Request for Applications

Faith & Community Initiative: Education About Prevention of and Response to Sexual Violence Against Children for Community and Faith Leaders

RFA No.: P3756/2020/001

Date of issuance: February 8th, 2020

Due date for questions: February 14th, 2020

Release date for response to all questions: February 18th, 2020

Closing date: February 24, 2020

Application (including technical proposal and budget) are due by 17:00 EAT via email to kizazikipyarfa@pactworld.org Emailed submissions must contain the subject “Faith & Community Initiative: Education about Prevention of and Response to Sexual Violence Against Children for Community and Faith Leaders.”

Estimated award date: March 9th, 2020
1. Background on Pact

Pact is a leader in building the capacity of non-government organizations, networks and intermediary organizations. Pact’s mission is to help build strong communities globally that provide people with an opportunity to earn a dignified living, raise healthy families and participate in democratic life. Pact achieves this by strengthening the organizational and technical capacity of grassroots organizations, coalitions and networks, and by forging linkages between government, business and citizens in order to achieve social, economic, and environmental justices.

2. Purpose Statement

Pursuant to the authority granted under USAID award AID-621-A-16-00001, Pact is pleased to announce the release of a request for applications (RFA) for funding provided to support Pact’s implementation of the Education About Prevention of and Response to Sexual Violence Against Children for Community and Faith Leaders Activity under the Faith & Community Initiative. This activity will educate faith and other community leaders about sexual violence against children in order that they can support prevention and response efforts in their organizations. This RFA is issued as a public notice to ensure that all interested, qualified, and eligible organizations have a fair opportunity to submit applications for funding. For the purposes of this RFA, “organizations” are defined as non-governmental organizations (NGOs), civil society organizations (CSOs), community-based organizations (CBOs), or faith-based organizations (FBOs). FBOs are strongly encouraged to apply.

3. Program Description

3.1. Program background

The USAID-funded Kizazi Kipya project aims to enable Tanzanian OVC and young people affected by HIV and their caregivers to use age-appropriate HIV-related and other services for improved care, health, nutrition, education, protection, livelihoods, and psycho-social wellbeing. To achieve its goals, Pact collaborates with CSOs, the Government of Tanzania (GoT) at national, regional and district levels, communities, and other stakeholders to generate demand for HIV services, reduce barriers to access and uptake of HIV services. Kizazi Kipya maximizes opportunities to generate demand for HIV services, reduce barriers to access and uptake of HIV services, ensure tracking to reduce loss to follow-up, and facilitate effective bi-directional HIV and OVC referrals to ensure completion.

On November 28, 2018, the United States of America Vice President, Michael Pence, announced that the United States government, through PEPFAR, will invest $100 million to address key gaps toward achieving Epidemic Control and ensuring children justice through FBOs and Communities. Tanzania is one of the 10 selected countries to receive the FCI funding and will roll it out in 9 regions. USAID requested that Pact integrate FCI into its existing Kizazi Kipya programming given its scope and reach. Pact will use FCI funding to engage faith and community leaders in 13 councils in the implementation of primary prevention of sexual violence activities.

Under FCI Activity #1, Pact will convene stakeholders, including members of faith, traditional and government bodies, to review the existing SVAC 101 materials (provided by USAID) and adapt the materials for Tanzania.
Pact will identify appropriate sub-partner(s) to roll out this education to the faith and community leaders in 13 USAID FCI councils. These leaders will be able to recognize and refer cases of violence against children and will have clear procedures for reporting using the existing response structures (VAWC-CCs, Police/Gender Desks, and SWOs).

3.2. Geographic area

Pact’s programming for FCI includes 3 regions (Dodoma, Morogoro, and Ruvuma) covering 13 councils, of which 9 currently have Kizazi Kipya programming. The 13 councils include Dodoma MC, Kondoa DC, Chemba DC, Kongwa DC, Kilosa DC, Morogoro MC, Kilombero DC, Songea MC, Songea DC, Mbinga TC, Mbinga DC, and Tunduru DC.

3.3. Intended impact

Through this program, the objective is for faith and community leaders to achieve the following:

1) Learn the facts about sexual violence against children
2) Learn about evidence-based programs to prevent and respond to sexual violence against children
3) Minimize opportunities for abusers/perpetrators to abuse or exploit children (i.e., child safeguarding)
4) React responsibly to sexual violence against children
5) Use leadership to change the conversation about sexual violence against children in the community
6) Use your leadership to change the course of sexual violence against children in your community

The hope is that through this initiative, community and faith leaders will be able to recognize and refer cases of violence against children and will have clear procedures for reporting using the existing response structures (VAWC-CCs, Police/Gender Desks, and SWOs).

3.4. Intended target audience

The specific target audience will be determined through planning meetings with stakeholders in each council. The stakeholders will define who is a community leader and who is a faith leader in their specific geographic context. This is not restricted to any one particular faith and is open to multiple denominations.

3.5. Expected role of sub-awardee in the program

The following table outlines the thematic areas and illustrative activities to be considered in applications. Applicants must be willing and capable to contribute to activities described below.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Deliverables</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participate in SVAC101 TOT</td>
<td>List/register of trainers and trainers trained</td>
<td>sub-partner trainers trained in administration of SVAC 101 training</td>
</tr>
<tr>
<td>Through a consultative process with stakeholders, identify key leaders in councils to target with activity</td>
<td>Documented meetings; list of leaders</td>
<td>Leaders identified</td>
</tr>
<tr>
<td>Roll out the activity to key leaders</td>
<td>Names of leaders trained, SVAC training register</td>
<td>Leaders trained and knowledgeable in SVAC 101,</td>
</tr>
</tbody>
</table>
### Activities | Deliverables | Outcomes
---|---|---
Collect and report data to Pact | Attendance sheets & pre/post-tests; action plans when needed | and better able to recognize and refer cases of violence against children and will have clear procedures for reporting using the existing response structures

#### 3.6. Program indicators and data reporting for partners

Kizazi Kipya has identified program monitoring indicators to inform achievement of the FCI program results. Applicants should propose how they will operationalize the program’s activities described above.

There are two program indicators to which sub-awardees under this RFA will contribute. A proposed project must address both: the number of faith & community leaders trained in SVAC 101, and pre-post test results from trainings. The full M&E plan will be discussed with sub-partner upon award.

#### 4. Application Submission

##### 4.1. Grantee eligibility

This competition is open to any non-governmental organization that is either a non-profit, not-for-profit, or for-profit entity that is not established in the United States. To be minimally eligible for funding, applicants must provide full, accurate, and complete information and comply with the following conditions. Organizations must:

- Be legally registered or otherwise authorized to conduct business in their country or countries of operation
- Have a DUNS number (a nine-digit identification number required for all procurement-related activities). A DUNS number is not required for application, but will be required for receipt of award
- Be able to complete implementation within the stated timeframe of March 9th, 2020 through July 31st, 2020, with a final report due by August 31st.
- Have previous experience working with faith and community leaders on behavior change in issues of health, child protection, and social change
- Have current geographic coverage where program activities will take place or prior experience in that area with the ability to quickly start up implementation

##### 4.2. Funding

Pact anticipates these awards will be cost-reimbursable, fixed amount award, or in-kind grants. Grant type will be based on the program description and the results of the partner’s pre-award risk assessment, which Pact will conduct prior to issuance of the award. Pact anticipates awarding one grant awards to successful applicants. Funding levels will be negotiated with the successful applicant based on how it operationalizes the programming and the value for money. Pact reserves the right to award any or none of the applications submitted.
4.3. Application submission deadline

Applications must be submitted by February 24th, 2020 at 17:00 EAT.

4.4. Late submissions, modifications, and withdrawals of application

At Pact’s discretion, any application received after the exact date and time specified for receipt may be considered ineligible for consideration. Applications may be withdrawn by written notice via email or in person by an organization or the authorized representative.

4.5. Conflict of interest clause

Applicants must provide disclosure of any past, present, or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Pact having to re-evaluate selection of a potential applicant.

4.6. Submission method for questions

Submit questions electronically to kizazikipyarfa@pactworld.org. The deadline for questions is February 14th, 2020 at 17:00 EAT.

The email subject line should read “Questions – Faith & Community Initiative – name of organization submitting application.”

All questions and answers will be shared with all interested applicants.

4.7. Submission method for final application

Submit applications electronically through email kizazikipyarfa@pactworld.org. Pact is not receiving paper applications for this RFA.

The email subject line should read “Faith & Community Initiative – name of organization submitting application.” Technical applications and attachments must be submitted in Microsoft Word or Adobe PDF. Budgets must be submitted in Microsoft Excel.

5. Application Format

5.1. Overall requirements

Applicants will develop their applications based on their understanding of needs, their prior institutional experience, and their determination of the approaches that would be feasible and successful. In all cases, applicants shall clearly explain the rationale for the proposed approaches chosen. To facilitate the competitive review of the applications, Pact only will consider applications conforming to the following.

- The application narrative should be clear, concise, and properly organized.
- The document should be in 12-point Times New Roman font, single spaced, with 1 inch/2.5 cm margins.
- Full applications should not exceed six (6) pages; page maximums for specific parts are provided in sections 5.2 and 5.3.
- Applications should be written in English.
- Paper copies of the applications will not be accepted.
- Please note that technical and cost applications should be separate files.
All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Applications should take into account the evaluation criteria.

5.2. Technical application

Limit of six (6) pages, including:

Sub-Awardee Risk and Responsibility Assessment Cover Page (one page)

I. Technical Approach and Feasibility of Program Design (two pages)
   • The applicant’s technical approach should include:
     – A description of the applicant’s prior work as it pertains to the project objective
     – A description of the activities to be undertaken, organized by thematic area
     – Anticipated results
   • The application should discuss the applicant's approach for engaging with local actors, building partnerships with key stakeholders, and creating linkages with other relevant development activities/programs.
   • The application must clearly explain how it will reach faith leaders from multiple denominations
   • The applicant must clearly explain how it will identify community and traditional leaders (i.e., non-faith leaders) in each council
   • The applicant should clearly demonstrate the capability to operationalize this work in all 3 regions, and rollout multiple times

II. Human resource and level of effort plan (one page)
   • The management and staffing plan should show the roles and responsibilities of all staff who will participate in the program.
   • The management and staffing plan must show that the applicant has appropriate trainers available, i.e., people with previous knowledge and expertise in the subject matter of SVAC.

III. Past Performance (one page)
   • Describe the organization’s previous experience working with faith and community leaders on behavior change in issues of health, child protection, and social change
   • Demonstrate experience in building the capacity of local organizations, local government institutions, research, networks, and initiatives.

IV. Work Plan (one page)
   • Provide a detailed Year 1 work plan for activities clearly identified in the program description and the applicable time frames.
   • Provide a summary of proposed activities for subsequent years, as applicable.

5.3. Cost application

Limit of two (2) pages.

Please use the templates in attachment 2 and 3 for a detailed and summary budget. The summary budget should include all costs anticipated within the following line items:
   • Salaries/fringe benefits: all costs associated with employees working under the proposed project, including the level of effort expected from each salaried employee and the costs of fringe benefits
   • Travel and per diem: travel, lodging, and per diem for staff need to implement the project
• **Equipment rental:** equipment that must be rented (i.e., vehicles) to enable program implementation

• **Workshops/training/events:** workshops, development of information materials, studies, information dissemination, etc.; other direct costs associated with implementing activities under the project

• **Operating/administrative costs:** rent, communications, electricity, telephone, audit, and office supplies; Kizazi Kipya will not fund office start-up costs or proposal development costs.

### 5.4. Relevant documents

Applicants are required to provide registration or other relevant documents, such as letters of support and recognition from local governments/authorities. These documents do not count toward the technical and cost application page limits.

### 6. Evaluation of Applications

#### 6.1. Review process

Kizazi Kipya will establish a technical review committee that includes representatives from various company departments and external staff. All technical reviewers will be subjected to a screening process to eliminate any conflict of interest. Evaluation will be based on the criteria set forth in sections 6.2, 6.3, and 6.4. The process will be completed within approximately 3 business days. The review panel, using the criteria detailed below, will rate applications and make funding recommendations to the program’s grants management unit.

Pact reserves the right to make any number of awards or none at all. Pact is not responsible for any costs associated with the development of applications.

To facilitate the review of applications, applicants must organize the narrative sections of their applications with the same headings and in the same order as the selection criteria.

#### 6.2. Evaluation criteria for the application

In evaluating the applications, Pact will examine overall merit and feasibility, as well as the specific criteria relevant to each component, as elaborated in the table below. Applicants should note that these criteria both serve as the standard against which all applicants will be evaluated and serve to identify the significant matters that applicants should address in their applications. Pact will instruct the technical review committee to evaluate all applications according to the criteria as established and weighted in the following table.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Technical Approach and Feasibility of Program Design</strong></td>
<td>40</td>
</tr>
<tr>
<td>The review team considers a strong technical design to be one that is informed by local circumstances and needs. It should demonstrate coordination with other efforts or ongoing processes, including the efforts of other peace actors and/or programs. Proposals must be in line with the technical areas outlined in section 3.</td>
<td></td>
</tr>
<tr>
<td><strong>II. Management and Staffing Plan</strong></td>
<td>10</td>
</tr>
<tr>
<td>The review team will evaluate the extent to which the management and staffing plans demonstrate the applicant’s ability to effectively implement proposed activities responsive to this RFA. Reviewers will assess whether the organization has proposed sufficient level of effort to achieve stated results.</td>
<td></td>
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</tbody>
</table>
### Evaluation Criteria

<table>
<thead>
<tr>
<th>III. Past Performance</th>
<th>Points</th>
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<tbody>
<tr>
<td>Reviewers will evaluate whether the organization has managed successful projects of similar size and scope in the geographic areas specified.</td>
<td>30</td>
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</table>

<table>
<thead>
<tr>
<th>IV. Work Plan</th>
<th></th>
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<tbody>
<tr>
<td>Reviewers will assess the proposed timeline for implementing proposed activities for feasibility.</td>
<td>10</td>
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</table>

<table>
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<tr>
<th>V. Cost Evaluation</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>The cost application will be evaluated for reasonableness, allocability, allowability, cost effectiveness, realism, and financial feasibility.</td>
<td>10</td>
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</table>

Pact reserves the right to determine the resulting level of funding for the grants being selected for this RFA, regardless of what the applicant specifies in the cost application.

| Total                                          | 100    |

### 6.3. Supporting documentation for Pre-Award Assessment/site visits

After the application evaluation process, any selected firm will be required to complete a Financial Pre-Award Assessment in order for Pact to determine if the organization has the capacity to perform successfully under the terms and conditions of the proposed grant. As part of the Pre-Award Assessment process, Applicants may be asked to submit additional documentation to illustrate that the organization has the capability to implement the grant. Site visits may be conducted by Pact staff to evaluate the organization in these areas.

### 7. Terms and Conditions

#### 7.1. Standard provisions

The Standard Provisions for Non-U.S. Non-Governmental Organizations as applicable will apply to these grants. Applicants can find the provisions at [https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf](https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf). Printed versions of these provisions are available upon request.

#### 7.2. Permission for use and disclosure

By submitting an application under this RFA, the applicant consents to the disclosure of the documents submitted by the applicant to the reviewers involved in the selection process. Please note that all reviewers are bound by non-disclosure agreements.

#### 7.3. Disclaimers

- Pact may cancel the solicitation and not award any funds.
- Pact may reject any or all applications received.
- Issuance of solicitation does not constitute award commitment by Pact.
- Pact reserves the right to disqualify any application based on applicant’s failure to follow solicitation instructions.
- Pact will not compensate applicants for their response to the solicitation.
- Pact reserves the right to issue an award based on initial evaluation of applications without further discussion.
- Pact may choose to award only part of the activities in the solicitation or to issue multiple awards based on the solicitation activities.
• Pact reserves the right to waive minor application deficiencies that can be corrected prior to award determination to promote competition.
• Pact may contact applicants to confirm contact person, address, and that the application was submitted for this solicitation.
• Pact may contact listed past performance references without notice to the applicant. Pact also reserves the right to contact other past performance information sources that the applicant did not list in the application.
• By submitting an application, the applicants confirm they understand the terms and conditions.

8. Attachments

The following documents are considered part of this RFA:
A. Grant application form
B. Budget template

You can access these documents here: https://www.pactworld.org/procurement/faith-community-initiative-education-about-prevention-and-response-sexual-violence