NFO no. RFA-388-16-000007, Issuance Date: June 26, 2016
Questions due by: July 5, 2016, 8:00 am Bangladesh Time
Application Deadline: July 31, 2016, 8:00 am Bangladesh Time


Dear Prospective Applicants:

The United States Agency for International Development in Bangladesh (USAID/Bangladesh) is seeking applications for a Cooperative Agreement of up to $21.8 million from qualified U.S. and non-U.S. organizations to fund an activity titled **Strengthening Multisectoral Nutrition Programming through Implementation Science**. The authority for this Notice of Funding opportunity (NFO) is found in the Foreign Assistance Act of 1961, as amended.

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

Please submit the following: (a) technical application, and (b) cost application. You are required to submit the application electronically via e-mail to the email address given in the attachment to this letter. This NFO consists of this cover letter and the following:

- Section I, Funding Opportunity Description;
- Section II, Federal Award Information;
- Section III, Eligibility Information;
- Section IV, Application Submission Information;
- Section V, Application Review Information;
- Section VI, Federal Award and Administration Information;
- Section VII, Agency Contacts;

Please be advised that prior to award, the apparently successful applicant will be required to submit a “Branding Strategy and Marketing Plan” for USAID’s review and inclusion in the Award. Issuance of this NFO 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. An application is submitted at the risk of the applicant. All preparation and submission costs are at the applicant’s expense.

Thank you for your interest in USAID’s programs.

Sincerely,

Abdullah Akbar
Agreement Officer
# Table of Contents

- List of Acronyms
- Section I. Funding Opportunity Description
- Section II. Federal Award Information
- Section III. Eligibility Information
- Section IV. Application and Submission Information
- Section V. Application Review Information
- Section VI. Federal Award Administration Information
- Section VII. Federal Awarding Agency Contacts
List of Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AO</td>
<td>Agreement Officer</td>
</tr>
<tr>
<td>AOR</td>
<td>Agreement Officer’s Representative</td>
</tr>
<tr>
<td>BDHS</td>
<td>Bangladesh Demographic and Health Survey</td>
</tr>
<tr>
<td>BEO</td>
<td>Bureau Environmental Officer</td>
</tr>
<tr>
<td>CDCS</td>
<td>Country Development Cooperative Strategy</td>
</tr>
<tr>
<td>DFAP</td>
<td>Development Food Assistance Program</td>
</tr>
<tr>
<td>DFID</td>
<td>Department for International Development (UKAid)</td>
</tr>
<tr>
<td>DO</td>
<td>Development Objective</td>
</tr>
<tr>
<td>EMMP</td>
<td>Environmental Mitigation and Monitoring Plan</td>
</tr>
<tr>
<td>FP</td>
<td>Family Planning</td>
</tr>
<tr>
<td>FTF</td>
<td>Feed the Future</td>
</tr>
<tr>
<td>GIS</td>
<td>Geographic Information System</td>
</tr>
<tr>
<td>GOB</td>
<td>Government of Bangladesh</td>
</tr>
<tr>
<td>IEE</td>
<td>Initial Environmental Examination</td>
</tr>
<tr>
<td>IR</td>
<td>Intermediate Result</td>
</tr>
<tr>
<td>IYCF</td>
<td>Infant and Young Child Feeding</td>
</tr>
<tr>
<td>MEL</td>
<td>Monitoring, Evaluation and Learning</td>
</tr>
<tr>
<td>MEO</td>
<td>Mission Environmental Officer</td>
</tr>
<tr>
<td>MOHFW</td>
<td>Ministry of Health and Family Welfare</td>
</tr>
<tr>
<td>NGMP</td>
<td>Non-graduated Medical Providers</td>
</tr>
<tr>
<td>NGO</td>
<td>Non-governmental Organization</td>
</tr>
<tr>
<td>PMP</td>
<td>Performance Monitoring Plan</td>
</tr>
<tr>
<td>SCP</td>
<td>Strategic Communications Plan</td>
</tr>
<tr>
<td>SHIKHA</td>
<td>Shishuke Khawano – Bangla for infant and young child feeding (USAID Project)</td>
</tr>
<tr>
<td>SPRING</td>
<td>Strengthening Partnerships, Results and Innovations in Nutrition Globally</td>
</tr>
<tr>
<td>USAID</td>
<td>United States Agency for International Development</td>
</tr>
<tr>
<td>USG</td>
<td>United States Government</td>
</tr>
<tr>
<td>ZOI</td>
<td>Zone of Influence</td>
</tr>
</tbody>
</table>
Section I. Funding Opportunity Description

1. INTRODUCTION

The United States Agency for International Development (USAID) plans to invest in a five-year cooperative agreement of up to $21.8 million. The purpose of the activity is to conduct implementation science\(^1\) research for development, testing and refinement of new and improved approaches, interventions and policies in Bangladesh for improved delivery of multi-sectoral nutrition services in high stunting areas in the Feed the Future (FTF) Zone. Specifically, USAID is seeking assistance on research areas which are unlikely to advance without USAID technical leadership and investment. The primary objective of this award is to conduct a small number of multi-year mixed method research studies that may be experimental in design, or using non-experimental methods, related primarily to advancing implementation of nutrition programs for adolescents, pregnant and lactating women and children under the age of two.

2. BACKGROUND

**Overview\(^2\)**

Stunting can have long-term effects on cognitive development, school achievement, economic productivity in adulthood and maternal reproductive outcomes. Tackling childhood stunting is a high priority for reducing the global burden of disease and for fostering economic development\(^3\). Although undernutrition rates among children have decreased considerably in the past two decades, the levels are still very high. Currently 36 percent of children under the age of five are stunted (low height for age). The rate of decline has slowed in recent years and does not match the rapid improvements in other development indicators such as child and maternal mortality, education, poverty reduction and rice production, which calls for renewed efforts to accelerate progress in reducing undernutrition in Bangladesh. Currently Bangladesh has been able to reduce stunting by an average of 1.5 percent a year over the last 10 years; however, in order to align with the World Health Assembly Target of 40 percent reduction of stunting by 2025, Bangladesh needs to more than double its efforts to 3.3 percent annual reduction in stunting.

Stunting rates are slightly higher in rural (37.9 percent) compared to urban areas (30.8 percent), however, given the higher population density the actual number of stunted children in urban

---

1. Implementation science is the study of methods to promote the integration of research findings and evidence into healthcare policy and practice. It seeks to understand the behavior of healthcare professionals and other stakeholders as a key variable in the sustainable uptake, adoption, and implementation of evidence-based interventions. The intent of implementation science and related research is to investigate and address major bottlenecks (e.g. social, behavioral, economic, management) that impede effective implementation, test new approaches to improve health programming, as well as determine a causal relationship between the intervention and its impact. (https://www.nlm.nih.gov/hsrinfo/implementation_science.html)

2. Data cited in this section is from the Bangladesh Demographic Health Survey (2014) unless other cited.

areas is significantly higher. The Bangladesh Demographic Health Survey (BDHS) 2014 showed the growing inequity in stunting rates between the rich and the poor. Children in the lowest wealth quintile are more than twice as likely to be stunted compared to those in the highest wealth quintile (50.2 percent vs. 20.5 percent).

Given the early age of marriage and first birth, undernutrition during adolescence is also a determinant of poor infant and child nutritional status. Gender inequity additionally prevents many women, particularly adolescent wives, from being involved in household decisions, including seeking healthcare for themselves or their children. Compared to women older than 19 years, girls between 15 to 19 years have the highest rates of anemia and lowest mean body mass index. Maternal anemia increases the risk of preterm delivery and low birth weight while maternal undernutrition may contribute to stunting among children. A child’s birth weight is an important indicator of the child’s vulnerability to the risk of childhood illness and chances of survival. Children whose birth weight is less than 2.5 kilograms, i.e., low birth weight, have a higher than average risk of early childhood death. Twenty two percent of newborns in Bangladesh are low weight.

The above data highlights the importance of prioritizing families in urban areas, those from the lowest two wealth quintiles and households with adolescent wives.

3. Development Problems to be Addressed

Eighteen interventions have been identified by the Lancet Series for Maternal and Child Nutrition (2013) as best practices for reducing stunting. These interventions have been promoted as absolutely necessary and critical to reduce stunting, however, there is limited information available confirming that this is in fact true, and also limited information on the right mix and intensity of these interventions. This lack of clarity has resulted unfortunately in ad-hoc implementation of random interventions based on no real information. The result is sub-optimal policy making and implementation, resulting in sub-optimal nutrition outcomes for the target population. This activity will help test different sets of interventions which we will call models, that will define the core essential, realistic and sustainable interventions required to most significantly reduce stunting. It should be noted that not all eighteen interventions can be tested given the limitations of both funding and time. Therefore, the applicant will propose the key interventions. At a minimum, however, essential elements from health services, agriculture, safety nets including cash transfer programs, water, sanitation and hygiene (WASH) and gender should be included in the models to be tested.

---


5 UNICEF. MICS 2006

6 The eighteen interventions include: Adolescent health and preconception nutrition, Maternal dietary supplementation, Micronutrient supplementation or fortification, Breastfeeding and complementary feeding, Dietary supplementation for children, Dietary diversification, Feeding behaviors and stimulation, Treatment of severe acute malnutrition, Disease prevention and management, Nutrition interventions in emergencies, Agriculture and food security, Social safety nets, Early child development, Maternal mental health, Women’s empowerment, Child protection, Classroom education, Water and sanitation, Health and family planning services

7 Safety nets, often referred to as social assistance or social welfare programs, are noncontributory transfer programs targeted at the poor and those vulnerable to poverty and shocks. (http://web.undp.org/developmentstudies/docs/socialprotection_fiscalstimulus_march2010.pdf)
4. Relationship to GOB and Current USAID Activities

Relationship to GOB

Bangladesh has shown a strong policy commitment to improving nutrition. For example, the GOB made the following commitments in 2012 at the Nutrition for Growth Summit in line with the World Health Assembly Targets to be achieved by 2025:

- 40 percent reduction in global number of children <5 years old who are stunted
- 50 percent reduction of anemia in women of reproductive age
- 30 percent reduction of low birth weight
- No increase in child overweight
- Increase rate of exclusive breastfeeding in the first 6 months of life up to at least 50 percent
- Reduce and maintain childhood wasting to less than 5 percent

Bangladesh has a National Nutrition Policy, which was recently endorsed by the Cabinet, and the National Food Security and Nutrition Policy is currently being updated. Nutrition has also been identified as a cross cutting issue in the GOB’s 7th Five Year Plan. The National Nutrition Policy calls for the revitalization of the Bangladesh National Nutrition Council which has the mandate for inter-ministerial coordination under the leadership of the Prime Minister and the MoHFW. The Prime Minister has also made strong statements in favor of improved nutrition. These commitments indicate a willingness to support nutrition interventions. A multi-sectoral response requires informed national leadership across a range of sectors (namely health, agriculture, WASH and safety nets) with strong capacity to deliver across all these sectors. The activity therefore aims to generate evidence to better develop policies and guide implementation of nutrition related programs while strengthening GOB counterparts capacity to understand and use data for decision-making. The next health sector program (2017-2021) also emphasizes nutrition as a critical health service to improve health outcomes for Bangladeshis.

Linkages to USAID/Bangladesh Country Development Cooperation Strategy (CDCS) (2011-2016) and (2017-2022)

This activity aligns with several Agency and Mission policies and strategies including, the current and next Country Development Cooperation Strategy (CDCS) (2011-2016) and (2017-2022) as well as the Mission Nutrition Strategy (2017-2021). In the current CDCS, nutrition is relevant for DO3: Health Status Improved, namely under IR 3.2 Increased Use of Integrated Essential Family Planning (FP), Health, and Nutrition Services, which includes the following sub-IRs: Increased Access to Integrated Quality FP, Health, and Nutrition Services; and Increased Behavior Change Communication on FP, Health, and Nutrition Services and DO2: Food Security and Poverty Status Improved, with a close link to IR 2.3. Improved nutrition and dietary diversity. The draft results framework for the next CDCS (2017-2021) looks to elevate nutrition as a priority for the Mission. This activity will coordinate with other USG investments implementing nutrition activities to maximize the Mission’s investments for improved nutrition in Bangladesh, specifically with our FTF and Development Food Assistance Program (DFAP).
**Current USAID Activities**

USAID has a long and significant history of supporting Bangladesh’s health, agriculture and fisheries sectors, including direct financial support for the Health, Population and Nutrition Sector Development Program, technical assistance through embedded advisors, support to increase and improve services through social marketing and the private sector, and a large community of NGOs offering clinical services. This new activity will collaborate with USAID-funded health, agriculture and other nutrition related activities (including DFAPs) and activities funded by other donors, when and where possible, to increase the quantity and quality of, and improve access to, nutrition related information and services.

**Feed the Future (FTF)**

This activity will work closely with existing FTF activities to share lessons learned and build on existing efforts. These nutrition sensitive activities focus specifically on food production, gender and GOB capacity building. Some of the currently funded activities that this activity will collaborate with include: Agricultural Extension Support Activity, Agro-Inputs Project (AIP), Aquaculture for Income and Nutrition (AIN), Feed the Future Bangladesh Livestock Production for Improved Nutrition Project, Policy Research and Strategy Support Program (PRSSP) and Women's Empowerment Activity (WEA) Program.

**Social Marketing Company (SMC):**

SMC has been a long standing USAID funded partner that ensures nationwide access to pharmaceutical products, including nutritional supplements through Blue Star providers and pharmacies. This new activity should consider capitalizing on the extensive network of pharmacies nationwide in similar geographic areas to test certain interventions, including delivery of nutrition services, i.e., growth monitoring and promotion.

**SHIKHA**

The SHIKHA activity aims to improve maternal, infant and child nutrition by improving the feeding practices of children under the age of two in 26 upazilas within the Feed the Future Zone of Influence (ZOI). Activities are built around proven high impact behaviors for maternal and child nutrition with significant behavior change communication activities, including media-dark activities. This new activity should consider best practices that emerged from SHIKHA to improve nutrition.

**SPRING**

SPRING/Bangladesh is working in 40 upazilas (sub-divisions) in the FTF ZOI focusing on improving food insecurity and nutrition related practices among the ultra-poor. The goal of the project is to improve the nutritional status of pregnant and lactating women and children under two years of age by promoting and supporting the adoption of Essential Nutrition Actions and
Essential Hygiene Actions and the consumption of nutritious and diverse diets. This new activity should consider best practices that emerged from SPRING to improve nutrition.

1. Overview of Proposed Activity and Results Framework

Priority Populations

The target audiences for this activity are:

- Nutrition Researchers: Resident scientists and academics who are interested in conducting implementation research and/or delivery science in nutrition related sectors in Bangladesh.
- Nutrition Policy Makers and Managers: Government of Bangladesh officials, members of technical advisory groups and technical working groups, and other influential stakeholders responsible for policy making and implementation of public sector nutrition programs.

Image 1. Activity Results Framework

![Diagram](image1)

Goal: Nutrition policy making and implementation in Bangladesh informed by high quality local evidence

IR 1. Increased availability of evidence to guide multi-sectoral nutrition programming implementation

IR 2. Improved capacity to use evidence to inform policy and programmatic decision-making

Critical Assumptions:

- The GoB will have relevant staff available and willing to participate in the activity.
- Community members remain within the areas of geographic focus throughout the life of the award.

Goal: Nutrition policy making and implementation in Bangladesh informed by high quality local evidence
The aspiration of this activity is to ensure that all nutrition policy making and implementation in Bangladesh is based on sound scientific evidence. In a country with limited resources and a large nutrition mandate, it is important that nutrition funds and resources be used efficiently and effectively to maximum impact. Policy makers refer to the information available to them when considering the trade-offs between activities, or prioritization of activities. Currently, there is minimal information available to them to better guide implementation of multi-sectoral nutrition programming. This activity will establish on-going communication channels with policy makers and program implementers to communicate the findings to better inform decision making for future policy making and programming. The applicant will be responsible for establishing a mechanism (steering committee) to present data regularly and support responses to data generated through this activity.

Development Hypothesis:

If nutrition policy making and implementation in Bangladesh is informed by high quality local evidence, implementation of said policies and decisions will lead to improved nutritional status of the Bangladesh population.

Intermediate Result 1: Increased availability of evidence to guide multi-sectoral nutrition programming implementation

The applicant will develop and test (implement) several models of community multi-sectoral nutrition programming that can be scaled-up and implemented more broadly by the government in a purely public sector approach OR a mix of public and NGO sector approach. The applicant should propose community based models for implementation such as community care groups for increased community education on nutrition with structured referrals for key services outlined in Image 2 below. Linkages between health, agriculture, WASH, gender, social safety nets and other nutrition related services at the community level are important. The applicant should also propose a research agenda that generates regular data and strong learning opportunities for adaptive management, allowing this activity to quickly identify unsuccessful models and refine models to produce positive nutrition outcomes.

There are many unexplored opportunities to promote preventative health care practices for nutrition through the private sector. Given the large and growing presence of the private sector in the health sector, private pharmaceutical outlets (specifically Blue Star Pharmacies) should be included in the research design to test and define implementation of nutrition services through these outlets. USAID has invested in Blue Star Pharmacies for over twenty years, ensuring the provision of quality and safe pharmaceutical products to Bangladeshis. Therefore, the applicant should ensure the inclusion of these pharmacies as private sector actors to implement selected interventions. This activity will train existing non-graduated medical providers (NGMPs) at retail pharmacies. NGMPs will provide growth monitoring and promotion services, infant and young child feeding (IYCF) counselling, promotion of other micronutrient supplements and iron folic acid distribution for pregnant women. The pharmacy will encourage women and make structured referrals for antenatal care, postnatal care and other necessary health services to promote overall well mother-baby health. This activity will help selected pharmacies develop a costed package of services that will be advertised as well mother-baby visits. Messaging on handwashing, consumption of nutrient dense diverse foods, etc., will also
be promoted as part of the package. This activity will also be responsible to develop effective strategies for recruitment/referrals for women to the private pharmacies for nutrition services.

The applicant’s proposed research agenda should detail the sample size, number of models to be tested and the number of interventions to be tested under each model, including control groups if an experimental approach is proposed. Image 2 below highlights key outcomes that are expected to be included in the various models that will be tested.

**Image 2. Key Expected Outcomes for Households**

**Intermediate Result 2: Improved capacity to use evidence to inform policy and programmatic decision-making**

Local capacity to link research to policy and program implementation is still limited. Following the completion of this activity, it is expected that data generated/models developed under this
activity will be used primarily by the Government of Bangladesh (GOB) to guide implementation of multi-sectoral nutrition programming. For that reason, this activity will partner with and provide targeted technical assistance to the Ministry of Health and Family Welfare (MOHFW) and other relevant ministries, to better coordinate nutrition related activities across sectors, and better use evidence generated under this activity for improved policy and decision-making.

A rapid, institutional assessment (including a multi-stakeholder analysis) will be done at the start of the activity to guide the selected applicant, in co-prioritization with USAID, on key areas for targeted technical assistance. The assessment will help to initially identify key bottlenecks that limit multi-sectoral nutrition implementation. Steering committees at the national level and upazila levels will review data/models generated under this activity and provide technical guidance and recommendations for remediation actions (i.e., if a model is not working). These steering committees will also serve as joint management mechanisms between the GOB, USAID and the successful applicant to support improved capacity to use the evidence for policy and programmatic decision-making, country ownership and ensuring scale-up of successful models at the end of USAID’s funding. This activity will cover at a minimum 1-2 districts. The selection of the number of upazilas and municipalities will be determined by the partner, however there should be an equal split between urban municipalities and rural upazilas in the FTF ZOI. Identification of the specific implementation areas will be co-identified with GOB counterparts at the national level. The applicant will determine the number of appropriate upazilas, unions and municipalities to ensure adequate statistical significance to detect outcome variations between models as well as the interventions’ impact on selected indicators. The over-arching goal is for the proposed study to have the rigor necessary to support the scale-up of successful models. The number of districts and upazilas should be consistent with the funding level outlined in this program description. Unions within the upazilas will be co-identified with GOB counterparts at the Upazila level once upazilas have been selected. Upazilas and municipalities will be selected based on:

- Stunting rates
- Poverty rates
- GOB leadership potential
- Service readiness (health, agriculture, safety nets)

The applicant should propose some initial sites for implementation of the research based on the above criteria, however, noting that final selection will be made in partnership with GOB counterparts.

2. **Implementation Science Research Questions:**

The applicant will propose some initial research questions in their application; however, the final questions will be developed in collaboration with the Mission based on feasibility and complexity of potential research protocols. Illustrative questions include:

a. **What are affordable, practical and sustainable models of multi-sectoral nutrition Programming?**
   - What are the most effective sets of interventions/practices to accelerate reduction in stunting?
   - What is the minimum set of interventions that are required to make any progress
in stunting?

· What are effective models of urban vs. rural multi-sectoral nutrition programming?
  Is differential programming appropriate for these settings or can a similar model be applied?

b. Within the systems strengthening components, what are the best models of linking different service/nutrition components to households for improved nutrition?
  · What are the system needs from the national to community level?
  · What are the best methods to link services to maximize coverage, and/or ensure compliance/retention with nutrition, health, agriculture, water and sanitation and social safety net programs?
  · When is it optimal to integrate components, and when (with whom) are stand-alone pieces more optimal?

c. What are the critical factors for essential multi-sectoral nutrition coordination and leadership at the national level? District level? Upazila level?

3. Gender Approach

In Bangladesh, cultural, social and religious sensitivities around gender play a significant role in health and nutrition behaviors, and can either hinder or promote access to health and nutrition information and service utilization. Gender inequality continues to have a negative impact on a range of nutrition issues, and directly relates to early marriage for girls. Gender-related power imbalances contribute to excess female mortality across their lifecycle: at birth, during infancy, early childhood, and throughout reproductive years. USAID/Bangladesh programs are aligned and integrated with the USAID’s Gender Equality and Female Empowerment Policy (March 2012). The policy aims to:

- Reduce gender disparities in access to, control over, and benefit from, resources, wealth, opportunities and services, i.e., economically, socially, politically, and culturally.
- Reduce gender based violence and mitigate its harmful effects on individuals and communities.
- Increase capability of women and girls to know their rights, determine their life outcomes, and have influence in decision-making in households, communities, and society.

It is expected that gender equity will be a theme in the identified research agenda for this activity. Activities within this award will need to conform with USAID’s policies related to gender.

8. Utilizing Geographic Information Systems

The use of geographic information systems (GIS) technology and geographic data is increasingly important to USAID’s effort to geographically target aid investments and effectively report on the scope and impact of the Mission’s investments. Furthermore, collecting and analyzing geographic data with GIS technology is integral to achieving the objectives set forth in the USAID Policy Framework (2011-2015), as well as increasing overall aid effectiveness and meeting USAID’s aid transparency and open data goals.
The applicant must apply geospatial methods using GIS technology to support USAID’s effort to incorporate geographic data and analysis into the Agency’s overall development planning, design, and monitoring and evaluation. The geographic data collection, analysis, and submission methods should be included in the section on monitoring and evaluation. There are three types of geographic data that the Mission will collect in a standardized manner:

1. **Project and Activity Location Data**: In consultation with the AOR, project and activity location data will be submitted according to the geographic precision defined by the Mission’s data requirements. Capturing a discrete location for project and activity locations is an essential step towards establishing an effective method of managing and communicating project and activity information.

2. **Thematic Data**: Thematic data includes information such as demographic indicators, built infrastructure, and environmental features. When created or acquired using USAID funds, these datasets are considered the property of USAID and must be submitted to the AOR.

3. **Project Specific Data**: This includes data that is created during a project and may be useful to the Mission’s own strategic planning and design purposes. When created or acquired using USAID funds, these datasets are considered USAID’s property and must be submitted to USAID.

**9. Branding Strategy and Marking**

The apparently successful applicant will develop a Branding Strategy and Marking Plan (BS&MP), to ensure the program and publicity materials clearly communicate that assistance from the U.S. Government is made possible by the generous support of the American people. Successful recipients will agree to follow the branding strategy and marking policies established for assistance awards under ADS Chapter 320. The details of these policies and the official USAID Graphic Standards Manual, which includes guidelines on proper logo use and positioning, verbal branding and attribution, and co-branding with implementing partner logos can be found on the USAID website at [www.usaid.gov/branding](http://www.usaid.gov/branding). Adhering to these guidelines in the ADS and the Graphic Standards Manual are compulsory for all USAID-funded program and communications materials.

USAID will notify the apparently successful applicant for the draft BS&MP. The approved BS&MP will be attached with the award.

**Communications and Outreach Strategy**

In addition to a Branding Strategy and Marking Plan, the recipient will develop a Strategic Communications Plan (SCP) with a clearly focused action plan. The SCP will detail how the activity will reach out to stakeholders at the national and local levels, including government officials, other donors and various target populations. After the technical evaluation of applications, the USAID Agreement Officer will request the apparently successful applicant to develop and submit the SCP within a specified time period. The Agreement Officer shall review
the plan for adequacy and will negotiate, approve and include the SCP in the award. The purpose of the SCP is to concisely outline how the organization will publicize the activity’s achievements and credit USAID to ensure the target audience is aware that funding is coming from the American people.

The SCP (totaling 2-3 pages) will:

- State key messages about the activity’s objectives and achievements;
- Identify target audiences, such as media, youth, or government officials;
- Identify the tools and tactics the partner will use to publicize project achievements, such as social media, television and radio, press releases and newspaper articles, television commercials, public service announcements, and/or media round table discussions;
- Propose a calendar or timeline for outreach events; and,
- Include how the partner proposes to monitor the impact of its communication strategy, such as tracking the number of articles or press releases published in newspapers or the number of events organized. This monitoring information can be included in the annual workplan per the direction of the AOR.

The recipient will submit the draft SCP following the required USAID policies and regulations on Branding Strategy and Marking Plan within 120 calendar days of the effective date of the award for the AOR’s clearance.

10. Environmental Impact and Reviews

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID’s activities on the environment be considered and that USAID include environmental sustainability as a 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) Part 201.5.10(g) and 204 (http://www.usaid.gov/policy/ads/200/), which in part require that the potential environmental impact of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. Applicants’ environmental compliance obligations under these regulations and procedures are specified in the following paragraphs.

In addition, 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, the latter shall govern.

No activity funded under this Cooperative Agreement will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion, Initial Environmental Examination, or Environmental Assessment duly signed by the Bureau Environmental Officer.

As part of its initial Work Plan, and all Annual Work Plans thereafter, the Recipient in collaboration with the USAID Agreement Officer’s Representative (AOR) and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this Cooperative Agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation.
If the Recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.

Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

An Initial Environmental Examination (IEE) of the USAID/Bangladesh’s overall Health Program has already been approved by the Asia Bureau Environmental Officer (BEO). The designed activity with associated Threshold Decision needs to be incorporated within this approved IEE duly concurred by BEO prior to sub-obligation of any fund into this activity. USAID/Bangladesh will provide a copy of the IEE to the Recipient, who must follow the conditions outlined in the IEE. The Recipient shall be responsible for implementing all IEE conditions, as established in the BEO-Approved IEE, pertaining to the activities (including sub-contracts and grants) to be funded under this Agreement.

The Recipient shall be responsible for training his staff, grantees, subcontractors, and counterparts on the agreements’ environmental requirements and for ensuring they are in compliance with these requirements.

**IEE Implementation Plans**

- As part of its initial Work Plan, and all Annual Work Plans thereafter, the recipient, in collaboration with the USAID Agreement Officer's Representative (AOR) and Mission Environmental Officer (MEO) or Bureau Environmental Officer (BEO), as appropriate, shall review all ongoing and planned activities under this cooperative agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation.
- If the Recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for review and approval of MEO or BEO. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.
- Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

**IEE Mitigation Measures and Monitoring**

When the approved Regulation 216 documentation is (1) an IEE that contains one or more Negative Determinations with conditions and/or (2) an EA, the recipient shall:

- Unless the approved Regulation 216 documentation contains a complete environmental mitigation and monitoring plan (EMMP) or mentioned otherwise in IEE, or a project mitigation and monitoring (M&M) plan the recipient shall prepare an EMMP or M&M Plan describing how the recipient will, in specific terms, implement all IEE and/or EA
conditions that apply to proposed project activities within the scope of the award. The EMMP or M&M Plan shall include monitoring the implementation of the conditions and their effectiveness.

- Integrate a completed EMMP or M&M Plan into the initial work plan.
- Integrate an EMMP or M&M Plan into subsequent Annual Work Plans, making any necessary adjustments to activity implementation in order to minimize adverse impacts to the environment.

**Applicant’s Environmental Requirements**

USAID anticipates that environmental compliance and achieving optimal development outcomes for the proposed activities will require environmental management expertise. Applicants to the RFA should therefore include as part of their application, their approach to achieving environmental compliance and management, to include:

- The applicant’s approach to developing and implementing an environmental review process for a grant fund and/or an EMMP or M&M Plan.
- The applicant’s approach to providing necessary environmental management expertise, including examples of past experience of environmental management of similar activities.
- The applicant’s illustrative budget for implementing the environmental compliance activities. For the purposes of this application, applicant should reflect illustrative costs for environmental compliance implementation and monitoring in their cost application, and describe these costs in detail to the degree possible in the budget narrative.

[End of Section I]
Section II. Federal Award Information

1. ESTIMATE OF FUNDS AVAILABLE AND NUMBER OF AWARDS CONTEMPLATED

Subject to funding availability, USAID intends to provide up to $21,800,000 in total funding over a five year period. The ceiling for this program is $21,800,000. Actual funding amounts are subject to availability of funds.

USAID intends to award one Cooperative Agreement pursuant to this NFO. USAID is not responsible for any costs incurred prior to awarding an agreement. USAID reserves the right to fund any one or none of the applications submitted.

2. ANTICIPATED START DATE AND PERIOD OF PERFORMANCE FOR FEDERAL AWARD

The period of performance anticipated herein is five (5) years, beginning on the effective date of the award.

3. SUBSTANTIAL INVOLVEMENT

USAID intends to award a Cooperative Agreement as USAID intends to be substantially involved in the implementation of the selected program that is consistent with USAID policy contained in Automated Directives System (ADS) Chapter 303 concerning non-governmental assistance activities. This substantial involvement will be through the Agreement Officer (AO), except to the extent that the Agreement Officer delegates authority to the Agreement Officer Representative (AOR) in writing. The intended purpose of the substantial involvement during the award is to assist the recipient in achieving the supported objectives of the agreement.

In addition to the requirements in 2 CFR 200 and 2 CFR 700 and other applicable regulations or provisions, USAID/Bangladesh will be substantially involved during the implementation of this Cooperative Agreement in the following ways through the AOR or the Agreement Officer as per ADS 303.3.11:

   i. Approval of recipient’s Implementation Plans:
      ● Approval of annual work plans
   ii. Approval of Key Personnel and any change in Key Personnel
   iii. Agency and Recipient Collaboration or Joint Participation:
      ● Concurrence on the substantive provisions of sub-awards. Note that 2 CFR 200.308 requires Agreement Officer’s prior approval for the sub-award, transfer, or contracting out of any work under an award.
      ● Approval of Monitoring and Evaluation Plans
• Agency monitoring to permit specified kinds of direction or redirection because of interrelationships with other projects

4. TITLE TO PROPERTY
Property title under the resultant agreement shall vest with the recipient in accordance with the requirements of 2 CFR 200.310 through 2 CFR 200.316 regarding use, accountability, and disposition of such property.

5. AUTHORIZED GEOGRAPHIC CODE
The geographic code for this program is 937 (the United States, the Recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source).

6. TYPE OF THE AWARD
USAID intends to award a Cooperative Agreement from this NFO if the application conforms to this NFO and offers the best value to the US Government (see also the review criteria in the Application Review Information section V. of this NFO).

[End of Section II]
Section III.- Eligibility Information

1. **ELIGIBILITY OF APPLICANTS**

   Applicants must be non-governmental U.S. and non-U.S. entities and individuals, otherwise there is no restriction. Entities such as non-profit organizations, profit making concerns, Private Voluntary Organizations (PVOs), Public International Organizations (PIOs), faith-based and community organizations, educational institutions, etc. are eligible to submit applications.

   While for-profit firms may participate, pursuant to 2 CFR 700.13 (A).(1), it is USAID policy not to award profit under assistance instruments such as cooperative agreements. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the activity and are in accordance with applicable cost standards (2 CFR 200, OMB Circular A-122 for non-profit organizations, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the Cooperative Agreement.

2. **COST SHARING OR MATCHING**

   Cost Sharing is not required under this solicitation. However, if cost share is proposed, the applicants should estimate the amount of cost-sharing resources to be mobilized over the life of the agreement and specify the sources of such resources, and the basis of calculation in the budget narrative.

3. **OTHER INFORMATION**

   I. **Potential New Implementing Partners**

      In support of the Agency’s interest in fostering a larger assistance base and expanding the number and sustainability of development partners, USAID/Bangladesh encourages applications from potential new implementing partners. However, resultant awards to these organizations may be significantly delayed if USAID must undertake necessary pre-award reviews of these organizations to determine their “risk assessment” (see below). Non-U.S. Organization Pre-award Survey Guidelines and Support is available in the following link:

   II. **Pre-award Risk Assessment**

      In order for an award to be made, the Agreement Officer must make a positive “risk assessment”, as discussed in ADS 303.3.9. This means that the applicant must possess, or have the ability to obtain, the necessary management and technical competence to conduct the proposed program. The applicant must agree to practice mutually agreed-upon methods of accountability for funds and other assets provided or funded by USAID.
In the absence of a positive risk assessment, an award can ordinarily not be made. However, in rare cases, an award can be made with “Specific Conditions” (e.g., additional non-standard award requirements designed to minimize the risk presented to USAID of making an award to an NGO for which a positive risk assessment cannot be made), but only where it appears likely that the applicant can correct the deficiency in a reasonable period.

[End of Section III]
Section IV. Application and Submission Information

1. POINTS OF CONTACT

Abdullah Akbar  Tariq Bin Azam
Agreement Officer  Sr. Acquisition & Assistance Specialist
USAID/Bangladesh  USAID/Bangladesh
C/O American Embassy  C/O American Embassy
Madani Avenue, Baridhara  Madani Avenue, Baridhara
Dhaka-1212, Bangladesh  Dhaka-1212, Bangladesh
E-mail: abakbar@usaid.gov  E-mail: tazam@usaid.gov

Any prospective applicant desiring an explanation or interpretation of this NFO must request it in writing by the due date and time specified on the cover page of this NFO in order to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award will not be binding. Any information given to a prospective applicant concerning this NFO will be furnished promptly to all other prospective applicants as an amendment of this NFO if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

2. REQUIRED FORMS

The Applicant must submit the application using the SF-424 series, which includes the:

- SF-424, Application for Federal Assistance;
- SF-424A, Budget Information - Non-construction Programs; and
- SF-424B, Assurances - Non-construction Programs.

The program described in Section I above includes non-construction elements. Therefore, these mandatory forms for non-construction programs must be completed. Costs of non-construction activities should be included on the SF-424A. Copies of these forms may be found in the following website: www.grants.gov

3. APPLICATION FORMAT

The applicant is expected to review, understand, and comply with all aspects of this NFO. The applicant shall furnish the information required by this NFO. The authorized Agreement Officer's name must be printed or typed on the application cover pages. Any corrections must be initialed by the person signing the application.

If the applicant includes data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purpose, it must:

A. Mark the title page with the following legend:
"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, an award is awarded to this applicant as a result of - or in connection with - the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting 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____”. and,

B. Mark each sheet of data it wishes to restrict with the following legend: "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

Application must be divided into two separate parts: (1) Technical Application; and (2) Cost Application. The formats for each of these parts are set forth below.

**TECHNICAL APPLICATION FORMAT:**

The technical application must be organized so that it follows the merit review criteria listed in this NFO. The technical application must not exceed 20 pages in length (including graphics and charts but excluding annexes). The pages that exceed this page limitation will not be evaluated. Any additional annexes not required by this NFO will not be reviewed. Applications must be submitted in Word format, written in English, single-spaced, using Times New Roman font size 12 with each page numbered consecutively, with minimum one inch margins on the top, bottom and sides.

Cover page, executive summary, past performance references, monitoring and evaluation plan, the letters of intent, mobilization plan, table of contents list of acronyms and personnel resumes are excluded from the 20 page limitation and may be included as annexes to the technical application. Elaborate artwork and expensive visual and other presentation aids are neither necessary nor wanted. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this NFO are not desired and may be construed as an indication of the prospective recipient's lack of cost consciousness.

Technical application should be specific, complete and concise and should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. A portion of technical application will become the program description incorporated into the final Cooperative Agreement, if selected.

The application must include the following attachments:
● Resumes for Key Personnel
● Relevant Past Performance Information

Applicant should prepare the application using the following general format:

I. Cover Page

A single page with the names of the organization/institutions involved and the lead or primary applicant clearly identified. Any proposed subgrantees/subcontractors (hereafter referred to as the “subs”) should be listed separately. In addition, the Cover Page should provide a contact person for the prime applicant, including the individual's name (both typed and his/her signature), title or position with the organization/institution, address and telephone numbers. State whether the contact person is the person with authority to contract for the applicant and, if not, that person should also be listed. The cover page should be a maximum of one page and is excluded from the 20 page limitation.

II. Executive Summary

The Executive Summary should include a brief overview of the overall technical approach, funding requirements, and proposed implementing partners (consortium, local organizations).

III. Technical Approach

The applicant must set forth a clear, logical, technically sound, and feasible implementation science research and technical assistance approach for the life of the project. The technical approach must set forth the overall research and technical assistance strategy, initial concepts, research methodology, techniques, and interventions for accomplishing anticipated results set forth in the Program Description (Section I) of the NFO. Geographic focus based on initial data analysis should be included. The technical approach must also demonstrate an understanding of the development challenge and background in addressing the challenges pertaining to addressing implementation of multisectoral nutrition in Bangladesh, a realistic assessment of opportunities to link and synergize with other USAID and donor funded activities, and a focus on results. The applicant is encouraged to propose innovative yet realistic approaches that are most appropriate in the context of Bangladesh. The technical approach should include:

● Goal and Objectives
● Background/Problem Statement
● Outline of all research and technical assistance elements, with a clear vision of concrete proposed results
● Understanding of the issues to be addressed, including recommendations for prioritization
● Creative use of new technology, innovative tools, and lessons learned
● Substantive attention to gender, adolescents, urban and other cross-cutting themes
● Detailed sustainability plan clearly demonstrating how activities/programmatic results will continue in the long term without USAID support when the activity ends.

IV. Key Personnel and Staffing Plan:

Key Personnel:

The section on key personnel capability will include:

● Brief statements of major duties for each of the key personnel.
● Experience, academic background, and resumes for each of the key personnel (resumes for key personnel will be limited to four pages in length and should be included in an Annex).
● Estimated amount of time each will devote to the project for the key personnel and other senior research staff.

More details on Key Personnel can be found in Section V of this NFO. Applicants are invited to propose and justify an alternative configuration of key personnel, if they feel that a different structure is more conducive to achieving the specified strategic and program objectives.

Personnel and Staffing Plan:

The staffing structure should be as cost effective as possible. A supporting narrative should include a brief description of all long-term staff positions and level of experience. Description of the role of short-term technical staff including the proposed level of effort and the process to be used for selecting them should be indicated.

Applicants should propose an overall staffing pattern that demonstrates the sound technical expertise and experience required for successful activity implementation, administration and management. The staffing plan should demonstrate a solid understanding of key technical and organizational requirements and an appropriate mix of skills, while avoiding excessive staffing and duplication of staff deployment. Recognizing the complex array of stakeholders, including partners, and United States Government (USG) in-country and headquarters personnel, applicants should address reporting line/pattern and communication flows in the organization and management chart/staffing plan.

This section should include:

● A detailed organizational and management (O&M) chart (including narrative) that clearly delineates lines of management, supervisory authority, technical roles and responsibilities, level of effort for each position, and justifies the composition and organization structure of the entire project team. The organogram and narrative will also
address the role and level of effort of sub-recipient organizations. Roles and responsibilities of proposed partners, including sub-grantees, should be included.

- A skills matrix for proposed program staff, identifying skills and expertise of proposed staff appropriate to the activities/interventions in the Program Description
- Curricula Vitae (CVs) for proposed important staff (2 pages maximum per position), where appropriate; and
- O&M Chart reflecting the staffing pattern including reporting lines, communication flows, etc.

Proposed team of staff should have relevant international, regional or national experience, expertise and knowledge, including research, activity implementation, management, strong technical skills, capacity building and institutional development. USAID may make changes in the final staffing pattern, depending on the final award configuration.

V. Management Plan:

The management plan will be evaluated on the extent to which the proposed management structure and approach will ensure activity effectiveness and efficiency in achieving expected results and maximum benefits. The staffing plan should clearly articulate roles, responsibilities and appropriate skill sets (including language) for personnel. If applicable, the plan clearly and logically addresses how consultants will be used to complement project staff, especially related to the design and implementation of the research protocol. The management plan should include a well organized, technically sound, logical and realistic illustrative implementation plan, which provides for rapid start-up of the project.

VI. Past Performance:

The applicant must provide evidence of pertinent past performance and clearly describe examples of successful development and implementation of programs similar to what is required under this NFO. The applicant must submit a list of the five most recent U.S. Government or any other donor funded contracts, grants, cooperative agreements, etc. Include the following for each award:

- Name of awarding organization or agency
- Address of awarding organization or agency
- Place of performance of services or program
- Award number
- Amount of award
- Period of Performance (begin and end dates of services/program)
- Name, current telephone number and email address (if one is available) of a responsible technical representative (activity manager or other contact person) of that organization or agency
- Brief description of the activity
COST APPLICATION FORMAT:

The cost application must be submitted under separate cover from the technical application. Certain documents are required to be submitted by an applicant in order for the Agreement Officer to make a determination of responsibility. However, it is USAID policy not to burden applicants with undue reporting requirements if that information is readily available through other sources. There is no page limitation on the Cost Application.

The following sections describe the documentation that the Applicant for an assistance award must submit to USAID/Bangladesh prior to award. While there is no page limit for this portion, Applicant is encouraged to be as concise as possible, but still provide the necessary detail to address the following:

i. Adequate cost information must be available to allow the Agreement Officer to determine and negotiate the amount of the Cooperative Agreement and payment structure. The total estimated amount should include all reasonable costs, as determined by the Agreement Officer.

ii. The budget must have an accompanying detailed budget narrative and justification that provides in detail the total program amount for implementation of the proposed Activity by your organization. The budget narrative should provide information regarding the basis of estimate for each line item, including reference to sources used to substantiate the cost estimate (e.g. organization’s policy, payroll document, vendor quotes, etc.).

In addition to the detailed budget, a summary of the budget must be submitted using Standard Form 424 and 424A which can be downloaded from the following web site: www.grants.gov

iii. The cost application should contain the following budget categories:

§ Direct Labor – Direct salaries, wages and annual increases for all personnel proposed under the application shall be in accordance with the applicant’s established personnel policies. To be considered adequate, the policies must be in writing, applicable to all employees of the organization, is subject to review and approval at a high enough organizational level to assure its uniform enforcement, and result in costs which are reasonable and allowable in accordance with applicable cost principles. The narrative should include a level of effort analysis specifying personnel, rate of compensation, and amount of time proposed. Anticipated salary increases during the period of the agreement should be included. The applicant must indicate how it came up with the proposed salaries in the budget narrative for each of the positions.

§ Fringe Benefits - If accounted for as a separate item of cost, fringe benefits should be based on the applicant’s audited fringe benefit rate, supported by a Negotiated Indirect Cost Rate Agreement (NICRA) or historical cost data. If the latter is used, the budget narrative should include a detailed breakdown comprised of all items of fringe benefits.
(e.g. unemployment insurance, workers compensation, health and life insurance, 
retirement, FICA, etc.) and the costs of each, expressed in dollars and as a percentage 
of salaries. Personnel policy should be submitted to substantiate the proposed fringe 
benefit rates and types.

§ Supplies and Equipment - Differentiate between expendable supplies and 
nonexpendable equipment (NOTE: Equipment is defined as tangible nonexpendable 
personal property including exempt property charged directly to the award having a 
useful life of more than one year and an acquisition cost of $5,000 or more per unit, 
unless the applicant's established policy establishes nonexpendable equipment 
anticipated to be required to implement the program, specifying quantities and unit cost.)

§ Allowances - Allowances must be broken down by specific type and by person and 
must be in accordance with the applicant's established policies.

§ Travel and Per Diem - The narrative should indicate number of trips, domestic and 
international, and the estimated unit cost of each travel in accordance with the technical 
application. Proposed per diem rates must be in accordance with the applicant’s 
established policies and practices that are uniformly applied to federally-financed and 
other activities of the applicant.

§ Other Direct Costs - This could include any miscellaneous costs such as office rents, 
communications, transportations, supplies and utilities, report preparation costs, 
passports, visas, medical exams and inoculations, insurance (other than the applicant’s 
normal coverage), etc. The narrative, or supporting schedule, should provide a complete 
breakdown and support for each item of other direct costs.

§ Proposed Sub-contracts/agreements – If the applicant intends to utilize 
sub-contractors or sub recipients it should indicate the extent intended and a complete 
cost breakdown, as well as all the information required herein for the applicant. 
Sub-contract/agreement cost applications should follow the same cost format as 
submitted by the applicant.

iv. A current Negotiated Indirect Cost Rate Agreement (NICRA) if your organization has 
such an agreement with an agency or department of the U.S. Government. If the applicant does 
not currently have a Negotiated Indirect Cost Rate Agreement (NICRA) from their cognizant 
agency they shall submit the following information:

- Copies of the applicant's financial reports for the previous 3-year period, which have 
been audited by a certified public accountant or other auditor satisfactory to USAID;
- projected budget, cash flow and an organizational chart for the applicant; and
- a copy of the organization's accounting manual.
- when applicant will propose indirect cost rates, it should be derived based on the audited 
financial reports of the last three years.
- The applicant should submit any additional evidence of responsibility deemed necessary 
for the Agreement Officer to make a determination of responsibility. The information submitted 
should substantiate that the applicant:
§ has adequate financial resources or the ability to obtain such resources as required during the performance of the award;
§ has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, nongovernmental and governmental;
§ has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance.
§ has a satisfactory record of integrity and business ethics; and
§ is otherwise qualified and eligible to receive an award under applicable laws and regulations (e.g., EEO).

v. Cost-Share: Cost Share is not required for this activity.

4. UNIQUE ENTRY IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (SAM)

To be eligible for USAID funds, the applicant must:

Provide a Data Universal Numbering System (DUNS) Number. DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Register in System for Award Management (SAM) unless exempt under 2 CFR 25.110. SAM is the U.S. Government Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at www.sam.gov.

5. SUBMISSION DATE AND TIME

Applications shall be due by the date mentioned on the cover letter of this NFO. Because making an award is critical to United Stated Government foreign policy goals, time is important and late applications may not, at the sole discretion of the Agreement Officer, be considered.

6. FUNDING RESTRICTIONS

There are no funding restrictions applicable to this NFO at this time.

USAID policy is not to award profit under assistance instruments. However, all reasonable, allocable and allowable expenses, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost principles under 2 CFR 200 Subpart E of the Uniform Administrative Requirements may be paid under the anticipated award.

7. OTHER SUBMISSION REQUIREMENTS:

Certifications, Assurances, and Other Statements of Recipients
In addition to the certifications that are included in the SF424, the apparently successful applicant must provide a signed copy of Certifications, Assurances, and Other Statements which can be found in the USAID ADS 303.3.8. Do not submit the Certifications, Assurances, and Other Statements unless requested to do so. USAID will inform the apparently successful applicant to submit the document before award.

Submission of Electronic Applications

Applications shall be submitted with the name and address of the applicant and the NFO number (referenced above) inscribed thereon, to Mr. Tariq Bin Azam at tazam@usaid.gov and Mr. Abdullah Akbar at abakbar@usaid.gov. Your organization must ensure that the application is received at USAID/Bangladesh in its entirety.

In addition to the aforementioned guidelines, the applicant is requested to take note of the following:

(i) Applications submitted electronically must be in either Microsoft Word (for narrative text) or Excel (for tables), unless you are providing scanned copies of pages that include signatures or forms.
(ii) The budget shall be submitted in Microsoft Excel format with full access to all cells, formulas, spreadsheets, and workbooks. No hidden information, cells, formulas, spreadsheets are permitted. Information referring to cells that are not accessible will not be evaluated.
(iii) After you have sent your applications electronically, please immediately check your own email to confirm that the attachments you intended to send were indeed sent. If you discover an error in your transmission, please send the material again and note in the subject line of the email that it is a “corrected” submission.
(iv) Please 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.
(v) If you send your application by multiple emails, please indicate in the subject line of the email whether the email relates to the technical or cost application, and the desired sequence of multiple emails (if more than one is sent) and of attachments (e.g., "no. 1 of 4", etc.). For example, if your cost application is being sent in two emails, the first email should have a subject line which says: "[organization name], Cost Application, Part 1 of 2".

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

Faxed applications are not acceptable.

Receipt of Applications

Applications must be received by the date and time specified on the cover letter of this NFO. Applications submitted late or incomplete run the risk of not being considered in the review
process. Late applications will be considered for award if, in the sole discretion of the Agreement Officer, it is determined that it is in the U.S. Government's interest and if the evaluation process has not yet commenced.

The applicant must ensure that applications sent electronically are received at USAID/Bangladesh in their entirety. Applicant shall confirm with Tariq Bin Azam (tazam@usaid.gov) that their electronic submission was successfully received at USAID/Bangladesh by the required due date listed on the cover letter of this NFO.

**GPS Co-ordinates:**

The successful applicant will submit the GPS coordinates of their office and all of their sub-awardee’s office locations in Bangladesh.

**Questions & Answers**

Any questions regarding this NFO must be requested in writing no later than the date listed on the cover letter to the Point of Contacts (POC) stated in this NFO. Oral explanations or instructions given before award will not be binding. Any information given concerning this NFO will be furnished as an amendment of this NFO, if such information is necessary for submitting applications.

[End of Section IV]
Section V. Application Review Information

1. CRITERIA

Applications will be reviewed on the basis of the following merit review criteria. If required, USAID may provide feedback to improve the Technical and Cost application.

a. Technical Approach
b. Key Personnel and Staffing Plan
c. Management Plan
d. Past Performance

2. REVIEW AND SELECTION PROCESS

Technical applications will be evaluated by a Selection Committee in accordance with the Technical Merit Review Criteria set forth below. Selection for award of a cooperative agreement under this program is structured so that the technical approach criteria will be the primary basis for awarding the agreement. These criteria reflect the technical merit of the applicant's detailed application. Evaluative assessments are assigned to each component but are not broken down across the sub-elements and key concepts. If an applicant fails to include information on any of the required areas, the applications overall rating will be decreased and may be eliminated for noncompliance. Given the constraints of length, applicants are encouraged to be concise in the discussion. An award will be made to the applicant whose responsive application offers the greatest value, based on technical, cost, and other factors.

The criteria presented below have been tailored to the requirements of this NFO. Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their application and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, applicants are requested to organize the narrative sections of technical applications according to the technical application format (Section IV) in the Application and Submission Information, and the review criteria set forth below.

TECHNICAL APPLICATION REVIEW CRITERIA

The criteria listed below are presented by major and sub points, so that applicants will know which areas require emphasis in the preparation of the technical application. The selection will be based upon the following factors. To be selected for the award, the application must contain these elements.

TOTAL Points: 100
1. Technical Approach: Total 60 points

The applicant will propose a clear, logical, technically sound, and feasible, implementation science and capacity building approach. Applicant’s technical approach will outline:

**a. Implementation Science Research Approach (40 points)**

- An overview of the implementation science’s rationale and programmatic relevance, articulating how the study’s approach is innovative, addresses the activity description above and builds the evidence base.
- The study’s overarching goal, objectives (primary and secondary where applicable) and hypotheses.
- The proposed study design, including how the design will facilitate a feasible approach to producing generalizable results that answer the proposed research question(s).
- How the applicant will address the broader implementation science issues described in the activity description, e.g., how expertise will be available to address the broad spectrum of technical areas required under this project while articulating a well-defined implementation science technical proposal with sound multi-sectoral nutrition models.
- Any human subject protections and gender considerations.
- Demonstrates a technical and operational understanding of the key issues identified in the NFO, the cultural context of Bangladesh and factors affecting nutrition.
- Integration of a gender-sensitive approach throughout all aspects of the program and a specific targeted approach for adolescents should be addressed.

**b. Technical Assistance Approach (20 points)**

- Applicant should be creative and forward thinking in how to strategically strengthen public and private sector capacity at various levels (e.g., Ministry of Health and Family Welfare, Ministry of Local Government and Rural Development, pharmaceutical outlets), and should be able to rationalize their selected balance between scale and depth of efforts for geographic focus and capacity building efforts.
- Initial technical assistance approach including training, mentorship, and other local capacity building efforts.
- Methods for identifying and engaging key government, academic, and community structures, where partnering and capacity building is most appropriate and plausible.
- The proposed approach to ensure GOB joint collaboration, management and ownership, in the activity’s first year particularly, and beyond.
- Well-defined technical assistance/capacity building and exit strategy, including realistic support for the transition of technical assistance over five years.
2. Key Personnel and Staffing Plan: Total 10 points

a. Key Personnel (5 points)

The team of four Key Personnel must have the appropriate technical, research and management qualifications, as specified in the minimum requirements, to support the effective implementation of the proposed technical approach and achievement of activity results. Each candidate proposed for a Key Personnel position must provide a written commitment to be available according to project requirements. Key personnel must demonstrate their experience in host country government capacity building/technical assistance and implementation science research. The applicant should outline the key experience and expertise of the individuals including any institutions proposed to implement key components of this activity, including proposed local collaborators/institutions.

The project will have staff with the necessary expertise to support the activity objectives highlighted in Section I. A total of four (4) key personnel are envisioned: Chief of Party; Research Director, Nutrition Technical Advisor, and Finance and Operations Manager.

The applicant will identify key personnel by name and position. Each key personnel position requires USAID approval, as noted in the substantial involvement provisions. All key personnel should be full-time positions, resident in Bangladesh. Essential attributes for all key personnel include demonstrated strong management, technical expertise, interpersonal, communication and facilitation skills, and the ability to work closely as a team and to network with a wide range of stakeholders.

- **Chief of Party (COP):** The COP will have overall responsibility for coordination of all project activities and staff. S/he will have principal responsibility for representation of the activity to USAID. Required attributes: A senior manager with an advanced degree in public health, the social sciences or a related area; state-of-the-art understanding of multi-sectoral nutrition issues (including gender) and implementation science; knowledge of the culture and context of Bangladesh; at least 10 years’ experience leading, managing and implementing efforts to improve health and or nutrition outcomes; and experience interacting and negotiating with government counterparts and other international and local organizations working in the health and or other nutrition related sectors at the highest levels.

- **Research Director:** The Research Director will be responsible for overall management and coordination of the activity’s implementation science research activities and staff. Required attributes: A senior manager with an advanced degree in public health, research, the social sciences or a related area; state-of-the-art understanding of implementation science and or monitoring and
evaluation; knowledge of the culture and context of Bangladesh; at least 8 years’ experience leading and managing research teams; and experience interacting and negotiating with government counterparts and other international and local organizations working at the highest levels.

- **Nutrition Technical Advisor**: The Nutrition Technical Advisor will be responsible for leading overall efforts related to multi-sectoral nutrition programming including community level nutrition implementation and coordination. Required attributes: Proven expertise in effective multi-sectoral nutrition service delivery; achieving results through well-conceptualized, planned and implemented public health and agriculture programs; demonstrated management, coordination, teamwork, and planning skills, with proven ability to function effectively with multiple host-country counterparts in both the public and NGO sectors; strong verbal and written English communications skills. A minimum of Masters-level degree in nutrition, public health or a related field. A minimum of five (5) years’ experience in international health or related field. Spoken and written Bangla and knowledge of the region is desirable.

- **Finance and Operations Director**: The Finance and Operations Director will be expected to develop the project financial plan to include monitoring and reporting systems that meet USG requirements and manage grant and contracting activities. Desired attributes are: A minimum of eight (8) years’ of experience in financial and grants management, with a minimum of four (4) years’ direct international work experience in developing countries with senior-level responsibility for administration and finance highly desired; proven expertise in finance, accounting and auditing, including grants management, financial planning, monitoring of grant compliance and management and the establishment of internal controls; demonstrated strong management, coordination, teamwork, and planning skills; a minimum of Masters-level degree in public administration, financing, economics, accounting, or a related field; strong verbal and written English communications skills; Bangla and knowledge of the region is desirable.

**b. Staffing Plan (5 points)**

The staffing plan clearly articulates roles, responsibilities and appropriate skill sets (including language) for personnel. An organizational chart clearly delineates lines of management, supervisory authority, and technical/research responsibility. The plan integrates good gender practices and provides for the recruitment of well-qualified local staff. If applicable, the plan clearly and logically addresses how consultants will be used to complement full-time project staff.

**3. Management Plan: Total 20 points**
The proposed Management Plan will be evaluated according to the overall soundness of the management and administration structures and functions presented by the Applicant.

**a. Implementation Science Plan Documents (10 points)**
- The extent to which the implementation science plan documents provide a well-organized, technically sound, logical and realistic Implementation Science Research Plan, which provides for quality evidence generation.
- The extent to which the Implementation Science Plan is technically sound and realistic, reflecting measurable improvements related to the proposed implementation science questions. The extent to which the primary and secondary indicators are clearly defined, and disaggregated by gender when appropriate with well-defined targets and milestones.
- The ability to identify and prioritize implementation science questions and hypotheses and utilize appropriate methodologies and analytic tools.
- The ability to plan and conduct implementation science, performance management and evaluation activities in a timely and rigorous manner.

**b. Host Country Government Technical Assistance/Capacity Building Experience (10 points)**
- The extent to which the proposed management plan demonstrates that the Applicant has institutional experience in successfully managing and providing technical assistance to host country governments particularly with the intention to provide capacity building for sustained development.
- The ability to liaise with government to promote utilization of research findings to improve multi-sectoral nutrition implementation and ultimately nutrition outcomes.

4. Past Performance: Total 10 points
The Applicant’s past performance will be evaluated based on accomplishments, quality of performance as documented in final evaluations or described by donors or references, and demonstrated expertise implementing programs similar to the one proposed.

**COST APPLICATION REVIEW CRITERIA**

Evaluation points or ratings will not be awarded for cost. Cost will primarily be evaluated for realism, allowability, allocability, and the applicant’s understanding of the requirements. The evaluation will consist of a review of the cost portion of the application to determine if the overall costs proposed are realistic for the work to be performed, if the costs reflect understanding of the requirements, if the costs are synced properly with the proposed milestones, and if the costs are consistent with the technical application. Effective cost saving measures to improve cost efficiency of the program will also be considered. Given the nature of this activity, USAID/Bangladesh will carefully weigh potential benefits from the proposed staffing plans and level of effort.
3. SELECTION PROCESS

The Selection Committee (SC) will evaluate the technical/programmatic merit of the application as measured against the evaluation factors mentioned above. At the time of NFO issuance, all committee members are anticipated to be USAID employees. However, USAID may include personnel from Government of Bangladesh, U.S. Government, or other organizations if necessary and available. The committee may make an award recommendation based on the extent of its evaluation scope.

The USAID/Bangladesh Agreement Officer must be fully satisfied that the Applicant has the capacity to adequately perform in accordance with standards established by USAID and the Office of Management and Budget (OMB). This issue of organizational capability is generally referred to as a pre-award “responsibility determination.”

Details on USAID pre-award responsibility determination policy and procedure can be found on our agency website, in its Automated Directive System (ADS) chapter 303, section 303.3.9: http://www.usaid.gov/ads/policy/300/303. USAID/Bangladesh or any of its designated organization will conduct formal entity checklist review. The applicant will be informed about the formal review date if needed.

The final award decision will be made by the Agreement Officer, with consideration of the Selection Committee recommendations.

4. ANTICIPATED AWARD AND ANNOUNCEMENT

USAID may make an award on the basis of initial application received. Therefore, initial applications should contain the applicant’s best terms from a cost and technical standpoint. USAID reserves the right (but is not under obligation) to contact the applicant in order to obtain clarifications, additional detail, or to suggest refinements in the program description, budget, or other aspects of an activity to improve the application.

Other areas of review and discussion will vary according to the circumstances pertaining to the application. The following areas commonly require discussion and agreement prior to award:

1. Branding Strategy and Marking Plan. In accordance with ADS 303.3.6.2.f and 2 CFR 700.16, the apparently successful Applicant must submit a Branding Strategy and a Marking Plan for evaluation and approval by the Agreement Officer before an award under this solicitation will be made. “Marking Plan” and “Marking of USAID-funded Assistance Awards” are contained in 2 CFR 700.16. Please note that in contrast to “exceptions” to marking requirements, waivers based on circumstances in the host country must be approved by Mission Directors or other USAID Principal Officers, see 2 CFR 700.16(j). USAID approved Branding Strategy and Marking Plan is required for award execution. Additional guidance can be found at the following hyperlinks: http://www.usaid.gov/branding/ and The applicant is required to submit a Branding Strategy and Marking plan according to the requirements mentioned above.
2. Final program and budget plans.

3. Payment terms.

4. Procedures concerning administrative reporting and logistical requirements for program including training components.

5. Other award terms including audit, special provisions and/or specific conditions.

[End of Section V]
Section VI. Federal Award Administration Information

1. Federal Award Notices

The Notice of Award (ADS 303.3.7.1.a) signed by the Agreement Officer is the authorizing document that will be provided to the successful applicant to inform the applicant of its selection to be further considered to negotiate a cooperative agreement. USAID will provide this Notice electronically to the person designated to receive this information in the application. Notification will also be made electronically to unsuccessful applicants pursuant to ADS 303.3.7.1.b. USAID will follow the procedures included in ADS 303.3.7.2 to receive and accept requests for debriefings from unsuccessful applicants.

Award of the agreement contemplated by this NFO cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While USAID anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either a fully executed Agreement or a specific, written authorization from the Agreement Officer.

2. Administration and National Policy Requirements

For US organizations, 2 CFR 200, 2 CFR 700, OMB Circulars, and USAID Standard Provisions for U.S. Nongovernmental recipients will be applicable. For non-U.S. organizations, the Standard Provisions for Non-U.S., Nongovernmental recipients and the applicable cost principles (OMB Circular A-122 for non-profit organizations and OMB Circular A-21 for universities) will apply. The OMB circulars are available in the following link: http://www.whitehouse.gov/omb/circulars/index.html. For both U.S. and non U.S. for-profit organizations, Federal Acquisition Regulation (FAR) Part 31 will be applicable. While 2 CFR 200 and 2 CFR 700 do not apply directly to non-U.S. applicants, the Agreement Officer will use the standards of 2 CFR 200 and 2 CFR 700 in the administration of the award. Further information including the referenced documents may be obtained via our agency website http://www.usaid.gov directly or via links in USAID Automated Directive System (ADS) Chapter 303: http://www.usaid.gov/policy/ads/300/303.pdf. Copies may also be obtained from the listed agency points of contact for this NFO.

No deviations are anticipated to the standard provisions for the cooperative agreement under this NFO. All applicable standard provisions shall be incorporated into the resultant award. The standard provisions for U.S., Non-US Nongovernmental and Public International Organizations may be accessed at the following location:

- Standard Provisions for Non-U.S., Nongovernmental recipients can be accessed through the following URL: http://www.usaid.gov/ads/policy/300/303mab

37
3. Reporting Requirements

Reports and related requirements will be included in the Cooperative Agreement issued as a result of this NFO. Requirements for periodic performance reports are contained below and supplemented by 2 CFR 200.328. Copies of all required financial reports will be submitted to the Agreement Officer’s Representative (AOR) and Agreement Officer at USAID/Bangladesh. Applicants are reminded to budget prudent and adequate resources for completing the required reporting. All reports shall be in the English language, unless otherwise specified by the AOR. Electronic submissions are preferred. The recipient will provide the following reports to the USAID Agreement Officer’s Representative (AOR) and the Agreement Officer, as specified below, in accordance with 2 CFR 200.328 and 2 CFR 200.327 and the Substantial Involvement provisions as mentioned in the section II.3 of this NFO.

A. Financial Reporting

Financial reporting requirements will be in accordance with 2 CFR 200.327. The recipient must submit the Federal Financial Form (SF-425) on a quarterly basis via electronic format to the U.S. Department of Health and Human Services (http://www.dpm.psc.gov). The recipient must submit a copy of the Federal Financial Report (FFR) at the same time to the Agreement Officer and the Agreement Officer’s Representative (AOR).

B. Performance Monitoring and Reporting

The recipient will submit reports to the USAID AOR as described below.

A. Annual Work Plan

The recipient must submit a draft Annual Work Plan (AWP) within ninety (90) calendar days of the effective date of the Cooperative Agreement. The recipient will work with the AOR throughout the AWP development process prior to submittal to ensure the AWP appropriately reflects activity objective and the program description. The AWP must detail the work to be accomplished during the upcoming year. The scope and format of the AWP will be agreed to between the recipient and the AOR. The AOR will review the work plan and provide comments within fifteen (15) calendar days of receipt; the recipient must incorporate these comments and provide a final annual work plan within ten (10) calendar days of receiving AOR’s comments. The AWP will serve as a guide for activity implementation—a demonstration of links between interventions and objectives in accordance with the M&E Plan.

The AWP should include a list of the tasks to be completed during the year, grouped under the objective that they seek to support. For each task, the recipient should 1) explain in brief its connection to the objective; 2) define the necessary steps to complete the tasks; 3) assign responsibilities for completing those steps (such as relevant partners); 4) provide any quantitative or qualitative targets; 5) include a timeline for the implementation of the task (GANTT chart); and 6) estimate the cost necessary for its implementation. It may be revised on an occasional basis in the course of implementation, as needed, to reflect changes on the
ground with the concurrence of the AOR. Subsequent Annual Work Plans must be submitted in a similar fashion, and the recipient must submit the work plans forty-five (45) calendar days before the beginning of each successive year.

**B. Monitoring, Evaluation and Learning Plan (MEL) Plan**

For the purpose of routine and formal monitoring and evaluation, the Recipient shall develop a Monitoring, Evaluation and Learning Plan (MEL Plan) for USAID’s review and approval within 60 calendar days of signing of the Cooperative Agreement for the timeframe of the project. The plan must be submitted in electronic form as well as in hard copy.

The MEL Plan will be developed in accordance with ADS 200 and USAID Evaluation Policy. The MEL Plan will underpin a coherent monitoring, evaluation and learning system that will objectively assess the overall progress and impact of project as outlined in the project description. The MEL Plan shall be reviewed annually to confirm compliance with USAID requirements. It shall also be tied to the annual work plan and will outline the processes that will be used to harmonize instruments and schedules to support USAID data reporting needs.

Monitoring and evaluation data shall be used to inform management decisions, resource allocation and to assess where changes to the project may be required to help better ensure that the desired impact will be achieved. Additionally, the MEL plan should reflect a Collaborating, Learning, and Adapting (CLA) approach with systems designed for continual learning and assessment through periodic use of sectoral and cross-cutting analytic tools, and informal dialogue-based inquiry and peer learning approaches. This approach will strengthen collaboration, coordination and knowledge sharing within the activity, USAID, other USAID partners and stakeholders. Performance reports submitted by the Recipient must be focused on reporting progress against the approved MEL Plan.

(i) The MEL Plan will include a Results Framework that is aligned with the approved USAID/Bangladesh CDCS and DO3 Performance Management Plan (PMP) with a clear indication of the project’s contribution to DO3 and other relevant DOs. The MEL Plan will also include the development hypothesis and critical assumptions; baseline values and targets to show progress over time; a Performance Data Table summarizing the key performance monitoring information; Performance Indicator Reference Sheets for each indicator that include, detailed description of performance indicators to be tracked, source, method and schedule of data collection, known data limitations and planned actions to address the limitations. Baselines must be established within three months of award. The MEL Plan will include a Performance Management Task Schedule that includes any special studies, assessments and surveys that will be conducted as part of monitoring and evaluation of the project. Surveys must meet rigorous scientific standards in all aspects of sampling, instrumental design and field implementation.
(ii) The MEL Plan will include measurable indicators pertinent to activity-level management, monitoring and reporting. Illustrative indicators are provided as part of the project description. Relevant CDCS indicators should be taken into account as appropriate. The performance indicators should include a list of both output-level and outcome-level indicators as appropriate across the hierarchy of results in the project’s Results Framework. In addition to these custom indicators, appropriate (“F”) standard indicators from the U.S. Foreign Assistance Framework should be identified, tracked and reported on. Whenever applicable, data must be gender disaggregated and gender impacts included in the overall analysis of the project results. USAID performance indicators are subject to change and/or modification. Performance indicators include applicable Foreign Assistance (“F”) Standard Indicators and custom-designed indicators that are specific to the unique socio-economic context and program environment of Bangladesh. The MEL plan should focus on the higher level outcome indicators but should include output indicators as well. The recipient must use effective and efficient mechanisms to monitor progress, and determine success of the activities and performances. USAID expects the recipient to be innovative and creative in their efforts to capture, document, and report all the outcomes of USAID assistance. The MEL Plan will be reviewed on at least an annual basis during project implementation.

iii) It is expected that the Recipient will assign a high priority to continuous performance monitoring and evaluation of its operations and assistance, not only for the purpose of effective internal self-monitoring and planning, but also to ensure that the recipient can demonstrate results under the objectives of this project. The recipient will be expected to conduct systematic collection and analysis of evaluation data that will improve project effectiveness and planning of activities. The recipient will also be required to report annually (typically in October/November), to USAID/Bangladesh, on its performance to facilitate the missions requirements in accordance with the USAID Performance Plan Report.

As necessary, the recipient will provide assistance to selected sub-national government counterparts to develop systems to track and report measures. The plan will also lay out additional actions the recipient would carry out to ensure satisfactory monitoring of the project, including mid-term evaluations to ensure overall program effectiveness.

(iv) The recipient will report on the performance indicators in coordination with USAID’s reporting schedules and feed into USAID/Bangladesh’s Mission PMP. Periodic Data Quality Assessment (DQA) s will be conducted to ensure that the performance indicators meet USAID’s data quality standards on Validity, Precision, Reliability, Integrity, and Timeliness. An initial DQA will be conducted within the first six months of the project’s MEL Plan approval. As necessary, the Recipient will provide assistance to selected sub-national government counterparts to develop systems to track and report measures.

v) As part of the CLA approach, the MEL plan will include a learning agenda that will ensure lessons learned are applied throughout the implementation of this activity. The learning agenda
identifies: (1) knowledge gaps, (2) questions to test and explore the theory of change, and (3) questions to test pilot approaches and experimentation.

(vi) The recipient may consult with the USAID AOR and other USAID officials in the development of the MEL plan.

(vii) USAID will review the draft MEL plan and provide comments/suggestions within 10 working days of receipt. The Recipient shall then submit two copies of the final MEL plan to the USAID AOR for approval not later than 10 working days from receipt of USAID’s comments/suggestions.

C. Performance Monitoring Reports

Quarterly Performance Reports: The recipient must submit a Performance Monitoring Report on progress toward agreed performance targets every three (3) months, based on a PMEP to be finalized after the award. Quarterly Performance Reports shall be submitted 30 calendar days after the end of the quarter pursuant to 22 CFR 200 and 2 CFR 700.

The scope and format of the quarterly progress reports will be determined in consultation with the AOR, but the report should not exceed 1000 words. The quarterly report should seek to be brief yet precise description of the activities, with emphasis on issues that have arisen, impacts made, constraints encountered, and suggestions for additional actions that might be taken. The recipient is not required to submit the PMP quarterly report for the first quarter of the award. Otherwise, one original and two copies of the report shall be submitted to the AOR.

Annual Progress Report: The annual progress report shall be a review of the previous year’s accomplishments relative to the Performance Monitoring Plan, including challenges and success stories. Problems or issues encountered and how they were resolved shall be presented in the report. The report shall be submitted 30 calendar days after the end of fourth quarter, or the end of the USG fiscal year (September 30), pursuant to 22 CFR 200 and 2 CFR 700. It shall be submitted in lieu of the fourth quarterly progress report. The scope and format of the annual progress report will be determined in consultation with the AOR. One original and two copies of the report shall be submitted to the AOR.

The annual report shall include a discussion, supported with quantitative and qualitative evidence, (which evidence shall remain auditable under the terms of the agreement and USAID program implementation procedures), of progress against indicators and/or impacts achieved to date. This shall include clear identification of which impacts achieved were within the manageable interests of the recipient and which were likely catalyzed by recipient-supported initiatives, leading to substantial, sustained achievement of results. This discussion will be instrumental in helping the Mission to complete mandatory reporting to Washington such as the Performance Plan Report and the Operational Plan.
Final Report:

The recipient must submit the Final Report within 90 calendar days after the expiration of the award. One original and two copies of the report shall be submitted to the AOR. The final performance report should contain the following information:

- Describe accomplishments in accordance with the specific paragraphs of the project description.
- A comparison of actual activities and results with the plan established for the life of the project (presented in narrative and table format).
- Describe reasons why targets were not achieved or surpassed and why activities were delayed or not carried out, if appropriate.
- Success stories, including examples of synergy and collaboration with partners.
- A summary of progress made in achieving indicator targets during the program (based on valid data collection and analysis and credible baseline).
- Other pertinent information, including recommendations with in depth analysis and lessons learned related to the overall program results.

The technical application should include a table of deliverables.

<table>
<thead>
<tr>
<th>Document</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branding Strategy and Marking Plan (BS&amp;MP)</td>
<td>USAID will notify the apparently successful applicant for the draft BS&amp;MP. The approved BS&amp;MP will be attached with the award</td>
</tr>
<tr>
<td>Strategic Communications Plan (SCP)</td>
<td>Within one hundred and twenty (120) calendar days from the effective start date</td>
</tr>
<tr>
<td>First Annual Work Plan (AWP)</td>
<td>Within sixty (60) calendar days</td>
</tr>
<tr>
<td>Subsequent Annual Work Plan (AWP)</td>
<td>Forty five (45) calendar days before the beginning of each successive year</td>
</tr>
<tr>
<td>Monitoring, Evaluation and Learning Plan</td>
<td>Sixty (60) calendar days of signing</td>
</tr>
<tr>
<td>Research Protocol Finalized</td>
<td>Within one hundred and twenty (120) calendar days</td>
</tr>
<tr>
<td>Quarterly Performance Reports</td>
<td>Thirty (30) calendar days after the end of the quarter</td>
</tr>
<tr>
<td>Annual Progress Report</td>
<td>Forty five (45) calendar days after the end of fourth quarter</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>Final Report</td>
<td>90 days after the expiration of the award</td>
</tr>
<tr>
<td>Any other report for USAID/Washington</td>
<td>As specified by the award</td>
</tr>
</tbody>
</table>

*Effective start date is the start date of the period of performance as stated in the award*

**The following Standard Provisions which are indicated below in full text should be specially noted by the prospective applicants.**

A. **ELECTRONIC PAYMENTS SYSTEM**

1. Definitions:
   a. “Cash Payment System” means a payment system that generates any transfer of funds through a transaction originated by cash, check, or similar paper instrument. This includes electronic payments to a financial institution or clearing house that subsequently issues cash, check, or similar paper instrument to the designated payee.
   b. “Electronic Payment System” means a payment system that generates any transfer of funds, other than a transaction originated by cash, check, or similar paper instrument, that is initiated through an electronic terminal, telephone, mobile phone, computer, or magnetic tape, for the purpose of ordering, instructing or authorizing a financial institution to debit or credit an account. The term includes debit cards, wire transfers, transfers made at automatic teller machines, and point-of-sale terminals.

2. The recipient agrees to use an electronic payment system for any payments under this award to beneficiaries, subrecipients, or contractors.

3. Exceptions. Recipients are allowed the following exceptions, provided the recipient documents its files with the appropriate justification:
   a. Cash payments made while establishing electronic payment systems, provided that this exception is not used for more than six months from the effective date of this award.
   b. Cash payments made to payees where the recipient does not expect to make payments to the same payee on a regular, recurring basis, and payment through an electronic payment system is not reasonably available.
   c. Cash payments to vendors below $3000, when payment through an electronic payment system is not reasonably available.
   d. The recipient has received a written exception from the Agreement Officer that a specific payment or all cash payments are authorized based on the recipient’s written justification, which provides a basis and cost analysis for the requested exception.

B. PROHIBITION ON PROVIDING FEDERAL ASSISTANCE TO ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS - REPRESENTATION (APRIL 2015)

(a) The recipient must not require employees, subawardees, or contractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees, subawardees, or contractor from lawfully reporting such waste, fraud, or abuse to a designated Investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The recipient must notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this provision are no longer in effect.

(c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d) (1) In accordance with section 743 of Division E, Title VI, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235), use of funds appropriated (or otherwise made available) under that or any other Act may be prohibited, if the Government determines that the recipient is not in compliance with the requirements of this provision. (2) The Government may seek any available remedies in the event the recipient fails to comply with the requirements of this provision.

C. MARKING AND PUBLIC COMMUNICATIONS UNDER USAID-FUNDED ASSISTANCE (DECEMBER 2014)

a. The USAID Identity is the official marking for USAID, comprised of the USAID logo and brandmark with the tagline “from the American people,” unless amended by USAID to include additional or substitute use of a logo or seal and tagline representing a presidential initiative or other high level interagency initiative. The USAID Identity (including any required presidential initiative or related identity) is on the USAID Web site at www.usaid.gov/branding. Recipients must use the USAID Identity, of a size and prominence equivalent to or greater than any other identity or logo displayed, to mark the following:

(1) Programs, projects, activities, public communications, and commodities partially or fully funded by USAID;
(2) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other physical sites;
(3) Technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;
(4) Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and
(5) Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.
b. The recipient must implement the requirements of this provision following the approved Marking Plan in the award.

c. The AO may require a pre-production review of program materials and “public communications” (documents and messages intended for external distribution, including but not limited to correspondence; publications; studies; reports; audio visual productions; applications; forms; press; and promotional materials) used in connection with USAID-funded programs, projects or activities, for compliance with an approved Marking Plan.

d. The recipient is encouraged to give public notice of the receipt of this award and announce progress and accomplishments. The recipient must provide copies of notices or announcements to the Agreement Officer’s Representative (AOR) and to USAID’s Office of Legislative and Public Affairs in advance of release, as practicable. Press releases or other public notices must include a statement substantially as follows: "The U.S. Agency for International Development administers the U.S. foreign assistance program providing economic and humanitarian assistance in more than 80 countries worldwide."

e. Any “public communication” in which the content has not been approved by USAID must contain the following disclaimer: "This study/report/audio/visual/other information/media product (specify) is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of [insert recipient name] and do not necessarily reflect the views of USAID or the United States Government."

f. The recipient must provide the USAID AOR with two copies of all program and communications materials produced under this award.

g. The recipient may request an exception from USAID marking requirements when USAID marking requirements would:

(1) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials;
(2) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent;
(3) Undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications;
(4) Impair the functionality of an item;
(5) Incur substantial costs or be impractical;
(6) Offend local cultural or social norms, or be considered inappropriate; or
(7) Conflict with international law.

h. The recipient may submit a waiver request of the marking requirements of this provision or the Marking Plan, through the AOR, when USAID-required marking would pose compelling political, safety, or security concerns, or have an adverse impact in the cooperating country. (1) Approved waivers “flow down” to subawards and contracts unless specified otherwise. The waiver may also include the removal of USAID markings already affixed, if circumstances warrant. (2) USAID determinations regarding waiver requests are subject to appeal by the
recipient, by submitting a written request to reconsider the determination to the cognizant Assistant Administrator.

i. The recipient must include the following marking provision in any subawards entered into under this award: “As a condition of receipt of this subaward, marking with the USAID Identity of a size and prominence equivalent to or greater than the recipient’s, subrecipient’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 subrecipient, USAID may, at its discretion, require marking by the subrecipient with the USAID Identity.”

D. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)

[Reserved- Applicable for HIV/AIDS activities only]

E. USAID IMPLEMENTING PARTNER NOTICES (IPN) PORTAL FOR ASSISTANCE (JULY 2014)

Please refer to ADS 303, Section 303.3.31, “USAID Implementing Partner Notices (IPN) Portal For Assistance” for additional guidance.

F. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (July 2015)

a. Requirement for System of Award Management (SAM). Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently, if required by changes in your information or another award term.

b. Requirement for Data Universal Numbering System (DUNS) numbers. If you are authorized to make subawards under this award, you: (1) Must notify potential subrecipients that no entity (see definition in paragraph c. of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you. (2) May not make a subaward to an entity unless the entity has provided its DUNS number to you.

c. Definitions. For purposes of this award term: (1) System of Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at www.sam.gov). (2) Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at fedgov.dnb.com/webform). (3) Entity, as it is used in this award term, means all of the following, as defined at 2 CFR 25, subpart C: (i) A governmental organization, which is a State, local government, or Indian tribe; (ii) A foreign public entity; (iii) A domestic or foreign nonprofit organization; (iv) A domestic or foreign for-profit organization; and (v) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity. (4) Subaward:(i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient. (ii) The term does not include your procurement of property and services needed to carry out the
project or program (for further explanation, see 2 CFR 200 Subpart F Audit Requirements). (iii)
A subaward may be provided through any legal agreement, including an agreement that you
consider a contract. (5) Subrecipient means an entity that: (i) Receives a subaward from you
under this award; and (ii) Is accountable to you for the use of the Federal funds provided by the
subaward. ADDENDUM (JUNE 2012): a. Exceptions. The requirements of this provision to
obtain a Data Universal Numbering System (DUNS) number and maintain a current registration
in the System of Award Management (SAM) do not apply, at the prime award or subaward level,
to: (1) Awards to individuals (2) Awards less than $25,000 to foreign recipients to be performed
outside the United States (based on a USAID determination) (3) Awards where the Agreement
Officer determines, in writing, that these requirements would cause personal safety concerns. b.
This provision does not need to be included in subawards.

G. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2014)

a. Reporting of first-tier subawards. (1) Applicability. Unless you are exempt as provided in
paragraph d. of this award term, you must report each action that obligates $25,000 or more in
Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the
American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity
(see definitions in paragraph e. of this award term). (2) Where and when to report. (i) You must
report each obligating action described in paragraph a.(1) of this award term to www.fsrs.gov.
(ii) For subaward information, report no later than the end of the month following the month in
which the obligation was made. (For example, if the obligation was made on November 7, 2010,
the obligation must be reported by no later than December 31, 2010.) (3) What to report. You
must report the information about each obligating action that the submission instructions posted
at www.fsrs.gov specify.

b. Reporting Total Compensation of Recipient Executives. (1) Applicability and what to report.
You must report total compensation for each of your five most highly compensated executives
for the preceding completed fiscal year, if (i) The total Federal funding authorized to date under
this award is $25,000 or more; (ii) In the preceding fiscal year, you received— (A) 80 percent or
more of your annual gross revenues from Federal procurement contracts (and subcontracts)
and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320
(and subawards); and (B) $25,000,000 or more in annual gross revenues from Federal
procurement contracts (and subcontracts) and Federal financial assistance subject to the
Transparency Act, as defined at 2 CFR 170.320 (and subawards); and (iii) The public does not
have access to information about the compensation of the executives through periodic reports
filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a),
78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has
access to the compensation information, see the U.S. Security and Exchange Commission total
compensation filings at www.sec.gov/answers/excomp.htm.) (2) Where and when to report.
You must report executive total compensation described in paragraph b.(1) of this award term:
(i) As part of your registration profile at www.sam.gov. (ii) By the end of the month following the
month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives. (1) Applicability and what to
report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier
subrecipient under this award, you must report the names and total compensation of each of the
subrecipient’s five most highly compensated executives for the subrecipient’s preceding
completed fiscal year, if— (i) In the subrecipient's preceding fiscal year, the subrecipient received— (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and (B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and (ii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execom.htm.) (2) Where and when to report. You must report subrecipient executive total compensation described in paragraph c.(1) of this award term: (i) To the recipient. (ii) By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (for example, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions. If, in the previous tax year, you had gross income, from all sources, under $300,000, you are exempt from the requirements to report: (1) Subawards, and (2) The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term: (1) Entity means all of the following, as defined in 2 CFR 25: (i) A governmental organization, which is a State, local government, or Indian tribe; (ii) A foreign public entity; (iii) A domestic or foreign nonprofit organization; (iv) A domestic or foreign for-profit organization; and (v) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity. (2) Executive means officers, managing partners, or any other employees in management positions. (3) Subaward: (i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient. (ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200 Subpart F Audit Requirements). (iii) A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract. (4) Subrecipient means an entity that: (i) Receives a subaward from you (the recipient) under this award; and (ii) Is accountable to you for the use of the Federal funds provided by the subaward. (5) Total compensation means the cash and noncash dollar value earned by the executive during the recipient’s or subrecipient’s preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)): (i) Salary and bonus. (ii) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments. (iii) Earnings for services under nonequity incentive plans. This does not include group life, health, hospitalization, or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees. (iv) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans. (v) Above-market earnings on deferred compensation which is not taxqualified. (vi) Other compensation, if the aggregate value of all such other compensation (for example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.
H. TRAINING RESULTS AND INFORMATION NETWORK (TRAINET)

Exchange Visitors and Training

The recipient will conform to USAID Automated Directives System (ADS) Chapter 252 – Visa Compliance for Exchange Visitors and ADS 253 – Participant Training for Capacity Development, as well as USAID/Bangladesh-specific requirements for processing of J-1 Exchange Visitors.

The recipient will enter applicable information into TraiNet for any participant Training, third-country training and in-country training that is funded through this award.

Information and assistance on ADS 253 requirements is currently available from the following USAID/Bangladesh personnel: Muhammed Moinuddin: mmoinuddin@usaid.gov

I. NON-FEDERAL AUDITS

In accordance with 22 C.F.R. Part 226.26, recipients and subrecipients are subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 U.S.C. 7501–7507) and revised OMB Circular A–133, “Audits of States, Local Governments, and Non-Profit Organizations”. Recipients and subrecipients must use an independent, non-Federal auditor or audit organization which meets the general standards specified in generally accepted government auditing standards (GAGAS) to fulfill these requirements.

J. LENDING LIMITATIONS

Without the prior written consent of USAID no assistance will be provided to 1) any government official or employee; 2) nor to any prospective client involved in activities relating to surveillance, abortion, luxury goods, gambling, weather modification, the police or the military.

K. SALARY SUPPLEMENT

No payment shall be made to or on behalf of any employee of any government without the advance written approval of the Agreement Officer. Any payments by the recipient to employees at any level of the Government of Bangladesh shall be subject to the USAID policy on salary supplements (Department of State Cable no. 119780 dated April 15, 1988 or as amended).

L. TRAFFICKING IN PERSONS (July 2015)

a. The recipient, sub-awardee, or contractor, at any tier, or their employees, labor recruiters, brokers or other agents, must not engage in:

   (1) Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this award;
   (2) Procurement of a commercial sex act during the period of this award;
   (3) Use of forced labor in the performance of this award;
   (4) Acts that directly support or advance trafficking in persons, including the following acts:
i. Destroying, concealing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;

ii. Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless: a) exempted from the requirement to provide or pay for such return transportation by USAID under this award; or b) the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;

iii. Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;

iv. Charging employees recruitment fees ; or

v. Providing or arranging housing that fails to meet the host country housing and safety standards.

b. In the event of a violation of section (a) of this provision, USAID is authorized to terminate this award, without penalty, and is also authorized to pursue any other remedial actions authorized as stated in section 1704(c) of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013).

c. For awards that exceed an estimated value of $500,000, the recipient must submit to the Agreement Officer, the annual “Certification regarding Trafficking in Persons, Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013” as required prior to this award, and must implement a compliance plan to prevent the activities described above in section (a) of this provision. The recipient must provide a copy of the compliance plan to the Agreement Officer upon request and must post the useful and relevant contents of the plan or related materials on its website (if one is maintained) and at the workplace.

d. The recipient’s compliance plan must be appropriate to the size and complexity of the award and to the nature and scope of the activities to be performed. The plan must include, at a minimum, the following:

(1) An awareness program to inform employees about the trafficking related prohibitions included in this provision, the activities prohibited and the action that will be taken against the employee for violations.

(2) A reporting process for employees to report, without fear of retaliation, activity inconsistent with the policy prohibiting trafficking, including a means to make available to all employees the Global Human Trafficking Hotline at 1-844-888- FREE and its e-mail address at help@befree.org.

(3) A recruitment and wage plan that only permits the use of recruitment companies with trained employees, prohibits charging of recruitment fees to the employee, and ensures that wages meet applicable host-country legal requirements or explains any variance.

(4) A housing plan, if the recipient or any sub-awardee intends to provide or arrange housing. The housing plan is required to meet any host-country housing and safety standards.

(5) Procedures for the recipient to prevent any agents or sub-awardee at any tier and at any dollar value from engaging in trafficking in persons activities described in section (a) of this provision. The recipient must also have procedures to monitor, detect, and
terminate any agents or sub-awardee or sub-awardee employees that have engaged in such activities.

e. If the Recipient receives any credible information from any source that alleges that the recipient, contractor, sub-awardee, or agent has engaged in any of the prohibited activities identified in this provision, the recipient must immediately notify the cognizant Agreement Officer and the USAID Office of the Inspector General; and must fully cooperate with any Federal agencies responsible for audits, investigations, or corrective actions relating to trafficking in persons.
f. The Agreement Officer may direct the Recipient to take specific steps to abate an alleged violation or enforce the requirements of a compliance plan.
g. For purposes of this provision, “employee” means an individual who is engaged in the performance of this award as a direct employee, consultant, or volunteer of the recipient or any subrecipient.
h. The recipient must include in all subawards and contracts a provision prohibiting the conduct described in a(1)-(9) by the subrecipient, contractor or any of their employees.

[End of Section VI]
Section VII. Federal Awarding Agency Contacts

The Agreement Officer for this Award is:

Abdullah Akbar
Agreement Officer
USAID/Bangladesh
C/O American Embassy
Madani Avenue, Baridhara
Dhaka-1212, Bangladesh
abakbar@usaid.gov

The Acquisition and Assistance Specialist for this Award is:

Tariq Bin Azam
Sr. Acquisition and Assistance Specialist
USAID/Bangladesh
C/O American Embassy
Madani Avenue, Baridhara
Dhaka-1212, Bangladesh
tazam@usaid.gov

[End of Section VII]