and consistent use of digital technology. The activity will work to strengthen the critical components of the digital ecosystems of TB services in connection to other healthcare digital systems that enable timely, efficient, and patient-centered care. It may include, but not limited to, the following.

- Introducing critical digital equipment and technologies for TB database and TB laboratory management system, electronic TB surveillance system, TB medicine and other essential commodities supply chain management, specimen transportation, video supporting treatment electronics, digital devices enabling to provide a feedback on quality of TB treatment, preventive and care services, and electronic health records system.
- Teaching and supporting end-users of digital healthcare services (patients and family members), such as video-supported treatment, access to information, and healthcare providers.

### **2.10 Activity Monitoring, Evaluation, and Learning**

Activity Monitoring, Evaluation, and Learning (AMELP) is instrumental in tracking progress in achieving the goals and objectives of the USAID investments in the region. Activity Monitoring, Evaluation and Learning is a critical component in USAID's efforts to ensure accountability of investments in TB response at the global, regional, and country levels. USAID expects that activity monitoring, evaluation, and learning elements will be integrated into the new regional activity. The applicant is expected to develop the AMELP for the activity with all considerations regarding activity results and sub-results, strategic goal and objectives of the activity and strategic framework. For details, please see Section D.

**[END OF SECTION A]**

## **SECTION B: FEDERAL AWARD INFORMATION**

### **1. Estimate of Funds Available and Number of Awards Contemplated**

USAID intends to award one Cooperative Agreement pursuant to this notice of funding opportunity. Subject to funding availability and at the discretion of the Agency, USAID intends to provide up to \$10,000,000.00 (ten million) in total USAID funding for the period of performance of (5) five years. The initial implementation period is three years with expected funding of \$6,000,000 (six million) in total. The initial implementation period may be extended for two more years, subject to Agreement Officer's approval. The decision of approval will depend on such factors as availability of funds, implementation progress, socio-political context in the location of implementation.

### **2. Start Date and Period of Performance for Federal Awards**

The anticipated period of performance is five (5) years with an initial implementation period of three (3) years and the possible extension for two (2) years, subject to the factors provided in the previous paragraph. The start date will be determined at the time of the award.

### **3. Substantial Involvement**

USAID anticipates the award shall be a Cooperative Agreement. USAID anticipates a close working partnership with the Recipient for this Award. USAID will exercise Substantial Involvement, as defined in ADS 303, under the Award. USAID's involvement during the performance of the proposed Award is anticipated in the following areas:

#### **a. Approval of the Recipient's Annual Work Plans:**

The **initial draft Work Plan and subsequent Work Plans** shall be submitted to and approved by the Agreement Officer's Representative per the **requirements on the annual work plan submission in Section F**.

#### **b. Approval of Specified Key Personnel:**

Applicants must propose how they will staff the activity, identifying and describing key personnel positions and the candidates that will fill these positions. It is USAID's expectation that key personnel will include:

- 1) Chief of Party;
- 2) Deputy Chief of Party;
- 3) Regional TB/DR-TB Specialist;
- 4) Regional Financial Director;
- 5) Regional Monitoring and Evaluation Specialist.

However, USAID is open to alternate proposals for the structure of key personnel.

Applicants must clearly describe the professional qualifications, education, and relevant experience of its proposed Key Personnel. The Key Personnel qualification requirements are presented below.

### Chief of Party (COP)

The Chief of Party will be the primary point of contact with the USAID/Central Asia Mission with regard to day-to-day activity implementation and management matters relating to the Agreement. The Chief of Party must have overall responsibility for assuring that all assistance provided under the award is technically sound and appropriate for the program needs to be addressed and for adequately managing and supervising the work of all staff under the award.

Minimum qualifications:

- A Master's degree in Public Health, Epidemiology, Medicine, Tuberculosis, Public policy or a related field.
- At least five years of progressive experience in managing regional activities and leading development programs of a similar size and scope in developing countries, with a strong preference for experience managing Health development programs as well as programs in Central Asia specifically or Asia more broadly.
- Excellent negotiation skills and the ability to lead and build consensus, cooperation, and coalitions among individuals with competing interests.
- Demonstrated knowledge of integrating a gender perspective in the key delivery areas of the proposed activity.
- Demonstrated experience in planning, conflict management, project management, and budgeting.
- Experience of working on similar technical areas or related projects in Central Asia or the former Soviet Union is preferred.
- Professional fluency in English and Russian is required. Ability to speak Central Asian languages is preferred.

### Deputy Chief of Party's minimum qualifications:

- Extensive professional experience in managing country offices or overseeing programmatic, administration, and implementation activities for complex and large-scale donor funded programs; or MA and 3 years of relevant work experience.
- Demonstrated experience in management/supervisory role; minimum 5 years or senior management positions for USAID programs. Such experience in Central Asia would be preferred but not required.
- Demonstrated leadership, strategic thinking and planning, management, and presentation skills.
- Demonstrated experience coordinating and collaborating with stakeholders
- Proven leadership in the management of similar-sized international donor-funded activities with skills in strategic planning, management, supervision and budgeting.



- Fluent in English and Russian is required. Ability to speak Central Asian languages is preferred.

Regional TB/MDR-TB Specialist's minimum qualifications:

- Master's degree in TB, health, public health, and/or a related field
- More than 5 years of experience with TB control efforts, preferably internationally, including knowledge of WHO standards for TB/MDR-TB diagnosis and treatment,
- Demonstrated experience in strategic planning of TB programs, as well as in the implementation of health projects and/or evaluation of health programs. Knowledge of health systems in Central Asia countries is desired.
- Advanced English communication skills, both interpersonal and written.
- Fluent in English and Russian is required. Ability to speak Central Asian languages is preferred.

Regional Financial Director's minimum qualifications:

- A minimum of a BA and 5 years of relevant work experience managing country offices or overseeing finance, administration, and operations activities for complex and large-scale donor funded programs; or MA and 3 years of relevant work experience.
- Demonstrated experience in management/supervisory role; minimum 5 years or senior management positions for USAID programs.
- Demonstrated leadership, strategic thinking and planning, management, and presentation skills.
- Demonstrated experience coordinating and collaborating with stakeholders
- Experience in monitoring and documenting project activities and outcomes
- Excellent communications, organizational, and interpersonal skills
- Good knowledge of English is required. Ability to speak Russian is required as well.

Regional Monitoring and Evaluation Specialist minimum qualifications:

- Bachelor's degree with a focus on research in a relevant field, such as social sciences, statistics, or planning required, master's degree is preferred.
- Minimum of three years of experience in project monitoring and evaluation, research, and learning on donor-funded projects.
- Experience designing, adapting & applying M&E systems for USAID projects preferred.
- Working knowledge of monitoring and evaluation techniques including quantitative and qualitative data collection approaches and the development of monitoring and evaluation plans.
- Demonstrated skills in data analysis and data visualization.
- Effective oral and written communication skills in English. Ability to speak Russian is required as well.

The Applicant must provide a staffing plan that provides clear roles and responsibilities and ensures efficient operations both for technical implementation and project management (e.g.,

finance, accounting, monitoring and evaluation, contract/grant management). The Applicant must highlight in its staffing plan the chain of command among staff for the activity and the location of positions for key personnel.

Key Personnel proposed for the Activity must be submitted in writing within 15 business days of award to the Agreement Officer (AO) for approval via concurrence from the Agreement Officer's Representative (AOR).

The Applicant will be responsible for providing key personnel for the duration of the award. Prior to replacing any of the specified individuals, the Recipient must immediately notify both the Agreement Officer and USAID Agreement Officer Representative (AOR) reasonably in advance and must submit written justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the project. No replacement of key personnel will be made by the Recipient without the written consent of the Agreement Officer.

**c. Approval of the Activity Monitoring, Evaluation, and Learning Plan (AMELP):**

The initial draft AMELP and subsequent updates to the AMELP shall be submitted to and approved by the Agreement Officer's Representative. The draft AMELP must be finalized no later than 45 days after the award is made. As necessary, the AMELP may be updated each year of this award as part of the work plan approval process.

**d. Approval of Grants Manual.**

The Grants Manual, describing policies and procedures of sub-grant making process under this award, must be developed and submitted to the AOR for concurrence and Agreement Officer for approval within 60 days after the award is made.

**e. Agency and Recipient Collaboration as follows:**

- i. USAID concurrence is required in the selection of any sub-award recipient and on the substantive provisions of these sub-awards. This concurrence is to be provided by the Agreement Officer for those subawards or subcontracts not previously identified in the technical and cost applications with the total cost of \$25,000 and above. AOR's concurrence is required in the selection of all sub-award recipients. In addition, please note the additional requirements of ADS 303.3.21.a "Subawards to PIOs and Partner Government Entities" will apply to this award.
- ii. USAID monitoring to permit direction and redirection because of interrelationships with other projects;
- iii. USAID authority to immediately halt a construction activity, if applicable.

**f. Halt Construction:** The AO may immediately halt a construction activity if identified specifications are not met. In addition, please note that per standard provision "Limiting

Construction Activities (August 2013)” Construction is not eligible for reimbursement under this award.

#### **4. Authorized Geographic Code**

The geographic codes for the procurement of commodities and services under this program are Code 937 (the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source) and 110 (the United States, the independent states of the former Soviet Union, or a developing country, but excluding any country that is a prohibited source).

#### **5. Nature of the Relationship between USAID and the Recipient**

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the Regional Approaches for Eradicating Tuberculosis which is authorized by Federal statute. The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.

**[END OF SECTION B]**

## **SECTION C: ELIGIBILITY INFORMATION**

### **1. Eligible Applicants**

Eligibility for this NOFO is not restricted.

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

Faith-based organizations are eligible to apply for federal financial assistance on the same basis as any other organization and are subject to the protections and requirements of Federal law.

### **2. Cost Sharing or Matching**

Cost share is not required under this Cooperative Agreement.

### **3. Other**

An applicant may submit only one application under this notice of funding opportunity.

**[END OF SECTION C]**

## SECTION D: APPLICATION AND SUBMISSION INFORMATION

### 1. Agency Point of Contact

Primary: Raphael Metzger,  
Supervisory Regional Agreement Officer

Secondary: Ms. Jannat Koksalova,  
Administrative Agreement Officer

Mr. Serik Dossaliyev,  
Acquisition and Assistance Specialist

Email: [AlmatyAASolicitations@usaid.gov](mailto:AlmatyAASolicitations@usaid.gov)

### 2. Questions and Answers

Questions regarding this NOFO should be submitted to [AlmatyAASolicitations@usaid.gov](mailto:AlmatyAASolicitations@usaid.gov) no later than the date and time indicated on the cover letter, as amended. Any information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as an amendment to this NOFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

### 3. General Content and Form of Application

Preparation of Applications:

Each applicant must furnish the information required by this NOFO. Applications must be submitted in two separate parts: the Technical Application and the Business (Cost) Application. This subsection addresses general content requirements applying to the full application. Please see subsections 5 and 6, below, for information on the content specific to the Technical and Business (Cost) applications. The Technical application must address technical aspects only, while the Business (Cost) Application must present the costs, and address risk and other related issues.

Both the Technical and Business (Cost) Applications must include a cover page containing the following information:

- Name of the organization(s) submitting the application;
- Identification and signature of the primary contact person (by name, title, organization, mailing address, telephone number and email address) and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number and email address);
- Activity name
- Notice of Funding Opportunity number

- Name of any proposed sub-recipients or partnerships (identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303).

Any erasures or other changes to the application must be initialed by the person signing the application. Applications signed by an agent on behalf of the applicant must be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

Applicants may choose to submit a cover letter in addition to the cover pages, but it will serve only as a transmittal letter to the Agreement Officer. The cover letter will not be reviewed as part of the merit review criteria.

Applications must comply with the following:

- USAID will not review any pages in excess of the page limits noted in the subsequent sections. Please ensure that applications comply with the page limitations.
- Written in English.
- Use standard 8 ½" x 11", single sided, single-spaced, 12-point Calibri font, 1" margins, left justification and headers and/or footers on each page including consecutive page numbers, date of submission, and applicant's name.
- 10-point font can be used for graphs and charts. Tables, however, must comply with the 12-point Calibri requirement.
- Submitted via Microsoft Word or PDF formats, except budget files which must be submitted in Microsoft Excel.
- The estimated start date identified in Section B of this NOFO must be used in the cost application.
- The technical application must be a searchable and editable Word or PDF format as appropriate.
- The Cost Schedule must include an Excel spreadsheet with all cells unlocked and no hidden formulas or sheets. A PDF version of the Excel spreadsheet may be submitted in addition to the Excel version at the applicant's discretion, however, the official cost application submission is the unlocked Excel version.

Applicants must review, understand, and comply with all aspects of this NOFO. Failure to do so may be considered as being non-responsive and may be evaluated accordingly. Applicants should retain a copy of the application and all enclosures for their records.

#### **4. Application Submission Procedures**

Applications in response to this NOFO must be submitted no later than the closing date and time indicated on the cover letter, as amended. Late applications will not be reviewed nor considered. Applicants must retain proof of timely delivery in the form of system generated documentation of delivery receipt date and time/confirmation from the receiving office.

Applications must be submitted by email to [AlmatyAASolicitations@usaid.gov](mailto:AlmatyAASolicitations@usaid.gov). Email submissions must include the NOFO number and applicant's name in the subject line heading. In addition, for an application sent by multiple emails, the subject line must also indicate whether the email relates to the technical or cost application, and the desired sequence of the emails and their attachments (e.g. "No. 1 of 4", etc.). For example, if your cost application is being sent in two emails, the first email should have a subject line that states: "[NOFO number], [organization name], Cost Application, Part 1 of 2".

USAID's preference is that the technical application and the cost application each be submitted as consolidated email attachments, e.g., that you consolidate the various parts of a technical application into a single document before sending it. If this is not possible, please provide instructions on how to collate the attachments. USAID will not be responsible for errors in compiling electronic applications if no instructions are provided or are unclear.

After submitting an application electronically, applicants should immediately check their own email to confirm that the attachments were indeed sent. If an applicant discovers an error in transmission, please send the material again and note in the subject line of the email or indicate in the file name if submitted via grants.gov that it is a "corrected" submission. Do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.

Applicants are reminded that email is NOT instantaneous, and in some cases delays of several hours occur from transmission to receipt. Therefore, applicants are requested to send the application in sufficient time ahead of the deadline. For this NOFO, the initial point of entry to the government infrastructure is the USAID mail server.

There may be a problem with the receipt of \*.zip files due to anti-virus software. Therefore, applicants are discouraged from sending files in this format as USAID Central Asia Mission cannot guarantee their acceptance by the internet server. File size must not exceed 10 MB size.

Applicants may upload applications to <http://www.grants.gov>. USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions.

## **5. Technical Application Format**

The technical application will be the most important factor for consideration in selection for award of the proposed Cooperative Agreement. The technical application should demonstrate the Applicant's capabilities and expertise with respect to achieving the goals of this activity. Therefore, it should be specific, complete and presented concisely. Applicants are advised that lack of completeness or superficiality of the application may constitute grounds for excluding it from consideration.

The application should take into account the requirements of the program and evaluation criteria found in this NOFO. The Technical Application should be in English and submitted in a Microsoft word (.docx) format. Technical application must not exceed 20 pages, utilizing Calibri 12-font size, single spaced, typed in standard 8 ½” x11” on letter size paper with one-inch margins both right and left, and each page numbered consecutively. Cover letter, dividers, table of contents, and annexes will not count toward the page limit. Any pages that exceed the page limitation will not be furnished to the Selection Committee.

The technical application must include the following sections:

**a. Cover Page (not included in 20-page limit)**

The Cover Page should include the following information:

- A. Program title;
- B. Request for Applications reference number;
- C. Name of organization (s) applying for the agreement;
- D. Any partnerships;
- E. Contact person, telephone number, email address, address, and types name(s) and title(s) of person(s) who prepared the application, and corresponding signatures; and
- F. Unique Entity Identifier (UEI) number of the Applicant.

**b. Table of contents (not included in 20-page limit)**

The table of contents must list all parts of the technical application, with page numbers and attachments.

**c. Executive Summary (included in 20-page limit; not to exceed 2 pages)**

Provide a concise summary of the Applicant’s program description, program methodology, and expected results.

**d. Technical Approach (included in 20-page limit)**

In this section, Applicants are not to merely repeat what is already described in this NOFO. Applicants shall focus on describing the program that the Applicant will implement and how they propose to achieve the objectives, expected results, and make a significant contribution toward achieving the strategic purpose and priorities identified in USAID’s activity program description (PD) for five (5) years. Applicants are expected to demonstrate an approach reflecting the guiding principles outlined in the activity PD, which are central to achieving the objectives, and should be well described throughout the application. The Applicant must discuss the specific challenges to be addressed, the general strategy and plan to achieve the activity objectives, and results to be achieved. Results and the associated impact should be concrete and measurable. The program description set forth in this NOFO describes a range of issues that should be addressed in the technical approach. It is not meant to describe all of the TB and DR-TB issues pertaining in Central Asia, as Applicants should describe in their technical applications the key challenges related to TB/DR-TB as they understand them and how they propose to address such challenges. Therefore, the program description of this NOFO should not be interpreted as restrictive. Applicants are encouraged to raise and justify other technical issues that may not appear in the program description but are, nevertheless, related.



The approach must include a clear vision and comprehensive strategy, as well as feasibility and sustainability in achieving all of the project objectives and results identified in this NOFO, including an understanding of effective strategies in the operational context. Applicants are required to ensure sustainability of interventions are incorporated throughout the Activity, including but not limited to, building system capacity of local and regional partners to pursue self-sustaining capacity and to effectively utilize their own domestic and non-USAID resources. Applicants will be expected to articulate how programming interventions will adapt to dynamic and rapidly evolving environments and which learning processes are appropriate to adjust and adapt activities to ensure the most effective approach over time and ensure continued progress toward anticipated results. Proposed approaches must reflect a systematic strategy and continuous processes for institutional learning and change, which incorporate lessons learned and best practices throughout the program. This includes analysis, planning, implementation, assessment, and measurement that are reflected in organizational practices of adaptive learning and innovation to ensure they are sustained beyond the life of the project cycle.

The approach must:

- Demonstrate an in-depth understanding of the regional nature of TB/DR-TB, programming context and the development landscape in Central Asia, especially on previous TB/DR-TB experience in the region.
- Clearly explain how the proposed technical approach will contribute to the desired goals, objectives, results, and performance measures outlined in the NOFO, including how the Applicant will maintain flexibility and adapt to evolving conditions.
- Include the succinct description of major challenges and possible solutions for each result. Demonstrate a thorough understanding of the roles and responsibilities and the ability to work collaboratively with key local, national, and regional stakeholders, including government entities, CSOs, international donors, health professionals, research/academic actors and other partners working on TB/DR-TB . This should include how the Applicant will engage these actors and forge partnerships with them.
- Articulate the proposed approach for awarding and managing grants to local organizations (see business application requirements for a summary cost allocation for grants to local organizations).
- Demonstrate how the applicant will build the capacity of local organizations and individuals (for example, local opinion leaders, youth, women, health educators, journalists, bloggers, celebrities,, CSOs, and state authorities) committed to working on TB/DR-TB. A clear sustainability plan will be presented for all activities that demonstrates what steps the applicant will seek to ensure impact beyond the life of the program.
- Demonstrate clarity and soundness of approach and the ability to test, document, and disseminate “best practices” and “lessons learned”, including through the establishment and/or strengthening of existing knowledge management platforms.

**e. Management Structure and Staffing Plan (included in 20-page limit)**

The Applicant must propose a staffing/organizational structure that will provide a wide range of strategic and technical assistance to achieve the Goal of the activity. This section should describe an organizational arrangement that clearly demonstrates effective means for managing program

resources and working with local partners and organizations under the major objectives of this activity.

This section must address at a minimum the following:

- a. Composition and organizational structure of the proposed team (including an organizational diagram for the program as an annex) and a description of each key or non-key team members' role, technical expertise, and estimated amount of time to be devoted to the activity. This should include any proposed institutional partners (sub-awardees or other arrangements) along with their expertise, roles, and responsibilities. Delineation of roles, responsibilities, authority, and processes for decision making among the Applicant's regional, in-country teams and the home office must be spelled out clearly. USAID encourages prospective applicants to seriously consider diversifying the partner base by targeting new and underutilized organizations who may bring new perspectives and creative approaches to the sector.
  - b. A clear and realistic description of project mobilization, including when and how key and non-key personnel will be hired, and other start up activities with specific dates. Applicants must demonstrate in writing that they clearly understand the time and management requirements needed for establishing an office, including an understanding of visa, banking, reporting regulations, and setting up other administration, reporting, and information systems for project implementation. Staffing may be remotely based within the Central Asia region and substantive travel within the Central Asia region should be anticipated to ensure effective and efficient project implementation.
  - c. Identify positions (up to five) that will be filled by key personnel. For each key personnel position, briefly highlight why the roles and responsibilities justify the position being designated as "key".
  - d. Effective management systems and procedures for personnel, sub-contractors, commodities, training, and information technology solutions. If sub-awardees are proposed, a demonstrated ability to issue, manage, and monitor sub-awards and sub-awardee activities.
  - e. Ways in which the structure will ensure effectiveness and efficiency in order to achieve maximum benefits and results at minimum cost.
- USAID neither requests nor desires exclusivity agreements between the Applicant and any proposed sub awardee.

**Annexes (not included in 20-pages limitation):**

**Annex 1: Draft Activity Monitoring, Evaluation and Learning Plan (AMELP) (up to 25 pages, not included in 20-page limit):**

The Applicant must include a draft illustrative Activity Monitoring, Evaluation, and Learning Plan (AMELP). The AMELP must explain how the applicant proposes to monitor project performance and must describe the methods that will be used to measure impact. As adaptive learning will be the primary method for measuring project results, the applicant must discuss in detail its methodology for collection, analysis, and reporting of performance data and how it will be managed under the project. It is the applicant's responsibility to ensure that all costs, if any, related to the implementation of the Monitoring and Evaluation Plan are included in the cost proposal.

Specifically, the Applicant should submit the draft AMELP as follows:

- The AMELP that will describe how the project's performance will be monitored and how indicators will be measured. The AMELP must include both USAID standard indicators (<http://f.state.sbu/Pages/Indicators.aspx>) and custom indicators, targets for each objective.
- The AMELP should be based on the program goal, purpose, objectives, and indicators. The AMELP should specify methodologies that will be used to monitor the progress of program activities toward achieving the expected outputs, outcomes and results. Indicators should be disaggregated by sex and where appropriate by age, occupation, and residence/geographic location. Indicators should be included that will track gender differentials in access and use of services and the sustainability of program activities.
- The AMELP should also include data sources, the frequency of data collection, collection methods, responsible parties of data collection, baseline information or plan for immediate baseline data collection, and benchmarks for each proposed indicator.
- The Applicant should include an M&E narrative detailing how the collection, analysis, and reporting of performance data will be managed under the project, how gender will be incorporated into the M&E methodology and analysis, and how data will be shared and used to inform programming.

The applicant can use How-to Note from the [Learning Lab website](#) to draft the illustrative AMELP.

The AMEL plan will need to demonstrate the regional nature of this activity and that we are not looking at the same indicators as bilateral activities would. The AMELP will include both quantitative and qualitative methods as necessary to accurately monitor and evaluate this activity.

The AMEL plan will specify indicators and USAID will routinely monitor the progress of activities against stated objectives, and should incorporate core indicators based on USAID's Performance-Based Monitoring and Evaluation Framework (PBMEF) for TB Programs (Guide for Indicators) as appropriate for this regional activity.

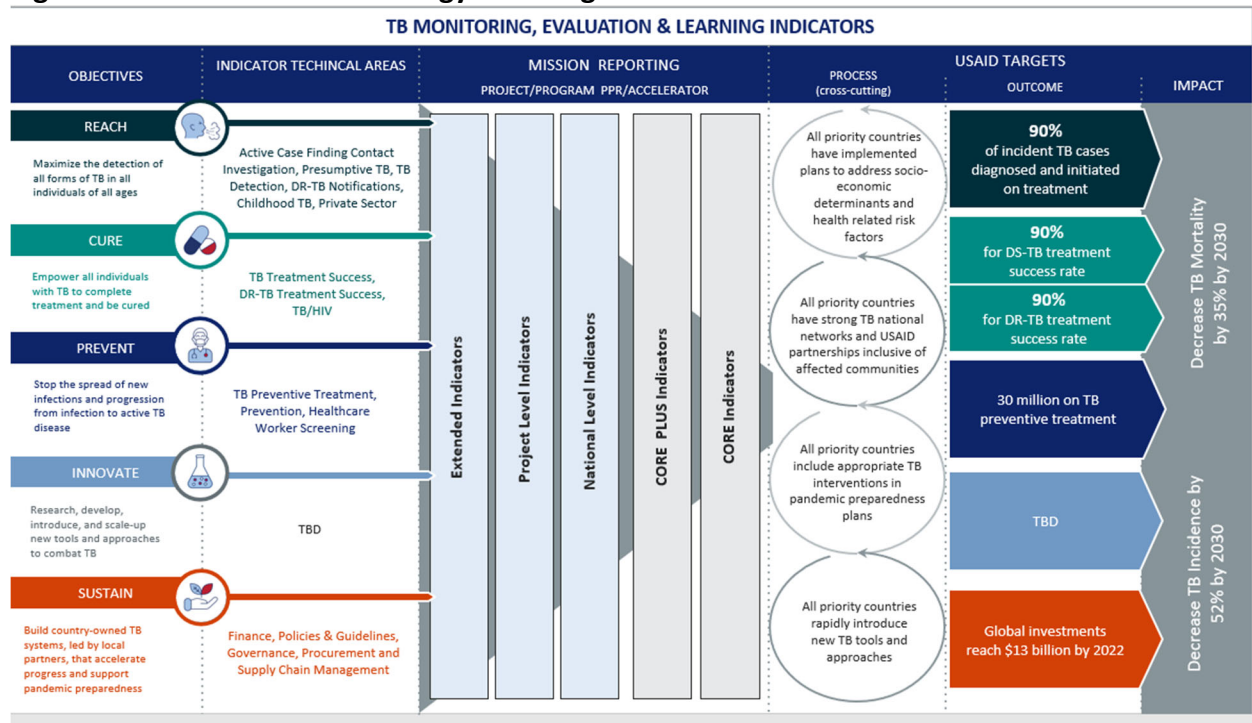
The evaluation section should include a description of any systematic data collection and analysis as a basis for further improving and informing decisions about programming. While research questions may be submitted for consideration as part of the evaluation, applicants should focus on formative and process evaluation questions.

The learning section should identify and discuss data from monitoring, portfolio reviews, research findings, evaluations, analyses conducted by USAID or third parties, knowledge gained from experience, stocktaking exercises, and other sources. Applicants should detail how knowledge learned will be applied throughout programming to implementation approaches, processes, and stakeholder engagement. Applicants should further discuss how lessons learned will be disseminated to activity stakeholders, partners, and collaborators to be used for making programmatic decisions that enhance the success of interventions designed to achieve expected intermediate results.

The indicators presented below in Figure 3 are aligned with the leading global strategic documents, including the U.S. Government's USAID Global TB Strategy 2023-2030, CA countries' National Strategic Plans, the Stop TB Partnership's Global Plan to End TB, the WHO End TB Strategy, the WHO EURO new Regional TB Action Plan (Roadmap) 2023-2030, Global Fund

Strategy (2023-2028), and UNGA HLM Political Declaration on TB and as much as possible should be included, with the above caveats in mind. The AMEL plan should reflect the USAID Global TB Strategy M&E logical framework's elements and the 90-90-90+ prevention results as presented in the Figure 3 below.

**Figure 3. USAID Global TB Strategy M&E Logical Framework**



Other extended indicators from the comprehensive list presented in the USAID PBMEF guide may also be considered to help track progress toward achieving set targets. The monitoring section should also envision a clear and concise Data Quality Assurance (DQA) plan to verify the quality and reliability of data collected for every indicator.

**Annex 2: Country Strategic Implementation Plans (up to 1 page per country and not included in 20-page limit)**

Given the different operating environments and needs in each of the countries, the programmatic emphasis and approach will be slightly different from country to country. As such, the Applicant should submit brief country strategic implementation plans for all countries in the region that highlight the overall approach and regional perspectives that will be taken in each country including any key considerations and opportunities/challenges that will affect program implementation and potential for success. Sustainability of approaches will be a required component. Country strategic implementation plans should not exceed 1 page for each country not to exceed 5 pages in total.

**Annex 3: Organigram (up to 2 pages and not included in the 20-page limit)**

An organogram should be provided as an annex to support the management structure and staffing plan narrative.

**Annex 4. Job Descriptions for Key Personnel (1 page per position and not included in the 20-page limit)**

Job descriptions for a minimum of 3 and maximum of 5 Key Personnel positions must be submitted as an annex to demonstrate how the Applicant intends to meet Key Personnel requirements and illustrate the experience and expertise each identified Key Personnel position must hold. The job descriptions must highlight the duties, responsibilities, and required qualifications each key personnel position will have. It is USAID's expectation that the Key personnel will include Chief of Party, Deputy Chief of Party, Regional TB/DR-TB Specialist, Regional Financial Director and Regional Monitoring and Evaluation Specialist. However, USAID is open to alternate proposals for the structure of key personnel.

Applicants must not submit individuals for the designated as Key personnel positions and must not submit CV/resumes and other similar documentation related to candidates' key personnel. However, within 15 business days of signing the award, the Recipient will be asked to submit candidates for Key Personnel positions.

**Annex 5. Draft Year One Annual Work Plan (up to 5 pages; not included in the 20-page limit)**

The Draft Year One Annual Work Plan should follow the guidelines in section F "Annual Work Plan" of the NOFO and award and illustrate how the Applicant will ensure a rapid and effective launch of project activities in Year 1 and a realistic approach to implement the program Description to achieve the results. Each activity should be clearly linked to an outcome or impact. The plan must provide a detailed explanation (narrative, graphic, or both) of proposed activities and their sequencing, with an illustrative work plan for Year 1.

**Annex 6. Branding Strategy and Marking Plan**

Pursuant to ADS 320.3.1.2, the apparently successful applicant will be requested to submit a Branding Strategy and Marking Plan that will be negotiated for the award. The Branding Implementation and Marking Plan will not be a part of the technical evaluation, will not be evaluated as part of Merit Review, and will not count towards the page limitation of the technical proposal. Applicants must include estimated costs associated with both Branding Strategy and Marking plans, if any, in the Cost Volume. These plans must be prepared in accordance with the guidance in ADS 320.3.1.2, 2 CFR 700, and the references therein. Please also review the Branding Strategy and Marking Plan Templates provided as attachments to this NOFO.

**6. Business (Cost) Application Format**

The Business (Cost) Application must be submitted separately from the Technical Application. While no page limit exists for the full cost application, applicants are encouraged to be as concise as possible while still providing the necessary details. The business (cost) application must illustrate the entire period of performance, using the budget format shown in the SF-424A.

Prior to award, applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to assess the applicant's risk in accordance with 2 CFR 200.206. Applicants should not submit any additional information with their initial application.

The Cost Application must contain the following sections (which are further elaborated below this listing with the letters for each requirement):

**a) Cover Page** (See Section D.3 above for requirements)

**b) SF 424 Form(s)**

The applicant must sign and submit the cost application using the SF-424 series. Standard Forms can be accessed electronically at <https://www.grants.gov/web/grants/forms/sf-424-family.html>

Failure to accurately complete these forms could result in the rejection of the application.

**c) Required Certifications and Assurances**

The applicant must complete the following documents and submit a signed copy with their application:

- (1) "Certifications, Assurances, Representations, and Other Statements of the Recipient" ADS 303mav document found at <https://www.usaid.gov/ads/policy/300/303mav>
- (2) Assurances for Non-Construction Programs (SF-424B)
- (3) Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).

**d) Budget and Budget Narrative**

The Budget must be submitted as one unprotected Excel file (MS Office 2000 or later versions) with visible formulas and references and must be broken out by project year, including itemization of the federal and non-federal (cost share) amount. Files must not contain any hidden or otherwise inaccessible cells. Budgets with hidden cells lengthen the cost analysis time required to make award, and may result in a rejection of the cost application. The Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs. The applicant must ensure the budgeted costs address any additional requirements identified in Section F, such as Branding and Marking. The Budget Narrative must be thorough, including sources for costs to support USAID's determination that the proposed costs are fair and reasonable.

The Budget must include the following worksheets or tabs, and contents, at a minimum:

- Summary Budget, inclusive of all program costs (federal and non-federal), broken out by major budget category and by year for activities implemented by the applicant and any potential sub-applicants for the entire period of the program. See Section H, Annex 1 for Summary Budget Template
- Detailed Budget, including a breakdown by year, sufficient to allow the Agency to determine that the costs represent a realistic and efficient use of funding to implement the applicant's program and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.
- Detailed Budgets for each sub-recipient, for all federal funding and cost share, broken out by budget category and by year, for the entire implementation period of the project. The Detailed Budget must contain the following budget categories and information, at a minimum:
  - 1) Salaries and Allowances – Must be proposed consistent with 2 CFR 200.430 Compensation - Personal Services. The applicant's budget must include position title, salary rate, level of effort, and salary escalation factors for each position. Allowances, when proposed, must be broken down by specific type and by position. Applicants must explain all assumptions in the Budget Narrative. The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what is paid for similar work in other activities of the applicant. Applicants must provide their established written policies on personnel compensation. If the applicant's written policies do not address a specific element of compensation that is being proposed, the Budget Narrative must describe the rationale used and supporting market research.
  - 2) Fringe Benefits – (if applicable) If the applicant has a fringe benefit rate approved by an agency of the U.S. Government, the applicant must use such rate and provide evidence of its approval. If an applicant does not have a fringe benefit rate approved, the applicant must propose a rate and explain how the applicant determined the rate. In this case, the Budget Narrative must include a detailed breakdown comprised of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.
  - 3) Travel and Transportation – Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Per Diem and associated travel costs must be based on the applicant's normal travel policies. When appropriate please provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.
  - 4) Procurement or Rental of Goods (Equipment & Supplies), Services, and Real Property – Must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness in light of such factors as: rental costs of comparable

property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.

- 5) Subawards – Specify the budget for the portion of the program to be passed through to any subrecipients. See 2 CFR 200 for assistance in determining whether the sub-tier entity is a subrecipient or contractor. The subrecipient budgets must align with the same requirements as the applicant’s budget, including those related to fringe and indirect costs.
- 6) Construction – If applicable (See [ADS 303.3.30](#))
- 7) Other Direct Costs – This may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams and inoculations, as well as any other miscellaneous costs which directly benefit the program proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs. Otherwise, the narrative should be minimal.
- 8) Indirect Costs – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In order to better understand indirect costs please see Subpart E of 2 CFR 200. The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most commonly used Indirect Cost Rate methods:

Method 1 - Direct Charge Only

Eligibility: Any applicant

Initial Application Requirements: See above on direct costs

Method 2 - Negotiated Indirect Cost Rate Agreement (NICRA)

Eligibility: Any applicant with a NICRA issued by a USG Agency must use that NICRA

Initial Application Requirements: If the applicant has a current NICRA, submit your approved NICRA and the associated disclosed practices. If your NICRA was issued by an Agency other than USAID, provide the contact information for the approving Agency. Additionally, at the Agency’s discretion, a provisional rate may be set forth in the award subject to audit and finalization. See [USAID’s Indirect Cost Rate Guide for Non Profit Organizations](#) for further guidance.

Method 3 - De minimis rate of 10% of modified total direct costs (MTDC)

Eligibility: Any applicant that does not have a current NICRA

Initial Application Requirements: Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate an indirect rate, which the non-Federal entity may apply to do at any time. The applicant must describe which cost elements it charges indirectly vs. directly. See 2 CFR 200 for further information.



#### Method 4 - Indirect Costs Charged As A Fixed Amount

Eligibility: Non U.S. non-profit organizations without a NICRA may request, but approval is at the discretion of the AO

Initial Application Requirements: Provide the proposed fixed amount and a worksheet that includes the following:

- Total costs incurred by the organization for the previous fiscal year and estimates for the current year.
- Indirect costs (common costs that benefit the day-to-day operations of the organization, including categories such as salaries and expenses of executive officers, personnel administration, and accounting, or that benefit and are identifiable to more than one program or activity, such as depreciation, rental costs, operations and maintenance of facilities, and telephone expenses) for the previous fiscal year and estimates for the current year
- Proposed method for prorating the indirect costs equitably and consistently across all programs and activities of using a base that measures the benefits of that particular cost to each program or activity to which the cost applies.

If the applicant does not have an approved NICRA and does not elect to utilize the 10% de minimis rate, the Agreement Officer will provide further instructions and may request additional supporting information, including financial statements and audits, should the application still be under consideration after the merit review. USAID is under no obligation to approve the applicant's requested method.

#### **e) Prior Approvals in accordance with 2 CFR 200.407**

Inclusion of an item of cost in the detailed application budget does not satisfy any requirements for prior approval by the Agency. If the applicant would like the award to reflect approval of any cost elements for which prior written approval is specifically required for allowability, the applicant must specify and justify that cost. See 2 CFR 200.407 for information regarding which cost elements require prior written approval.

#### **f) Approval of Subawards**

The applicant must submit information for all subawards that it wishes to have approved at the time of award. For each proposed subaward the applicant must provide the following:

- Name of organization
- Unique Entity Identifier (UEI)
- Confirmation that the subrecipient does not appear on the Treasury Department's Office of Foreign Assets Control (OFAC) list
- Confirmation that the subrecipient does not have active exclusions in the System for Award Management (SAM)
- Confirmation that the subrecipient is not listed in the United Nations Security designation list

- Confirmation that the subrecipient is not suspended or debarred
- Confirmation that the applicant has completed a risk assessment of the subrecipient, in accordance with 2 CFR 200.332(b)
- Any negative findings as a result of the risk assessment and the applicant's plan for mitigation.

#### **g) Unique Entity Identifier (UEI) and SAM Registration**

Applicants must obtain a Unique Entity Identifier (UEI) and register in the System for Award Management (SAM) (<https://sam.gov/>) in order to be eligible to receive federal assistance, such as grants and cooperative agreements. Unless an exemption applies (see ADS 303maz), applicants must be registered in SAM prior to submitting an application for award for USAID's consideration. Recipients must maintain an active SAM registration while they have an active award. Each applicant (unless the applicant is an individual or entity that is exempted from UEI/SAM requirements under 2 CFR 25.110) is required to:

1. Provide a valid UEI for the applicant and all proposed sub-recipients;
2. Be registered in SAM before submitting its application.
3. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin the process early. If an applicant has not fully complied with the requirements above by the time USAID is ready to make an award, USAID may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

Applicants can find additional resources for registering in SAM, including a Quick Start Guide and a video, on <https://sam.gov/>.

#### **h) History of Performance**

The applicant must provide information regarding its recent history of performance for all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs, not to exceed five (5) years, as follows:

- Name of the Awarding Organization;
- Award Number;
- Activity Title;
- A brief description of the activity;
- Period of Performance;
- Award Amount;
- Reports and findings from any audits performed in the last three years; and

- Name of at least two (2) updated professional contacts who most directly observed the work at the organization for which the service was performed with complete current contact information including telephone number, and e-mail address for each proposed individual.

If the applicant encountered problems on any of the referenced Awards, it may provide a short explanation and the corrective action taken. The applicant should not provide general information on its performance. USAID reserves the right to obtain relevant information concerning an applicant's history of performance from any sources and may consider such information in its review of the applicant's risk. The Agency may request additional information and conduct a pre-award survey if it determines that it is necessary to inform the risk assessment.

#### **i) Branding Strategy & Marking Plan**

The apparently successful applicant will be asked to provide a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer and incorporated into any resulting award

*(Note: The apparently successful applicant will be requested to propose a name for the program. The name should directly contribute to the intended overall results of this Activity. The apparently successful applicant should vet the name with a broad set of Kazakhstan, Tajikistan, Uzbekistan and U.S. stakeholders to confirm suitability, with final approval from USAID/Central Asia.)*

#### **Branding Strategy – Assistance (June 2012)**

- a. Applicants recommended for an assistance award must submit and negotiate a "Branding Strategy," describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens.
- b. The request for a Branding Strategy, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.
- c. Failure to submit and negotiate a Branding Strategy within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.
- d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

e. The Branding Strategy must include, at a minimum, all of the following:

(1) All estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth.

(2) The intended name of the program, project, or activity.

(i) USAID requires the applicant to use the USAID logo and brandmark, with the tagline “from the American people” as found on the USAID Web site at <http://www.usaid.gov/branding>, unless Section VI of the RFA or APS states that the USAID Administrator has approved the use of an additional or substitute logo, seal, or tagline.

(ii) USAID prefers local language translations of the phrase “made possible by (or with) the generous support of the American People” next to the USAID Identity when acknowledging contributions.

(iii) It is acceptable to cobrand the title with the USAID logo and the applicant's logo.

(iv) If branding in the above manner is inappropriate or not possible, the applicant must explain how USAID's involvement will be showcased during publicity for the program or project.

(v) USAID prefers to fund projects that do not have a separate logo or identity that competes with the USAID logo. If there is a plan to develop a separate logo to consistently identify this program, the applicant must attach a copy of the proposed logos. Section VI of the RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.

(3) The intended primary and secondary audiences for this project or program, including direct beneficiaries and any special target segments.

(4) Planned communication or program materials used to explain or market the program to beneficiaries.

(i) Describe the main program message.

(ii) Provide plans for training materials, posters, pamphlets, public service announcement, billboards, Web sites, and so forth, as appropriate.

(iii) Provide any plans to announce and promote publicly this program or project to host country citizens, such as media releases, press conferences, public events, and so forth. Applicant must incorporate the USAID logo and the message, “USAID is from the

American People.”

(iv) Provide any additional ideas to increase awareness that the American people support this project or program.

(5) Information on any direct involvement from host-country government or ministry, including any planned acknowledgement of the host-country government.

(6) Any other groups whose logo or identity the applicant will use on program materials and related materials. Indicate if they are a donor or why they will be visibly acknowledged, and if they will receive the same prominence as USAID.

f. The Agreement Officer will review the Branding Strategy to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.

g. If the applicant receives an assistance award, the Branding Strategy will be included in and made part of the resulting grant or cooperative agreement.

#### **Marking Plan – Assistance (June 2012)**

a. Applicants recommended for an assistance award must submit and negotiate a “Marking Plan,” detailing the public communications, commodities, and program materials, and other items that will visibly bear the “USAID logo,” which comprises of the USAID logo and brandmark, with the tagline “from the American people.” The USAID logo is the official marking for the Agency and is found on the USAID Web site at <http://www.usaid.gov/branding>. Section VI of the RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.

b. The request for a Marking Plan, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.

c. Failure to submit and negotiate a Marking Plan within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.

d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

e. The Marking Plan must include all of the following:

(1) A description of the public communications, commodities, and program materials that the applicant plans to produce, and which will bear the USAID logo as part of the award, including:

(i) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other sites physical in nature;

(ii) Technical assistance, studies, reports, papers, publications, audiovisual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;

(iii) Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and

(iv) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.

(v) Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID logo cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.

(2) A table on the program deliverables with the following details:

(i) The program deliverables that the applicant plans to mark with the USAID logo;

(ii) The type of marking and what materials the applicant will use to mark the program deliverables;

(iii) When in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking;

(iv) What program deliverables the applicant does not plan to mark with the USAID logo; and

(v) The rationale for not marking program deliverables.

(3) Any requests for an exemption from USAID marking requirements, and an explanation of why the exemption would apply. The applicant may request an exemption if USAID marking requirements would:

(i) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials. The

applicant must identify the USAID Development Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why an aspect of the award is presumptively neutral. Identify by category or deliverable item, examples of material for which an exemption is sought.

(ii) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent. The applicant must explain why each particular deliverable must be seen as credible.

(iii) Undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications. The applicant must explain why each particular item or product is better positioned as a host-country government item or product.

(iv) Impair the functionality of an item. The applicant must explain how marking the item or commodity would impair its functionality.

(v) Incur substantial costs or be impractical. The applicant must explain why marking would not be cost beneficial or practical.

(vi) Offend local cultural or social norms or be considered inappropriate. The applicant must identify the relevant norm and explain why marking would violate that norm or otherwise be inappropriate.

(vii) Conflict with international law. The applicant must identify the applicable international law violated by the marking. f. The Agreement Officer will consider the Marking Plan's adequacy and reasonableness and will approve or disapprove any exemption requests. The Marking Plan will be reviewed to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.

g. If the applicant receives an assistance award, the Marking Plan, including any approved exemptions, will be included in and made part of the resulting grant or cooperative agreement, and will apply for the term of the award unless provided otherwise.

#### **j) Funding Restrictions**

Profit is not allowable for recipients or subrecipients under this award. See 2 CFR 200.331 for assistance in determining whether a sub-tier entity is a subrecipient or contractor.

Construction will not be authorized under this award.

USAID will not allow the reimbursement of pre-award costs under this award without the explicit written approval of the Agreement Officer.

Except as may be specifically approved in advance by the AO, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in Section B.4 of this NOFO and must meet the source and nationality requirements set forth in 22 CFR 228.

**k) Conflict of Interest Pre-Award Term (August 2018)**

**a. Personal Conflict of Interest**

1. An actual or appearance of a conflict of interest exists when an applicant organization or an employee of the organization has a relationship with an Agency official involved in the competitive award decision-making process that could affect that Agency official's impartiality. The term "conflict of interest" includes situations in which financial or other personal considerations may compromise, or have the appearance of compromising, the obligations and duties of a USAID employee or recipient employee.

2. The applicant must provide conflict of interest disclosures when it submits an SF-424. Should the applicant discover a previously undisclosed conflict of interest after submitting the application, the applicant must disclose the conflict of interest to the AO no later than ten (10) calendar days following discovery.

**b. Organizational Conflict of Interest**

The applicant must notify USAID of any actual or potential conflict of interest that they are aware of that may provide the applicant with an unfair competitive advantage in competing for this financial assistance award. Examples of an unfair competitive advantage include but are not limited to situations in which an applicant or the applicant's employee gained access to non-public information regarding a federal assistance funding opportunity, or an applicant or applicant's employee was substantially involved in the preparation of a federal assistance funding opportunity. USAID will promptly take appropriate action upon receiving any such notification from the applicant.

**[END OF SECTION D]**



## SECTION E: APPLICATION REVIEW INFORMATION

### 1. Criteria

The merit review criteria prescribed here are tailored to the requirements of this particular NOFO. Applicants should note that these criteria serve to: (a) identify the significant matters which the applicants should address in their applications, and (b) set the standard against which all applications will be evaluated.

Recognizing that various approaches may have merit, the award seeks a Recipient that, on the basis of its experience, can propose cost-effective ways of implementing this program. USAID may reject the application if the response is not deemed sufficiently responsive.

An award will be made according to the evaluation criteria below. The application will be evaluated in accordance with the evaluation criteria set forth below in descending order of importance:

- Technical Approach
- Management Structure and Staffing Plan
- Implementation and Monitoring

### 2. Review and Selection Process

Applications will be reviewed to ensure they have met all the required elements as set forth in Section D to be determined by the Agreement Officer to be responsive to the NOFO. The application must be directly responsive to the terms, conditions, guidelines, and provisions of this NOFO to be assured for consideration. Applications not conforming to this NOFO may be categorized as not meeting the minimum requirements of the Government, thereby eliminating them from further consideration. USAID will conduct a merit review of all applications received that comply with the instructions and meet the eligibility requirements of this NOFO.

#### a) Technical Evaluation

USAID will conduct a merit-based review of all applications received that comply with the instructions in this NOFO. Applications will be reviewed and evaluated in accordance with the following criteria shown in descending order of importance:

Criterion	Description
Technical Approach	The Technical Approach will be evaluated on the degree to which the Applicant describes an approach that achieves all the activity's objectives and results identified in this NOFO.

<b>Management Structure and Staffing Plan</b>	Management Structure and Staffing will be evaluated with regards to the extent to which the Applicant’s key personnel, management structure, and staffing plan convincingly demonstrate the ability to effectively implement the activities proposed and achieve their objectives.
<b>Implementation and Monitoring</b>	Implementation and Monitoring will be evaluated with regards to the extent to which the monitoring and evaluation narrative, the draft Activity Monitoring, Evaluation, and Learning Plan (AMELP), and the draft Year One Work Plan for the first year demonstrate the ability to mobilize, implement, monitor, and evaluate activities.

**b) Business Review**

The Agency will evaluate the cost application of the applicant(s) under consideration for an award as a result of the merit criteria review to determine whether the costs are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

The Agency will also consider (1) the extent of the applicant's understanding of the financial aspects of the program and the applicant's ability to perform the activities within the amount requested; (2) whether the applicant's plans will achieve the program objectives with reasonable economy and efficiency; and (3) whether any special conditions relating to costs should be included in the award.

Proposed cost share, if provided, will be reviewed for compliance with the standards set forth in 2 CFR 200.306, 2 CFR 700.10, and the Standard Provision "Cost Sharing (Matching)" for U.S. entities, or the Standard Provision "Cost Share" for non-U.S. entities.

The AO will perform a risk assessment (2 CFR 200.206). The AO may determine that a pre-award survey is required to inform the risk assessment in determining whether the prospective recipient has the necessary organizational, experience, accounting and operational controls, financial resources, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award. Depending on the result of the risk assessment, the AO will decide to execute the award, not execute the award, or award with “specific conditions” (2 CFR 200.208).

**c) Co-Creation Process**

After the evaluation of the applications USAID may conduct the co-creation with the apparently successful applicant.

The goals of a co-creation session(s) will be to jointly modify and refine the Program Description submitted by the Applicant, as well as to discuss management details, including proposed key personnel and staffing plans.

The co-creation session(s) may take place online or in-person. Any pre-award costs associated and incurred by the selected applicant will not be reimbursed by USAID.

Based on the outcomes of the co-creation phase, USAID may decide to request the applicant(s) to submit the revised technical and cost applications. USAID may decide that co-creation is not successful, in which case, the apparently successful applicant will be notified, and the process will be terminated.

**[END OF SECTION E]**

## SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

### 1. Federal Award Notices

A notice of award signed by the AO is the authorizing document for the award resulting from this NOFO. USAID will provide it electronically to the authorized individual identified by the Recipient in the application.

Award of the agreement contemplated by this NOFO cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While USAID anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award.

### 2. Administrative & National Policy Requirements

The resulting award from this NOFO will be administered in accordance with the following policies and regulations.

For US organizations: [ADS 303](#), [2 CFR 700](#), [2 CFR 200](#), and [Standard Provisions for U.S. Non-governmental organizations](#).

For Non US organizations: [ADS 303](#), [Standard Provisions for Non-U.S. Non-governmental Organizations](#).

See Annex number Two, for a list of the Standard Provisions that will be applicable to any awards resulting from this NOFO.

### 3. Reporting Requirements

The Recipient must provide the following reports to the Agreement Officer's Representative (AOR) and to the Agreement Officer at [AlmatyAAReporting@usaid.gov](mailto:AlmatyAAReporting@usaid.gov), as specified below, in accordance with 2 CFR 200.328 and 200.327 and the Substantial Involvement provisions.

#### ***a. Financial Reporting:***

The Recipient must submit the Federal Financial Form (SF-425) on a quarterly basis within 30 calendar days after the end of each USG fiscal quarter (i.e. October 30, January 30, April 30, July 30) via electronic format to the USAID/CA Office of Financial Management at [CARInvoices@usaid.gov](mailto:CARInvoices@usaid.gov), and to the Agreement Officer at [AlmatyAAReporting@usaid.gov](mailto:AlmatyAAReporting@usaid.gov) and the Agreement Officer's Representative (AOR). The Recipient must list each country included in the program and the total amount expended for each country under the award for the reporting period in block 12 "Remarks" of the Federal Financial Report SF-425.

The Recipient must submit the original and two copies of all final financial reports to USAID/CA/FMO, the Agreement Officer, and the AOR. The Recipient must submit the final financial report no later than 90 calendar days from the end of the agreement.

Electronic copies of the SF-425 can be found at: [www.grants.gov](http://www.grants.gov)

***b. Performance Reporting:***

**i. Annual Work Plan (AWP):**

Within forty five calendar days (45) of the award of the Cooperative Agreement, the Recipient must develop and submit the Year One Work Plan to the AOR. Work plans must be submitted electronically. Upon acceptance of the work plan by the AOR, any substantial revisions to the plan must require the written approval of the AOR. Annual work plans for subsequent years are due to the AOR 30 days prior to the end of the USG's fiscal year or approximately August 31st. Regardless of the start date of this award, work plans will be adjusted to the fiscal calendar of October 1-September 30.

The Recipient must ensure that the Annual Work Plan (AWP) appropriately reflects activity objectives and the program description. The AWP should detail the work to be accomplished during the upcoming year. All work plan activities must be within the scope of the award. The AWP will serve as a guide for activity implementation—a demonstration of links between interventions and objectives in accordance with the Activity Monitoring, Evaluation and Learning Plan (AMELP). The AWP must outline key activities and the expected results to be accomplished for that year and will be negotiated and shared with key stakeholders for comments as appropriate.

The AWP will also serve as a basis for budget estimates for that year of program implementation. A budget with sufficient detail to allow the AOR to judge the efficiency of the implementation plan should be included. The AWP should delineate an overall budget by line item and a budget per objective and activity.

The Recipient's learning and adapting approach may entail periods of reflection/assessment that lead to significant changes to the work plan in such areas as technical focus, partnerships, approaches, etc. In these instances, the AWP may be revised in the course of implementation, as needed, to reflect changes on the ground with only the concurrence of the AOR.

The annual work plans must also highlight how gender will be effectively addressed in the activity, using learning and information from the initial gender analysis and subsequent implementation. This includes ensuring the following areas are captured as they relate to gender:

- Prioritize recommendations and action items;
- Highlight key stakeholders in implementation and plans for outreach to stakeholders;
- Training and capacity development plan for staff and targeted beneficiaries;
- A description of tools to be developed or used; and
- Any other content the implementing partner deems pertinent.

If appropriate, the Recipient can highlight for USAID work or research that the implementing partner feels would further the cause of gender integration and social inclusion but is not within the scope of the current award.

### **ii. Activity Monitoring, Evaluation, and Learning Plan (AMELP):**

Within 45 days of an award, the Recipient must submit for approval a final Activity Monitoring, Evaluation, and Learning Plan (AMELP) for the life of the activity. The awardee and USAID will jointly review progress on a periodic basis. As necessary, the AMELP may be updated each year of this award as part of the work plan approval process.

### **iii. Quarterly/Annual Performance Reports:**

The Recipient will use the standard form Performance Progress Report (SF-PPR) to report performance progress for the program under the award. Reports may be submitted electronically. Regardless of the start date of the cooperative agreement all reporting will be adjusted to the USG fiscal year calendar.

**Quarterly Reports:** The Recipient must submit quarterly reports that include narratives of quarterly achievements, and progress against the work plan and agreed-upon performance indicators. A format for the quarterly report must be approved by the AOR on an annual basis. The Recipient must submit quarterly reports within thirty (30) calendar days of the end of each quarter. The following quarter end dates must be used to determine the date of submission of the quarterly reports: 3/31, 6/30, 9/30, or 12/31. The fourth quarter report must be drafted as an annual report and must cover activities of the quarter as well as overall assessment of performance and progress for the prior 12 months of the program (See Annual Reports below).

The quarterly report must describe and assess the overall progress to date based upon agreed performance indicators. The reports must also describe the accomplishments of the Recipient and the progress made during the past quarter and will include information on key activities, both ongoing and completed during the quarter (e.g., meetings, trainings, workshops, significant events, subcontracts, and grants). The quarterly report should include targets and results for each indicator agreed upon in the MEL Plan. The quarterly report provides the opportunity to discuss impacts of learning on the program; for example, how has implementation evolved as the result of information gathered over the course of the quarter? Also, notification must be given in the case of problems, delays, or adverse conditions which materially impair the ability to meet the objectives of the award, or which may have an impact on the development hypothesis or theory of change for the activity, and/or other activities (USG-funded or not) which might be informed by such learning. This notification must include a statement of the action taken or contemplated, and any assistance needed to resolve the situation. Lastly, the quarterly report will outline how the project has collaborated with host country governments and other USG and other donor funded projects and efforts. The quarterly reports must utilize photos, maps, tables and other graphical elements useful in communicating performance data and activity

implementation and include at least one success story. Any outreach or press reporting about the activity must also be included.

**Annual Reports:** The Recipient must submit annual reports that include narratives of achievements, and progress against the work plan and agreed-upon performance indicators. A format for the annual report must be approved by the AOR on an annual basis. The Recipient must submit annual reports within thirty (30) calendar days of the end of each U.S. Government fiscal year. Annual reports should contain content appropriate for public dissemination. In addition to content summarizing performance from the preceding quarter (See Quarterly Report above), the Annual Report must include a section that summarizes performance from the preceding year. The annual summary must concentrate on outcome and impact based on agreed upon performance indicators. It will report on annual achievements against targets and will account for any shortfalls. The analysis in the annual section must not be limited to performance measures – it will also summarize progress during the previous year in a qualitative fashion. To this end, the Annual Report must also utilize photos, maps, tables, and other graphical elements useful in summarizing project performance from the past year. In addition, the annual report must include a professionally formatted, four-to eight page annual summary of achievements, noteworthy activities, lessons learned, changes in the environment, etc. The summary must be formatted to function as a stand-alone, externally shareable document, designed to keep key project stakeholders (such as USG agencies, other donors, and other USG implementers) up to date on progress. The summary must include photos, maps, tables, and other graphical elements as relevant. The annual summary must not directly recycle text, photos or other elements from quarterly summaries.

As part of Quarterly Performance reporting, the Recipient will address the following:

**Development, Outreach and Communication:** The Recipient will be requested to provide the following information:

- Monthly activity update submissions according to specific format developed and shared by the AOR.
- An updated quarterly list of public events to be organized by the Recipient during the upcoming three months, including approximate date, location, and audience. The Recipient will coordinate with USAID about all planned events with press participation, press activities, press releases, as well as inclusion of USAID promotional materials for the participants, participation of USAID/USG representatives.
- Two success stories per country per a year including a regional story with an accompanying photograph (see item c. for specifications). The success stories will be provided in a Word Document format, using a standard USAID success story template.
- The fourth quarterly performance report must also include a digital collection of at least 20 photographs a year that are illustrative of project's achievements in jpeg format. The photographs will comply with the guidance provided in the USAID Graphic Standards Manual. Each photograph will have a brief explanation about its subject, and identify: the author and his/her organization, person(s) featured in the photograph, and the location where the photograph was taken.

- Clippings of press articles that mention the project.
- At least 2 copies of all public communications materials produced by the project. In addition, the Recipient must submit all final documents to USAID's Development Experience Clearinghouse ([www.dec.usaid.gov](http://www.dec.usaid.gov)).

**TEAMS and USAID Sponsored Exchanges Programs J-1 Visa Requirements:** All host country nationals being funded fully, partially, directly, or indirectly by USAID must enter the U.S. on a J-1 Visa, regardless of the type or duration of the activity. In order to secure a J-1 visa, each participant must first secure a DS-2019 form (Certificate of Eligibility for Exchange Visitor J-1 Status). TEAMS is the only means of obtaining a DS-2019 for USAID funded Exchange Visitors.

USAID/CA delegates the TEAMS data entry, verification, and reporting responsibilities to its implementing partner who is responsible for data entry (the R1 role) and verification (the R2 role) of all training programs and participants that are funded by USAID. USAID/Central Asia/SPO is responsible for approval (the R3 role) and the COR/AOR and Program Managers are responsible for working with their implementing partners to obtain the data needed by the R3. USAID/Washington is responsible for submission of the data (the R4 role) to SEVIS.

The DS-2019 approval process is as follows:

- Data is entered into TEAMS by the implementing partner's Data Entry Initiator (R1) for initiating visa applications and tracking the participants in TEAMS;
- The designated Verifier (R2) verifies the accuracy of the data in the VCS, and either submits the information to the R3 if all is correct, or rejects the file if there are errors in the data;
- A designated United States citizen in the USAID Mission – the Approver (R3) – reviews the electronic versions of documents in TEAMS and either approves or rejects the files (for missing data or other concerns based on review of the files) sending them back to the R1 with comments;
- When the R3 approves a file, the information is electronically transferred to the Responsible Officer (R4) in USAID/Washington who provides the final approval before the information is submitted to the Department of Homeland Security SEVIS database for processing;
- The DS-2019 form is created, printed and mailed to the Responsible Officer in the Mission;
- The Responsible Officer gives the form to the USAID COR or AOR who provides it to the implementing partner. The implementing partner is responsible for delivering the form to the participant so that he/she can present it to the Consular Officer during their appointment for a J-1 visa at the U.S. Embassy consular section, or designated Consulate. Exchange visitors apply online at the **U.S. State Department's website in Kazakhstan, Kyrgyz Republic, Tajikistan, Turkmenistan and Uzbekistan. Please check the U.S. embassy's website for updated information.**
- When asked to enter a "Program Number", applications should enter USAID's Exchange Visitor Program Number G-2-00263.



**Gender Equality and Female Empowerment Reporting:** Annual activity reports must include a specific gender section with the following explanations:

- Summary of the implementing partner's accomplishments in achieving specific gender-related results and conclusions about areas that could need future support.
- Overall description of all gender-related activities.
- Achievement of results, intermediate-results, outputs, and/or targets for all gender related indicators, disaggregated by sex, with specific discussion of improvements in previously identified gender disparities and inequalities.
- Difficulties or challenges encountered in the implementation of gender-related activities.
- Recommendations for sustainability of the gender-related activities after the activity has ended.
- Documentation on lessons learned and best practices, including identification of new opportunities for men and women that were created, what negative impacts were addressed or avoided, and what needs, and gender inequalities emerged or remain.

**Activity Monitoring, Evaluation, and Learning:** Every quarterly and annual report will be based on and include description of progress and analyses derived from activity performance monitoring, evaluation findings (if conducted in a given quarter or year) and learning (as well as collaborating and adapting based on evidence). Reports will reflect quantitative or qualitative information to reveal whether implementation is on track and whether expected results are being achieved. The recipient and USAID will agree upon a specific Quarterly Report and Annual Report template, as needed.

**Performance Indicators:** reports should include targets and results for each indicator agreed upon in the AMEL Plan. To that end, reports must include as an annex an updated Performance Indicator Tracking Table, and if requested, an updated site location reporting form. USAID may require that this data be submitted through an online platform.

**Learning and Adapting:** reports must discuss the impacts of learning on the program; for example, how has implementation evolved as the result of information gathered over the course of the quarter. Also, notification must be given in the case of problems, delays, or adverse conditions which materially impair the ability to meet the objectives of the award, or which may have an impact on the development hypothesis or theory of change for the activity, and/or other activities (USG-funded or not) which might be informed by such learning. This notification must include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

#### **iv. Final Report:**

The Recipient must submit a final report that summarizes achievements, and progress against the work plan and agreed-upon performance indicators over the life of the project. The Recipient must submit the Final Report within ninety (90) calendar days after the expiration of the award. The Final Report must contain content appropriate for public dissemination and must not directly recycle text, photos or other elements from Annual Reports. It must include photos, maps, tables, and other graphical elements as relevant. The Report must be formatted to

function as a stand-alone, externally shareable document, designed to keep key project stakeholders (such as USG agencies, other donors, and other USG implementers) up to date on progress. The Final Report must contain the following information:

1. An executive summary of the accomplishments and results achieved;
2. Overall description of activities conducted during the life of the Award;
3. An in-depth analysis of progress and results that synthesizes achievements that contributed towards program objectives. This section must clearly describe activities, major accomplishments, and results achieved, including results for all of the activities under the Cooperative Agreement;
4. A summary of progress made in achieving indicator targets during the activity implementation (based on valid data collection and analysis and credible baseline) including final data, compared to baseline data, for all indicators included in the monitoring and evaluation plan. This section should include disaggregated data by gender, historically disenfranchised groups, and other relevant groups identified;
5. A description of the reasons why targets were not achieved or were surpassed and why activities were delayed or not carried out, if appropriate;
6. Lessons learned, best practices, and other findings, along with recommendations for future programming in this sector;
7. A summary of problems/obstacles encountered during the implementation, and how those obstacles were addressed and overcome, if appropriate;
8. A list of success stories, including examples of synergy and collaboration with partners;
9. Description of programmatic impact and sustainability;
10. An updated Performance Indicator Tracking Table covering the life of the Activity, and if requested, an updated site location reporting form. USAID may require that this data be submitted through an online platform;
11. A comparison of actual expenditures with budget estimates, including analysis and explanation of cost overruns or high unit costs, as relevant;
12. Other pertinent information, including recommendations with-in depth- analysis and lessons learned, related to the overall activity results;
13. The Final Report must also contain an index of all reports and information products produced under the award.

#### **4. Grants Manual**

Within 60 days after the effective date of the Cooperative Agreement, in case the technical approach involves cooperation with subgrantees, the Recipient will develop and submit the Grant Manual, describing policies and procedures of the sub-grant making process under this award. The Grant Manual should be developed and submitted to the AOR for concurrence and must be subject to Agreement Officer approval. The Grant Manual will include codes of conduct, roles and responsibilities, check potential vendors in the excluded parties list, marking and branding requirements, updated provisions for subgrantees, etc., and must include subaward related Standard Provisions.

## 5. Development Experience Clearinghouse Requirements

Consistent with ADS 540, the Recipient must prepare and submit a copy of semi-annual and final performance reports, results of assessments and operational research, if any, required by this award to the USAID Development Experience Clearinghouse (DEC) at:

Online: <https://dec.usaid.gov/dec/content/submit.aspx>;

By Mail:

USAID Development Experience Clearinghouse

M/CIO/ITSD/KM/DEC

RRB M.01-010

Washington, DC 20523-6100

## 6. Program Income

USAID does not anticipate any program income under the award. Should there be any program income, the Recipient shall account for it in accordance with 2 CFR 200.307 and the required as applicable standard provision “Program Income”. Program income earned under this award shall be added to the project.

## 7. Environmental Compliance

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of AID’s activities on the environment be considered, and that USAID include environmental sustainability as central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID’s Automated Directives System (ADS), Chapters [201](#) and [204](#), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. The Grantee’s environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this Notice of Funding Opportunities (NOFO). In addition to complying with the obligations below, the recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

No activity funded under this activity will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in the Memo to the File (MTF) 7 (DCN: [Asia-19-009-MTF-7](#)), approved by the Bureau Environmental Officer on November 27, 2023 and valid through April 2029.

USAID has determined that 90-95 percent of planned interventions will include technical assistance, training programs except to the extent such programs include activities directly affecting the environment (such as construction of facilities, etc.); analyses, studies, academic or research

workshops and meetings; and document and information transfers. They will qualify for a Categorical Exclusion (CE) under 22 CFR Part 216.2(c)(2) (no effect on the natural or physical environment) and, therefore, these activities are excluded from further environmental review and reporting to USAID. If activities qualifying for a Negative Determination with Conditions (NDC), such as e.g., procurement, storage, management and disposal of public health commodities including professional medical and TB laboratory equipment take place, , the recipient must screen, mitigate, monitor, and report to USAID in accordance with terms established in MTF.

Preliminary Climate Risk Screening (CRS) found that all Activity components are rated as Low Climate Risk as climate change is not expected to materially affect the implementation or outcomes of the activity. Per ADS 201mal, the recipient must conduct additional CRS as part of the planned analyses based on the most recent climate change data to support the proposed program description in accordance with the [USAID Climate Strategy 2022-2030](#). The IP may use information in the USAID-prepared climate risk profiles posted on <https://www.climatelinks.org/>, as well as in other sources such as ADB climate risk profiles for [Kazakhstan](#), [Turkmenistan](#), [Tajikistan](#), [Uzbekistan](#) and [Kyrgyz Republic](#).

As part of its Work Plan, and all Annual Work Plans thereafter, the recipient, in collaboration with the AOR, the Regional Mission Environmental Officer, and Climate Integration Lead, shall review all ongoing and planned activities under this award to determine if they are within the scope of the approved MTF 7. If the recipient plans any new activities outside the scope of MTF 7, it must assist the AOR to prepare another MTF or P-IEE amendment for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of the MTF or P-IEE amendment. Any on-going activities found to be outside the scope of the approved 22 CFR 216 environmental documentation must be halted until an amendment to the documentation is submitted and written approval is received from USAID.

**[END OF SECTION F]**

## **SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)**

For questions, please refer to Section D of this NOFO.

### **Acquisition and Assistance Ombudsman**

The A&A Ombudsman helps ensure equitable treatment of all parties who participate in USAID's acquisition and assistance process. The A&A Ombudsman serves as a resource for all organizations who are doing or wish to do business with USAID. Please visit this page for additional information: <https://www.usaid.gov/work-usaid/acquisition-assistance-ombudsman>

[The A&A Ombudsman may be contacted via: Ombudsman@usaid.gov](mailto:Ombudsman@usaid.gov)

**[END OF SECTION G]**

## **SECTION H: OTHER INFORMATION**

USAID reserves the right to fund any or none of the applications submitted. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. Any award and subsequent incremental funding will be subject to the availability of funds and continued relevance to Agency programming.

### Applications with Proprietary Data

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

“This application includes data that must not be disclosed, duplicated or used – in whole or in part – for any purpose other than to evaluate this application. If, however, an award is made as a result of – or in connection with – the submission of this data, the U.S. Government will have the right to duplicate, use, or disclose the data to the extent provided in the resulting award. This restriction does not limit the U.S. Government’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets {insert sheet numbers}.”

Additionally, the applicant must mark each sheet of data it wishes to restrict with the following:

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

**[END OF SECTION H]**

**ANNEX ONE (1) - SUMMARY BUDGET TEMPLATE**

<b>Item #</b>	<b>Cost Category</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total in US Dollars</b>
1.	Salaries and Allowances						
2.	Fringe Benefits						
3.	Travel and Transportation						
4.	Equipment & Supplies						
5.	Subawards						
6.	Grants to Local Organizations						
7.	Other						
<b>8.</b>	<b>Total Direct Charges</b>						
9.	Indirect Charges						
<b>10.</b>	<b>Total Estimated USAID Amount</b>						

Note: Your organization should submit its summary budget in the above summary budget template. You must also submit the detailed budget for each of the cost categories with the accompanying budget narrative.

[End of Annex One (1)]

## ANNEX TWO (2) - STANDARD PROVISIONS

(Note: the full text of these provisions may be found at:

<https://www.usaid.gov/ads/policy/300/303maa>,

<https://www.usaid.gov/ads/policy/300/303mab>, and

<https://www.usaid.gov/ads/policy/300/303mat>). The actual Standard Provisions included in the award will be dependent on the organization that is selected (or the type of award, in the case of a fixed amount award). The award will include the latest Mandatory Provisions for either U.S. or non-U.S. Nongovernmental organizations, as appropriate. The award will also contain the following “required as applicable” Standard Provisions:

**Please note that the resulting award will include all standard provisions (both mandatory and required as applicable) in full text.**

### REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR U.S. NONGOVERNMENTAL ORGANIZATIONS

Required	Not Required	Standard Provision
TBD		RAA1. NEGOTIATED INDIRECT COST RATES - PREDETERMINED (NOVEMBER 2020)
		RAA2. NEGOTIATED INDIRECT COST RATES - PROVISIONAL (Nonprofit) (NOVEMBER 2020)
		RAA3. NEGOTIATED INDIRECT COST RATE - PROVISIONAL (Profit) (DECEMBER 2014)
		RAA4. INDIRECT COSTS – DE MINIMIS RATE (NOVEMBER 2020)
		RAA5. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
		RAA6. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
		RAA7. PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (APRIL 1998)
		RAA8. CARE OF LABORATORY ANIMALS (MARCH 2004)
		RAA9. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (NOVEMBER 1985)
		RAA10. COST SHARING (MATCHING) (FEBRUARY 2012)
		RAA11. PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (JUNE 1999)
		RAA12. INVESTMENT PROMOTION (NOVEMBER 2003)
		RAA13. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2014)
		RAA14. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
		RAA15. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
		RAA16. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)



		RAA17. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
		RAA18. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)
		RAA19. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
		RAA20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
		RAA21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
		RAA22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
		RAA23. UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (NOVEMBER 2020)
		RAA24. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (NOVEMBER 2020)
		RAA25. PATENT REPORTING PROCEDURES (NOVEMBER 2020)
		RAA26. ACCESS TO USAID FACILITIES AND USAID'S INFORMATION SYSTEMS (AUGUST 2013)
		RAA27. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
		RAA28. AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (April 2016)
		RAA29. RESERVED
		RAA30. PROGRAM INCOME (AUGUST 2020)
		RAA31. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)

**REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS**

Required	Not Required	Standard Provision
TBD		RAA1. ADVANCE PAYMENT AND REFUNDS (NOVEMBER 2020)
		RAA2. REIMBURSEMENT PAYMENT AND REFUNDS (DECEMBER 2014)
TBD		RAA3. INDIRECT COSTS – NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA) (NOVEMBER 2020)
		RAA4. INDIRECT COSTS – CHARGED AS A FIXED AMOUNT (NONPROFIT) (JUNE 2012)
		RAA5. INDIRECT COSTS – DE MINIMIS RATE (NOVEMBER 2020)
		RAA6. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (NOVEMBER 2020)

		RAA7. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (NOVEMBER 2020)
		RAA8. SUBAWARDS (DECEMBER 2014)
		RAA9. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)
		RAA10. OCEAN SHIPMENT OF GOODS (JUNE 2012)
		RAA11. REPORTING HOST GOVERNMENT TAXES (JUNE 2012)
		RAA12. PATENT RIGHTS (JUNE 2012)
		RAA13. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
		RAA14. INVESTMENT PROMOTION (NOVEMBER 2003)
		RAA 15. COST SHARE (JUNE 2012)
		RAA16. PROGRAM INCOME (AUGUST 2020)
		RAA17. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
		RAA18. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
		RAA19. PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012)
		RAA20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
		RAA21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
		RAA22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
		RAA23. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
		RAA24. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
		RAA25. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
		RAA26. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING(ASSISTANCE) (SEPTEMBER 2014)
		RAA27. LIMITATION ON SUBAWARDS TO NON-LOCAL ENTITIES (JULY 2014)
		RAA28. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
		RAA29. CONTRACT AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (April 2016)
		RAA30. RESERVED
		RAA31. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)

[End of Annex Two (2)]

## ANNEX THREE (3) – BRANDING STRATEGY AND MARKING PLAN

### Branding Strategy *(for grants and cooperative agreements)*

**Instructions:** (delete this section from your final version).

Please consult closely with [ADS320](#), Administration of Assistance Awards: Marking ([22 CFR 226.91](#)), Marking Under Assistance Instruments ([AAPD 05-11](#)), USAID’s [Graphic Standards Manual](#) and Partners Co-Branding Guide, and other resources available via USAID’s [Branding page](#), including a [FAQ](#) section, as you prepare your Branding Strategy, and consult these resources regularly as you plan for and implement public outreach components of your activity.

The overall purpose of a Branding Strategy is to lay out how implementing partners will promote activity accomplishments and impacts to beneficiaries and host-country citizens, and how you will recognize the role of the American people in supporting your activity. It will serve as the “road-map” for how your activity will coordinate communications activities with your AOR and the Mission’s Development Outreach and Communications (DOC) team. USAID’s Central Asia DOC team can be reached by email here: [cadoc@usaid.gov](mailto:cadoc@usaid.gov).

Branding Strategies specifically address the following:

- How to incorporate the message, “This assistance is from the American people,” in communications and materials directed to beneficiaries, or provide an explanation if this message is not appropriate or possible.
- How to publicize activity in the host-country and a description of the communications tools to be used.
- The key milestones or opportunities anticipated to generate awareness that the program, project, or activity is from the American people. Such milestones may be linked to specific points in time, such as the beginning or end of an activity, or to an opportunity to showcase publications or other materials, research findings, or activity success.

The text below serves as a framework to help you prepare your Branding Strategy. USAID places great importance on communication that conveys the impact or results of an activity. Please think through the information presented below carefully and provide thoughtful responses. If there are additional communications opportunities or issues not covered below, please add them into your submission. Please be sure that this document addresses all your communications needs and aspirations.

In line with USAID guidance in [ADS 200](#) and elsewhere, your award is referred to in this document as an “activity” that contributes to higher level Mission “programs” or “projects.” This does not prevent you from using other preferred terms in your public communications. For USAID communications, “branding” refers to the overall communications experience and how the activity is connected to USAID and the American people; and “marking” refers to the use of the USAID and partner graphic identities.

*Please note: all text in italics is for your guidance only; please delete it from your final version. This text aims to give you some guidance about your Branding Strategy; it will not cover all possible situations relevant to your activity. Feel free to add additional text or sections to accommodate your ideas or needs. Also, feel free to change our standard text (i.e. text not in italics) within reason as required. It is not our aim to receive formulaic responses; rather, we’re interested in hearing your ideas on how to maximize public recognition of your accomplishments.*

**Activity Title:** *(please complete all sections)*

**Agreement Number:**

**Period of Activity:**

**Implementing organization:**

**Date:**

## **1. Positioning**

*In this section, please describe:*

- *Which organization(s) will be referred to as the owner(s) of the activity in public communications? Note, while a grantee’s logo may be used alongside USAID’s, a separate activity logo is not permitted.*
- *How will the activity be referred to in public communications? Please make sure that the name selected is short, understandable, and translates well into local languages. USAID discourages the use of activity acronyms. When specifying the activity’s public name, please consider how you will use it and how it will be perceived among target audiences: Will it make sense? Will it be meaningful and identifiable with the purpose of the activity? Convenient to use in speeches, at events and on banners? In local languages?*
- *Please specify the activity name in Russian and other local languages.*

- *If possible, USAID requests our brand name (USAID) be included as part of the overall activity name. If it would be inappropriate or is not possible to "brand" the activity this way, such as when rehabilitating a structure that already exists or if there are multiple donors, please explain and indicate how you intend to showcase USAID's involvement in publicizing the activity.*
- *While you may translate the U.S. Agency for International Development and the "from the American people" tagline into local languages, please do not refer to USAID in Cyrillic or other scripts. USAID should always be written in English.*

## **2. Activity Communications and Publicity**

### **a). Primary and Secondary Audiences for this Activity**

*Guidelines: Please include direct beneficiaries and any special target audiences or influencers that will be targeted in activity communications. For example: primary audience -schoolgirls age 8-12; secondary audience- teachers and parents.*

*USAID's target audiences in Central Asia (in addition to direct beneficiaries) for public communications include people who influence public opinion, including: government officials at local and central levels (beyond direct counterparts), academics, the private sector, religious and community leaders, media outlets, and students. Please consider how you can address these groups through activities and public communications – within the limitations and restrictions related to the operating environment in each specific country.*

### **b). Main Activity Message**

*Guidelines: Include the intended message(s) of the activity – if you had to sum up the purpose of your activity in one brief statement, addressed to its key audiences, what would it be? For example: "Get tested for HIV" or "Have your child immunized." Also include secondary messages, if applicable.*

### **c). Communications Materials**

*Guidelines: This section covers what materials, communications products or tools will be used to explain or market the activity to beneficiaries, such as training materials, posters, pamphlets,*

public service announcements, billboards, websites (note: websites to be created by an activity require prior approval from the USAID/Washington Website Governance Board Committee), e-invitations, or other emails sent to group lists or any other communications channels you have in mind. Please briefly list these materials here and describe their purpose. In addition, in the table below section d), please list additional details about their dissemination, number to be used, when they will be distributed, audience, etc.

**d). Promotion of the activity among host country citizens**

*Guidelines: Please include a brief description of your overall approach to outreach: what will the focus be, what media (online, regional or national, print or TV or radio) will you primarily engage, etc. – and then discuss specifics as suggested below.*

*Please describe:*

- *What key **anticipated milestones or opportunities** the activity will use to generate awareness about the activity (or a specific intervention)? Such milestones may be linked to specific points in time, such as the beginning or end of an initiative, or to an opportunity to showcase publications or other materials, research findings or activity success. These include, but are not limited to: launching the activity, announcing research findings, publishing reports or studies, spotlighting trends, highlighting success stories, featuring beneficiaries as spokespeople, showcasing before-and-after photographs, marketing agricultural products or locally-produced crafts or goods, securing endorsements from ministry or local organizations, promoting final or interim reports, and communicating activity impact/overall results. Please coordinate with the DOC team to share this content via our regional [Facebook page](#), [Twitter platform](#), and via other social media channels.*
- *Explain how any of the public communications materials will be **disseminated** in each country where the activity is implemented.*

*You may consider conveying this information in a table such as the one that follows:*

<b>Communication Product or Tool, Event or Milestone</b>	<b>Start/End Date</b>	<b>Frequency</b>	<b>Audience</b>	<b>Dissemination mechanisms</b>
<i>Activity Launch and Close-Out</i>	<i>November 1, 2021 -</i>	<i>Twice in each country</i>	<i>NGO Community, local government, USAID target</i>	<i>Local media</i>

<i>Conferences (10 total)</i>	<i>September, 2023</i>		<i>audiences in the host country</i>	
<i>Activity Fact Sheet (2,000 copies annually)</i>	<i>December 1, 2021</i>	<i>Revised bi-annually</i>	<i>Government, USAID, USAID target host country audiences</i>	<i>Given to beneficiaries, other groups at meetings and events, included in material packages for all events</i>
<i>Community Launch Ceremonies</i>	<i>March 1, 2021</i>	<i>80 grants across the region</i>	<i>Local community, local government, media, community members</i>	<i>Local press invited to each, press release prepared and disseminated</i>
<i>Success Stories</i>	<i>December 1, 2021</i>	<i>2 per country per year</i>	<i>NGO community, government counterparts</i>	<i>Translated into local languages and sent to local media, included in information packages for relevant trainings and other events</i>
<i>T-shirts to promote the activity (500)</i>	<i>January 1, 2021</i>	<i>As needed</i>	<i>USAID target audiences in the host country</i>	<i>Disseminated at all public events</i>
<i>PSAs on programmatic issues (5)</i>	<i>October 2021</i>	<i>One for each country</i>	<i>USAID target audiences in the host country</i>	<i>Disseminated through TV channels in each country</i>
<i>Leaflets on health issues (50,000)</i>	<i>June 2019</i>	<i>Annually</i>	<i>USAID target audiences in the host country</i>	<i>Disseminated at activity events</i>
<i>Banners, Folders, Pins, and Other Products</i>	<i>January 1, 2021</i>	<i>Ordered as necessary</i>	<i>USAID target audiences in the host country</i>	<i>Disseminated at all public events</i>

## e). Conveying the Message “From the American people” through Public Communications

*Guidelines: Please indicate how the activity will incorporate the message, “This assistance is from the American people,” in communications and materials directed to beneficiaries as well as to other host country audiences.*

At each public event, including *(please include examples, such as conferences, seminars, trainings, and other events)*, USAID branding will be appropriately displayed and “From the American People” will be verbally acknowledged in the language(s) laid out in the accompanying Marking Plan. In addition, *(implementing partner)* will ensure that all staff can speak about the activity and explain USAID and the American people’s role in the activity.

*Please be sure to add your additional ideas about effective communications. Will you develop videos? Host road-shows? Pursue a weekly radio call-in show? There is not a pre-determined right answer here, just be sure to think through what will make your activity’s communications most effective given your unique circumstances.*

The activity will use the USAID Identity in all public communications. Additionally, all publications will include the following note in the relevant language *(add other languages as appropriate)*:

**USAID is the world’s premier international development agency and a catalytic actor driving development results. For more information, visit: <https://www.usaid.gov/central-asia-regional> and USAID/Central Asia’s Facebook page: <https://www.facebook.com/USAIDCentralAsia/>.**

**USAID является ведущим агентством международного развития и катализатором достижения результатов в области развития. Для получения дополнительной информации посетите: <https://www.usaid.gov/central-asia-regional> и страницу USAID/Центральная Азия в Facebook: <https://www.facebook.com/USAIDCentralAsia>**

All public printed, video and audio materials must also include a disclaimer (text included in the accompanying Marking Plan) to identify the parties responsible for the publication’s content. USAID requests pre-production review of all USAID funded public communications materials.

## f). Design of Publicity Materials and the Use of the USAID Logo:



For all printed matter, including publications, official and/or public activity communications, banners and other signs, and promotional products developed to increase the visibility of the activity among its target audiences, the activity will use guidance laid out in the USAID [Graphic Standards Manual and Partners Co-Branding Guide](#). This includes the use of the USAID Identity, color scheme, design, and typeface for any outreach materials. *Samples and logos may be found at [www.usaid.gov/brandingresources](http://www.usaid.gov/brandingresources).*

The activity will submit all public communications materials (including video concepts) to the AOR for preproduction review for branding and content before costs are incurred or designs are finalized. All costs associated with branding and marking are included in the overall activity budget.

*Newspaper or other media ads recruiting staff or with administrative announcements or tenders should **not** include the USAID logo. Rather, they can reference the USAID-funded activity. Also, activity personnel business cards should **not** include the USAID logo. Rather, they can refer to a “USAID-grantee.”*

### **3. Acknowledgement of Other Organizations**

*Guidance: Please explain how you will acknowledge governmental partners and other cooperating organizations or partners, including those (if any) listed in the Marking Plan. It is acceptable and often desirable to “co-brand” interventions with host country ministries or other organizations. Include a brief explanation why the activity feels it is necessary to acknowledge these organizations. In the event the activity must use the local government brand mark and not the USAID brand mark, please follow the **exceptions** process outlined in ADS 320.*

*Will there be any direct involvement from a host-country government ministry or other organization? If yes, please indicate which ones. Are there any other partners whose logo or identity the recipient will use on program materials and related communications? Please specify how these organizations will be acknowledged.*

Other program partners (*please identify who they are/might be*) will be mentioned in written documents that are related directly to them and their logos will be displayed during events in

which they are participating (*please adjust this sentence as appropriate*). USAID policy is that all programs, projects, activities, public communications, and commodities, partially or fully funded by a USAID grant or cooperative agreement or other assistance award or subaward, must be marked appropriately with the USAID Identity of a size and prominence equivalent to or greater than the recipient's, other donor's or any other third party's identity or logo. USAID requires the USAID Identity to be larger and more prominent if it is the majority donor.

#### 4. Coordination with USAID on Outreach and Communications

All public communications materials (including video concepts) must be cleared by USAID for pre-production review for both branding and content before costs are incurred or designs are finalized. This review includes final clearance from the USAID regional DOC team, through the AOR. Public communication materials include but are not limited to: websites (which require USAID/Washington Website Governance Board Committee clearance), video (concepts must be approved by the regional DOC team *before* production can begin), press releases, success stories, briefers, fact sheets, journal articles, photography assignments for success stories, and other publications. The activity will clear any planned media events and media interviews with USAID (AOR and DOC in the relevant country office) and follow guidance set by relevant Embassy Public Affairs Sections (PAS). *Note: USAID/Central Asia mission requires prior notification of any materials related to events that include press and/or USAID senior participation four weeks before the event.* Where Embassy PAS policy permits, the activity is responsible for inviting and coordinating press, placing news stories, distributing press release, and providing transportation, and other logistical support when needed.

Throughout activity implementation, (*implementing organization*) will provide USAID with:

- a) Activity fact sheets, to be updated and submitted to USAID on a specified USAID template twice/year or at the request of USAID.
- b) An updated quarterly list of public events to be organized by the activity during the coming three months, including approximate date, location, and audience. The activity will coordinate with USAID about the inclusion of USAID promotional materials for participants and the participation of USAID or U.S. Government representatives.
- c) Two success stories per year for each country where the activity is implemented. *Please communicate with your AOR and/or DOC counterpart for guidance as you prepare and submit your success stories. Note: we are interested in human impact stories that demonstrate real impact, NOT process level stories or descriptions of trainings or conferences.. Please review text submitted carefully for grammar and impact. Make sure your story touches upon the issue you're addressing, why it's important, your activity's impact, and try to maintain a human focus. Make sure you provide high-resolution photos with captions and photo credits with your stories. The DOCs can use well-written stories*

*for public facing platforms like the Agency Exposure platform, the USAID/Central Asia social media platforms, USAID/Central Asia newsletter, and the Embassy social media platforms as well as in internal reports sent to Washington.*

- d) A minimum of 20 high-resolution (at least 300 pixels per inch (ppi)) professional, photographs per year for each country where the activity is implemented that are illustrative of the activity's achievements. *The photos can be submitted via Google Drive online sharing system agreed upon with the AOR and DOC (please specify what method will be used in your BIP). Note: USAID uses Google Docs and prefers photo sharing via this system. The photographs must comply with guidance provided in the USAID Graphic Standards Manual and Partner Co-Branding Guide and be in JPEG format and at least 2MB in size. Each photograph should include a brief explanation about its subject and identify the photographer and his/her organization, person(s) featured in the photograph and the location where the photograph was taken. The activity is responsible for obtaining and holding photo releases from all subjects.*
- e) Clippings of and/or web links to, press articles that mention the activity or its interventions.
- f) An electronic and/or print copy of all public communications materials produced by the activity on a quarterly basis.
- g) Once a year, the activity will present a summary of all completed publicity events and received media coverage.
- h) The activity will upload to USAID's [Development Experience Clearinghouse](#) (DEC) all appropriate activity materials. Materials that can be uploaded to DEC include quarterly and final reports, publications, brochures, evaluations, photos, among others. *The DEC serves as a searchable repository of all USAID related publications going back decades. If necessary, uploaded materials can be restricted so that they can only be accessed by USAID staff (however, to the extent possible, we hope to keep materials publicly accessible).* As part of the annual work plan process an annual communications plan indicating key milestones, events and communications tools and approaches to be used. This will include a communications calendar that will state the proposed timing for major events. As per USAID/Central Asia's guidelines, the activity will give at least four-weeks advance notice of all public events that include the press and/or senior U.S. Government participation and inform AOR and USAID DOC team accordingly.

In the event of changed circumstances for implementation of this Branding Strategy, *(implementing organization)* will submit to USAID via the AOR, a request to modify this plan and/or other related documents, such as the Marking Plan.

# Marking Plan *(for grants and cooperative agreements)*

**Instructions:** (delete this section from your final version).

Please consult closely with USAID's [ADS320](#), Administration of Assistance Awards: Marking ([22 CFR 226.91](#)), Marking Under Assistance Instruments ([AAPD 05-11](#)), [Graphic Standards Manual](#) and Partners Co-Branding Guide and other resources available at USAID's [Branding page](#), including the [FAQ](#) section, as you prepare your Marking Plan, and consult these resources regularly as you plan for and implement the public outreach components of your activity.

The overall purpose of a Marking Plan is to lay out the ways in which public communications, commodities, activity materials, and other items will visibly display or will be marked with the USAID logo. Marking considerations during activity implementation must be closely coordinated with your AOR and the Mission's Development Outreach and Communications (DOC) team. USAID's Central Asia DOC team can be reached by email at: [cadoc@usaid.gov](mailto:cadoc@usaid.gov).

Marking Plans specifically address the following:

- Marking regulations in sub-awards;
- Disclaimer language to be included in publications;
- Design considerations in the use of the USAID Identity;
- How deliverables and public communications produced as part of the activity will be marked; and
- If appropriate, the need for an exception that details materials that will not be marked and why.

The text below serves as a framework to help you in preparing your Marking Plan. USAID places great importance on communication that conveys the impact or results of an activity. Please think through the information presented below carefully and provide detailed responses. If there are additional communications opportunities or issues not covered below, please add them to your submission. Please be sure that this document addresses all examples of marking you envision for your activity.

In line with USAID guidance in [ADS 200](#) and elsewhere, your award is referred to in this document as an "activity" that contributes to higher level Mission "programs" or "projects." This does not prevent you from using other preferred terms in your public communications. For USAID communications, "branding" refers to the overall communications experience and how the activity is connected to USAID and the American people; and "marking" refers to the use of the USAID and partner graphic logos.

*Please note: all text in Italics is only for your guidance only; please delete it from your final version. This text aims to give you guidance as you prepare your Marking Plan; it does not, however, aim to cover all possible situations relevant to your activity. Feel free to add additional text or sections to accommodate your ideas or needs. Also, feel free to change our standard text (i.e. text not in italics), within reason, as required. It is not our aim to receive formulaic text; rather, we are interested in hearing your ideas on how to maximize public recognition for your accomplishments.*

**Activity Title:** *(please complete all sections)*

**Agreement Number:**

**Period of Activity:**

**Implementing organization:**

**Date:**

*(Implementing organization)* intends to mark deliverables and public communications under this activity as outlined in this Marking Plan.

**1. Marking of Sub-awards:** Award marking requirements “flow down” to sub-grantees or sub-awards. *(Implementing organization)* and include, for each sub-grant, the following standard provision regarding USAID Branding and Marking requirements:

“As a condition of receipt of this sub-award, marking with the USAID Identity of a size and prominence equivalent to or greater than the recipient’s, sub-recipient’s, other donor’s or third party’s is required. In the event the recipient chooses not to require marking with its own identity or logo by the sub-recipient, USAID may, at its discretion, require marking by the sub-recipient with the USAID Identity.”

Any activity conducted jointly by this activity and other donors, local organizations, or government entities must include prominent positioning of the USAID logo and the message “From the American people”.

**2. Disclaimer Language for Publications:** *(please include only applicable translations of the disclaimer below.)* All studies, reports, publications, websites (note: any websites developed

by the activity require separate USAID/Washington approval) and all informational and promotional products will contain the following provision:

English	This study/report/publication ( <i>specify</i> ) is made possible by the support of the American people through the U.S. Agency for International Development (USAID). The contents are the sole responsibility of ( <i>name of organization</i> ) and do not necessarily reflect the views of USAID or the United States Government.
Russian	Данное исследование/отчет/публикация ( <i>обозначить</i> ) стало возможным благодаря помощи американского народа, оказанной через Агентство США по международному развитию (USAID). ( <i>Имя организации</i> ) несет ответственность за содержание публикации, которое не обязательно отражает позицию USAID или Правительства США.
Kazakh	Бұл зерттеу/баяндама ( <i>біреуін көрсетіңіз</i> ) Американ халқының Америка Құрама Штаттарының даму агенттігінің (USAID) көмегі арқасында дайындалды. ( <i>Ұжымның аты</i> ) ақпараттың мазмұнына тікелей жауапты, және де ол ақпарат USAID-тың, немесе Америка Құрама Штаттары үкіметінің пікіріне сай келмеуі мүмкін.
Kyrgyz	Бул басылма – публикация, исследование – изилдөө, проект, отчет, макала – статья ( <i>обозначить</i> ) Америка Кошмо Штаттарынын эл аралык өнүктүрүү агентствосу (USAID) аркылуу Америка элинин жардамы менен ишке ашырылды. Басылманын мазмуну үчүн ( <i>имя организации</i> ) жооптуу жана ал USAID же Америка Кошмо Штаттарынын өкмөтүнүн көз карашын сөзсүз түрдө чагылдыруусу шарт эмес.
Tajik	Тадқиқот/ҳисобот ( <i>обозначить</i> ) бо кӯмаки мардуми Амрико эҷод шудааст, ки он аз тариқи Агентии ИМА оид ба рушди байналмилалӣ расонида мешавад. Мазмун ва мундариҷаи ин эҷод маҳсули ( <i>имя организации</i> ) буда, метавонад бо нуқтаи назари USAID ва Ҳукумати ИМА мувофиқат накунад.
Turkmen	Bu gollanma/hasabat ( <i>saýlamaly</i> ) amerikan halkynyň goldawy arkaly ABŞ-nyň Halkara ösüş agentligiň (USAID) üsti bilen amala aşyryldy. Neşiriň mazmuny üçin ( <i>guramanyň ady</i> ) jogapkärçilik çekýär we bu neşir hökmany suratda USAID-ıň ýa-da ABŞ-nyň hökümetiniň garaýuşlaryny aňladýar diýlip düşünilmeli dälidir.
Uzbek (Cyrillic spelling)	Мазкур тадқиқот/ҳисобот/аудио/визуал/бошқа ахборот/ахборот маҳсулоти ( <i>аниқлаштиринг</i> ) АҚШ Халқаро Тараққиёт Агентлиги (USAID) орқали кўрсатилган Америка халқининг ёрдами асосида яратилган. Маҳсулот мазмуни бўйича масъулият ( <i>грант олувчининг</i>

	НОМИНИ КИРИТИНГ) га юклатилади ва USAID ёки АҚШ ҳукумати расмий нуқтаи назарини акс эттириши шарт эмас.
Uzbek (Latin spelling)	Mazkur tadqiqot/hisobot/audio/vizual/boshqa axborot/axborot mahsuloti (aniqlashtiring) AQSh Xalqaro Taraqqiyot Agentligi (USAID) orqali ko'rsatilgan Amerika xalqining yordami asosida yaratilgan. Mahsulot mazmuni bo'yicha mas'uliyat (grant oluvchining nomini kiriting) ga yuklatiladi va USAID yoki AQSh hukumati rasmiy nuqtai nazarini aks ettirishi shart emas.

### 3. Design of Publicity Materials and the Use of the USAID Logo

For design aspects of all activity publications, including printed, online or event materials, the activity will comply with guidance provided in USAID's [Graphic Standards Manual and Partners Co-Branding Guide](#). This includes issues such as the use of the USAID identity, as well as color palette, design, typeface, and other design considerations. *For a definition of USAID's logo, landmark, etc., please refer to USAID's [branding page](#).*

### 4. Marking of Activity Deliverables and Public Communications

The following public communications and activity materials will be produced as part of the award and will visibly bear the USAID Identity. All branding and marking of these materials will be in line with guidance laid out in the [Graphics Standards Manual and Partners Co-Branding Guide](#).

#### Table #1: Marked deliverables and public communications

*Items to include and discuss in Table #1 below include the following. This is only a sample list; please do not include items that are not relevant to your activity, but make sure to add any additional items you plan to produce:*

- *Publications including factsheets, brochures, leaflets, PowerPoint presentations, CDs and DVDs, online publications, blogs, etc.;*
- *Event materials, (including conferences, trainings, study tours, exhibitions, briefings, seminars, fairs, workshops, public meetings, etc.), including handouts, banners, plaques, certificates, etc.*
- *Media materials including advisories and press releases, invitations and articles in print or online media;*

- *Audiovisual materials including videos, documentaries, and TV and radio public service announcements;*
- *Surveys, reports, manuals, textbooks, training materials;*
- *Promotional materials (e.g., t-shirts, pens, caps, pins, etc.)*
- *Commodities used for activity purposes: equipment, tools, furniture, instruments;*
- *Physical infrastructure;*
- *Websites (must be approved by the USAID/Washington Website Governance Board Committee)*

*In the table below, please include a clear explanation of where the USAID logo will be placed (on which page, etc.). Discuss placement of disclaimer text and any other marking considerations. Please consider attaching samples of how you are planning to mark various types of documents: i.e., include a sample factsheet or a certificate, etc. – so that we can see what exactly you are planning. Please only include one sample for all the types of documents that will be marked the same way – and identify which types of documents the sample will apply to. Items included in the table below are only examples, please change as applicable.*

*(Implementing organization)* will include the USAID logo and describe the activity as USAID’s in all public communications materials, including, but not limited to: press releases, fact sheets, reports, banners, and brochures. Audiovisual materials must include the appropriate logo. A text description describing the activity as USAID’s is not necessary or feasible on signs, banners, conference materials, promotional materials, physical infrastructure, or other similar items.

The USAID/Central Asia sub-brand logo may be used in place of the USAID logo, subject to the approval of the activity’s AOR and the DOC team. Note, country sub-brands (i.e. USAID/Kazakhstan) are not approved for use and may not be used in any circumstance.

For the following deliverables, *(implementing organization)* will mark USAID’s involvement in the following ways:

Activity deliverable	Type of marking	Start date and frequency	Placement of marking
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<i>Press releases (see attachment XX)</i>	<i>1). USAID logo 2). Text about USAID (included in the Branding Strategy)</i>	<i>June 2021; Monthly</i>	<i>1). The logo will be located on the upper left hand side of the first page 2). Included as the last paragraph</i>
<i>Fact sheets about the activity (see attachment XX)</i>	<i>1). USAID logo 2). Text about USAID</i>	<i>June 2021; Reviewed semi-annually in June and December</i>	<i>1). The logo will be placed on the upper left hand side of the first page 2). Included as the first paragraph</i>
<i>Brochures about the activity (see attachment XX)</i>	<i>1). USAID logo 2). Text about USAID 3). Disclaimer</i>	<i>June 2021; Updated annually in June</i>	<i>1). The logo will be placed in the upper left corner of the front page 2). Included as the first paragraph 3). At the bottom of the back page</i>
<i>Reports, research products, and other multiple page documents</i>	<i>1). USAID logo 2). Disclaimer</i>	<i>June 2021; quarterly</i>	<i>1). The logo will be centered on the cover either on the top or the bottom of the page depending on formatting 2). Included at the bottom of the first page</i>
<i>Event banners</i>	<i>USAID logo</i>	<i>June 2021; quarterly</i>	<i>On the left-hand side of the banner above any writing</i>
<i>Training events</i>	<i>USAID logo</i>	<i>June 2021; monthly</i>	<i>By the entrance to the training room and at the front of the room</i>
<i>Training materials (list titles/other details if known)</i>	<i>USAID logo</i>	<i>2021; monthly</i>	<i>1). Cover page, top left corner 2). At the bottom of the front page, in italics</i>

Any items not mentioned in Table 1 that are developed over the course of activity implementation will be marked in a similar fashion to those listed above in line with guidance provided in the Graphics Standards Manual, unless they are exempt from marking by USAID regulations (i.e., business cards, items solely for activity administrative use, administrative letters, etc.).

The DOC team, through the AOR, must review and approve all USAID-funded public communications and activity materials for compliance with USAID graphic standards and the approved Marking Plan **before** production or publication.

**Table #2: Exceptions and Waivers to Award Marking Requirements**

**Exceptions:** *It is USAID policy that all public communications partially or fully funded by a USAID grant or cooperative agreement must be appropriately marked with the USAID Identity. There are several justifications for exceptions to marking requirements, laid out in CFR 226.91.h, including the risk that branding would compromise the neutrality of activity materials, diminish the credibility of a study or assessment, or undercut host-country ownership of an initiative. Exceptions are programmatic, granted for non-emergency situations and usually approved pre-award. If you anticipate applying for any such “exceptions” to contract marking requirements, please list them here. Note, these exceptions are not automatic and require the approval of the AOR, the DOC, and the Agreement Officer. **If you plan to mark all activity deliverables, please do not complete this section.***

The activity requests the following deliverables not carry USAID marking. The specific deliverables to be unmarked and the rationale for this request are, indicated below. All other deliverables will be marked as indicated above. Exceptions to marking requirements require the approval of the AOR, the DOC, and the Agreement Officer.

Activity deliverable	Rationale	How will USAID assistance be acknowledged?	Estimated period/date of application
<i>Name the deliverable you request not be marked.</i>	<i>Identify which exception listed in CFR 226.91.h is applicable and briefly explain, why this exception is requested.</i>		

**Waivers:** *Once this Marking Plan is approved, any cases in which marking would pose an emergent and compelling **political, safety, or security** concern and the activity wishes for contract deliverables to be un-marked requires a “waiver to contract marking requirements” as*

*laid out in ADS 320.3.2.6. Only the USAID Principal Officer has this authority to waive, in whole or in part, USAID marking requirements.*

**Table #3: Marking Costs**

Costs associated with marked deliverables are listed below. *Items included in the table below are only samples, please change as applicable.*

<b>Marked item</b>	<b>Description</b>	<b>Quantity</b>	<b>Cost</b>
<i>Banner with the USAID logo (see attachment XX with the design)</i>	<i>1mx2.5m</i>	<i>2</i>	<i>\$XXX</i>
<i>Stickers with the USAID logo (see attachment XX with the design)</i>	<i>10x20 cm</i>	<i>1000</i>	<i>\$</i>
<i>Activity brochures</i>	<i>Russian language</i>	<i>2000</i>	<i>\$</i>
<i>Plaques for assisted schools (see attachment XX with the design)</i>	<i>30x60cm, white plastic, English and Russian text</i>	<i>50</i>	<i>\$</i>
<i>Total</i>			<i>\$</i>

All estimated costs associated with branding and marking USAID programs, such as plaques, labels, banners, press events, promotional materials and other similar items must be included in the total cost estimate of the grant or cooperative agreement or other assistance award and are subject to revision and negotiation with the Agreement Officer upon submission of the Marking Plan.

## **5. Modifications**

In the event of changed communications circumstances over the course of activity implementation requiring a modification to this Marking Plan, *implementing organization*, through its AOR, will submit to USAID a request to modify this plan and/or other related documents, such as the Branding Strategy. Such a request requires the approval of the activity's AOR, in consultation with the Regional DOC team, and the Agreement Officer.

*Please include as attachments any samples of marked items referred to in the tables you wish to submit at this time.*