

Call for Expressions of Interest (EOI) - Namibia

Grants to support: **Namibian Equity Response Fund (NERF)**

NOTICE: Applicant's Questions

- Palladium (EpiC project partner) will accept requests for clarification submitted by email at the following address:
EpiCNamibia@thepalladiumgroup.com.
- Palladium will host a virtual applicant conference call.
 - Applicant conference 1: November 4, 2024 at 3pm (CAT)
- Any final questions on the EOI or application process must be received by 17:00 pm Central Africa Time (CAT) on November 8, 2024

To be invited to the applicant conference, please email us requesting a link to join the meeting at EpiCNamibia@thepalladiumgroup.com

Issuance Date: October 23, 2024
Due date for submission of questions: November 8, 2024
Pre-application Conference Date: November 4, 2024
Closing Date for Receipt of Full Application: November 18, 2024
Closing Time: 5:00 pm (Central Africa Time)
Total funding available (all grants): ~\$250,000 - \$4,00,000
Anticipated Number of Grants: Five
CFDA Number: 98.001
Funding Opportunity ID: RND-0000088

REF: *USAID/EpiC Namibia*
Cooperative Agreement Number 7200AA19CA00002

Subject: Call for Expressions of Interest (EOI) – Meeting Targets and Maintaining Epidemic Control (EpiC) Project: Namibian Equity Response Fund (NERF)

Dear Prospective Applicants,

Palladium is seeking applications from eligible organizations to provide/support to address equity gaps, dismantle structural barriers and to expand service delivery for HIV health services for Key Populations (KP), adolescent girls and young women (AGYW) and their sexual partners, orphans and vulnerable children (OVC), children and pregnant and breastfeeding women under the U.S. Agency for International Development (USAID) -funded program Meeting Targets and Maintaining Epidemic Control (EpiC) Project, Cooperative Agreement Number 7200AA19CA00002. Funding to address structural barriers is limited and spread over a geographically large and culturally diverse country. Through the Namibia Equity Response Fund (NERF), this funding opportunity aims to ensure that priority populations design and implement sustainable solutions to barriers they have identified to close equity gaps, dismantle structural barriers, and expand service delivery.

Please refer to the Funding Opportunity Description for a complete description.

This Call for EOI is being issued for the purposes of this program and consists of this cover letter and the following sections:

Section I – Background
Section II – Scope
Section III – Award Information
Section IV – Eligibility Criteria and Selection
Section V – Application Instructions
Section VI – Application Submission Process and Timeline
Section VII – Evaluation Criteria
Section VIII – Additional Information and Disclaimers

To be eligible for award, the applicant must provide all required information in its application, including the requirements found in any attachments.

Palladium may make an award resulting from this Call for EOI to the responsible applicant(s) whose application(s) conforming to this Call for EOI offers the greatest value. Palladium may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, and (d) waive informalities and minor irregularities in applications received.

Palladium may issue a subaward on the basis of initial applications received, without discussions. Therefore, each initial application must contain the applicant's best terms from a cost and technical standpoint. Issuance of this Call for EOI does not constitute an award commitment on the part of Palladium or USAID, nor does it commit Palladium or USAID to pay for costs incurred in the preparation and submission of an application. Final awards cannot be made until funds have been fully appropriated, apportioned, allocated, and committed to Palladium's prime award with USAID. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant, and all preparation and submission costs are at the applicant's expense.

All questions regarding this Call for EOI should be submitted to EpiCNamibia@thepalladiumgroup.com. Palladium may (a) reject any or all applications, (b) accept applications for reasons other than cost, or (c) accept more than one application (see Section V - Application Review Information). Applicants have an opportunity to seek clarifications, ask questions on this opportunity during scheduled applicant conference. **IMPORTANT Information for Applicant Conference: *All organizations intending to apply for this opportunity should email their intent to apply to EpiCNamibia@thepalladiumgroup.com to be registered to join the applicant conference (November 4, 2024 at 3pm CAT).***

Palladium intends to award a Fixed Amount Subaward but reserves the right to award any other form of assistance agreement. Palladium may waive informalities and minor irregularities in applications received.

Successful Applicants will be responsible for ensuring achievement of the program objectives. Please refer to the Funding Description section of this Call for EOI for a complete statement of goals and expected results.

Subject to availability of funds, Palladium intends to provide 3 to five grants ranging between \$50,000.00 USD to \$80,000.00 per award for activities to be implemented no later than September, 2025. Palladium reserves the right to adjust award amounts as needed and as funding allows.

Palladium requires that applications be submitted electronically at EpiCNamibia@thepalladiumgroup.com no later than November 18, 2024 and 5:00 pm Central Africa Time]. Please see the Annex provided with Application Instructions.

I. Background

Meeting Targets and Maintaining Epidemic Control (EpiC)—an eight-year (2019–2027) global project funded by the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) and the United States Agency for International Development (USAID)—is dedicated to achieving and maintaining HIV epidemic control. EpiC is led by FHI 360 with core partners Population Services International, Palladium, Right to Care, and Gobe Group. Palladium will manage this work for the EpiC project in Namibia.

Through the Namibia Equity Response Fund (NERF), PEPFAR will ensure that adolescent girls, young women (AGYW) and their sexual partners, orphans and vulnerable children, children and pregnant and breastfeeding women and key populations (sex workers, bisexual and gay men and men who have sex with men and transgender individuals, people who inject drugs and people in prisons and other closed settings) design and implement solutions to barriers they have identified. Subawards issued will reflect needs identified by these populations themselves, and focus on issues such as economic empowerment and inclusion; inclusive education; emergency support for short term housing particularly for recently homeless KPs and GBV victims; trainings for justice actors; legal aid services, anti-discrimination efforts with traditional or religious leaders, post-release populations, as well as those with legal barriers to accessing care, among other community identified needs.

This announcement is a call for expressions of interest (EOIs) from Namibian civil society organizations (CSOs) to join the EpiC/Namibia project, working in close collaboration with USAID/Namibia to implement activities and programming for one year (September 2024 to August 2025). Through this competitive process, EpiC/Namibia intends to select and provide funding and technical assistance to Namibian CSOs that meet the criteria outlined in this document.

II. Scope

The Objective of this grant fund is to “Attain and maintain HIV epidemic control among at-risk adult men, women and priority populations”

Priority Populations (PP) of Focus: Adolescent girls young women (AGYW) and their sexual partners, orphans and vulnerable children, children and pregnant and breastfeeding women and key populations (sex workers, bisexual and gay men and men who have sex with men and transgender individuals, people who inject drugs and people in prisons and other closed settings).

Activities

A list of illustrative activities serve as examples of possible activities, and you are therefore not required to pick from this list but can think of your own appropriate activity that is relevant for the EpiC/Namibia Objective.

Objective	Illustrative Interventions/Activities
<p>Address issues of equity of access to HIV services for targeted population</p>	<ul style="list-style-type: none"> - Integrating KP/AGYW/OVC/Pediatric/PMTCT programs proactively to remedy health inequities among priority populations - Addressing underlying social determinants and systemic barriers that are contributing to the inequity - Cultivating new partnerships to identify populations that have been socially, economically, geographically, systemically, or historically vulnerable - Implementing innovative strategies supported by behavioral and social sciences to remedy health inequities among a priority population - Incorporating community-led approaches with the population that is experiencing the inequity - Strengthening capacity in local organizations to institutionalize health equity

Monitoring and Evaluation

EpiC/Namibia will be responsible for working with successful applicants to align all targets for the project and ensure adequate reach.

Illustrative Outcomes:

- TBD Metrics to be developed around access.

III. Award Information

- Anticipated Start Date and Performance Period. The anticipated award date is on (or around) January 15, 2025, with a period of performance of 6-8 months.
- Estimate of Funds Available. Subject to availability of funds, under this Call for EOI, EpiC/Namibia anticipates awarding up to 5 grants under this project ; each award could range between \$50,000 to \$80,000.00 as funding allows for the duration of the project.
- Assistance Subawards. Pursuant to Title 2 of the Code of Federal Regulations (CFR) Part 200.400 it is USAID policy 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 (2 CFR 200 Section E for non-profit organizations and 48 CFR (Federal Acquisition Regulations) Part 31 for for-profit organizations) will be considered in establishing the final amount of the subaward.

IV. Eligibility Criteria and Selection

To be considered for this subaward, an organization must meet **all** of the following minimum eligibility criteria:

- Must be locally registered as a CSO in Namibia, whether faith-based, community-based, or a national organization or have a fiscal agent CSO that will be financially responsible for the project.
- Must have experience in implementing HIV programs for one of the priority populations.
- Must disclose any conflict of interest: the applicant's relationships, associations, activities, and interests should not create a conflict of interest that could prevent full impartiality in implementation of the grant activities.

Any organization that does not meet these minimum eligibility criteria will not be considered.

Applications will undergo a preliminary review for completeness and responsiveness. Incomplete applications, applications judged to be unresponsive to the EOI, and applications submitted after the due date and time will be considered ineligible and will NOT be considered for an award.

V. Application Instructions

To facilitate the competitive review of the applications, applications should conform to the format prescribed below. Applicants are expected to review, understand, and comply with all aspects of this Call for EOI. Failure to do so will be at the applicant's risk. Each applicant shall furnish the information required by this Call for EOI. Applications are comprised of two components: technical applications and cost applications. Both technical applications and cost applications should be specific, complete, and presented concisely. A lengthy application does not in and of itself constitute a well-thought-out application.

Technical applications shall demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. An organization may only submit one application in response to this Call for EOI.

The application should be specific, complete, and presented concisely. Applications that do not substantially meet the requirements of this Call for EOI will not be considered for award.

Submission formatting: The application should be written in English and in 12-point Times New Roman Font. Text in tables or charts may be 10-point Times New Roman font. Narratives should be prepared in Microsoft Word or compatible equivalent with print areas set to 8.5 x 11-inch, letter-sized paper and one-inch margins.

Applications should be no longer than seven pages, excluding the budget and appendices. The application shall be divided into the following sections, with the maximum number of pages given per section as below.

A. Organizational Background (2 pages maximum)

Applicants should briefly detail the following information in the organizational background section. This information can be presented in a table format if needed.

If applying as a consortium, this information should be provided for the lead applicant/lead consortium member (clearly indicated) as well as each additional member organization in the consortium.

- Name of the organization.
- UEI (if available)
- Contact person and full address (physical, postal, telephone and email).
- Type of organization. Indicate if it is a membership organization.
- Current geographical coverage (communities, hot spots, health centers). Please note any current or past presence in the targeted regions.
- Organizational vision, mission, goal and objectives.
- A list of current and recently completed projects. Please include for each project the technical and geographic areas of focus, the groups served, and numbers reached.
- Sources and funding levels for the past three years. Indicate if the sources are private/foundation or government (United States, Namibia, other).
- Organizational structure and staffing/membership level.

B. Technical Proposal (5 pages maximum)

Applicants should detail the following in the technical proposal:

B.1 Technical Approach and Key Activities

In this section, applicants should describe in more detail the objective and specific activities that they will conduct and the proposed approaches to ensure their success.

Applicants should organize this section as follows:

1. Describe the population groups the applicant's program intends to target and provide a rationale for selection.
2. Indicate the proposed geographic area/s in which the applicant will implement this project.
3. Describe the overall technical approach to conducting activities, including what strategies the applicant will use to ensure success. Where applicable, clearly indicate how strategies will differ based on the target population or geographic region.
4. List and describe activities according to the objective. Applicants are free to focus on a sub-set of activities.)

Applicants are free to present the information above in narrative or table format.

Geography and Target Populations. Applicants should specify the regions/districts/towns and specific populations they wish to reach and the specific communities they will engage with, including government, donor and other related activities.

B.2 Management Approach and Institutional Capabilities

In this section the applicant should describe the management and staffing structure that will ensure the successful implementation of the project.

B.3 Monitoring and Evaluation Plan

Applicants should include the following in this section:

- A description of how the applicant's monitoring and evaluation (M&E) system will support the implementation of the project.
- A description of how the applicant will use M&E data for continual project improvement.
- Information on the applicant's current capacity to collect and analyze data; and monitor and evaluate project performance.
- You should select up to three indicators and identify targets for each.

C. Illustrative Budget (no page limit)

Applicants should prepare and submit a detailed budget (Annexure I) and accompany budget narrative (Annexure II) in accordance with their proposed interventions for the anticipated period of Performance. **Applicants must submit the budget in the prescribed Excel template.** No profit/fee will be paid or considered under any resulting award.

If an application contains indirect costs, applicants must include substantiating documentation. In accordance with 2 CFR 200.414, eligible applicants may choose to apply a 10 percent de minimis rate to their Modified Total Direct Costs. This rate is subject to substantiation and review and may be set lower than 10 percent. Please note this is only for those applicants which have never received a Negotiated Indirect Cost Rate Agreement (NICRA).

D. Annexes (no page limit)

- In the annex, applicants should submit Copies of Certificate of Registration or Incorporation Papers.
- The applicant may include additional information if deemed necessary; however, technical applications should be specific, complete, and concise. A lengthy application does not in and of itself constitute a well-thought-out application. Therefore, applicants must avoid unnecessary documentation.
- All applicants are required to complete an analysis of risks as it relates to the proposed modalities and relevant mitigation measures. Specifically, the assessment should examine potential risk related to fraud, corruption and mismanagement. Applicants should demonstrate that due consideration has been given to ensuring the security and protection of all participants.
- Important: If applicants are proposing an indirect cost rate percentage, then each applicant must include a copy of its organization's most recent Negotiated Indirect Cost Rate Agreement (NICRA) issued by its organization's audit agency (USAID or another agency of the U.S. Government). If applicants are proposing an indirect cost rate percentage but do not have an established NICRA, they must then submit supporting financial/auditing information to support any of the proposed indirect costs as recovered by a percentage method and certification by an accountant stating that the costs are calculated with the exclusion of all unallowable costs as defined by applicable cost principles under 2 CFR 200 or FAR 31.
- Certain documents are required to be submitted by the applicant in order for Palladium to make a determination of **responsibility**. Applicants shall submit any additional

evidence of responsibility to support this determination. The information submitted should substantiate that the applicant:

- Has adequate financial, management, and personnel resources and systems, 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, non-governmental and governmental.
- Applicants shall submit any additional evidence of responsibility, as requested, to support the determination pertaining to adequate financial, management, and personnel resources and systems; ability to comply with the award conditions; satisfactory record of performance, integrity and business ethics; and/or qualifications and eligibility to receive a grant under applicable laws and regulations.
- For Apparent Successful Applicants only, past performance supporting documentation, including the Past Performance Reference Questionnaire which will be sent to Apparent Successful Applicants only; and
- Has a satisfactory record of integrity and business ethics.

VI. Application Submission Process and Timeline

Questions on this call for EOIs may be submitted to EpiCNamibia@thepalladiumgroup.com. Questions must be received by **5pm Central African Time (CAT) on November 8, 2024**.

Palladium will hold an applicant conference from **3-4 pm Central African Time CAT) on November 4, 2024**. The applicant conference will be held by teleconference, and during this time Palladium will respond to questions on the call for EOI, including those submitted to the above email address. Information for joining the teleconference by phone is provided below. Responses to questions will also be shared immediately following the applicant conference. **IMPORTANT Information for Applicant Conference: *All organizations intending to apply on this opportunity should email their intent to apply to EpiCNamibia@thepalladiumgroup.com to be registered to join the bidders conferences.***

Completed EOIs are due to Palladium via the EpiCNamibia@thepalladiumgroup.com by **5:00 pm CAT November 18, 2024**. Microsoft Word, Excel (for the budget) and Adobe Acrobat (PDF) files are all acceptable.

After the EOI review process, Palladium may contact applicants with questions to clarify aspects of their EOIs. Table 3 provides a summary of key dates in this process.

Table 3. Key dates for EOI process

Milestone	Approximative Dates (TBD)
EOI issue date	October 23, 2024
Applicant conference	November 4, 2024
Questions on EOI due to EpiCNamibia@thepalladiumgroup.com	November 8, 2024
Applications due	November 18, 2024
Application review and post-submission clarifications	November 30, 2024
Notification of decisions to applicants	December 10, 2024
Pre-award assessments and subaward development with selected applicants to complete subaward documentation	December 31, 2024
Submission of final subaward package(s)	January 15, 2025

VII. Evaluation Criteria

1. Merit Review Criteria

Technical applications and cost applications of each EOI will be reviewed separately. The technical application will be evaluated in accordance with Table 4 set forth below. Thereafter, the cost application of all applicants submitting a technically acceptable application will be reviewed for general reasonableness, allowability, and allocability in accordance with applicable cost principles (2 CFR 200 Part E for non-profit institutions and FAR 31 for for-profit companies). To the extent that they are necessary (if award is not made based on initial applications), negotiations and/or interviews will then be conducted with all applicants whose application, after discussion and negotiation, has a reasonable chance of being selected for the award. Subawards will be made to eligible, responsible applicants whose applications offer the greatest value, cost-effectiveness, and other factors considered. After it is determined that the minimum eligibility requirements have been met, a Merit Review Board (MRB) will evaluate applications according to the criteria described below.

Table 4. Evaluation criteria for applications

Criteria	Points
<p>ORGANIZATIONAL BACKGROUND:</p> <ul style="list-style-type: none"> • The application includes all components detailed above. • The applicant meets minimum eligibility criteria. • The applicant’s organizational vision, mission, goals, and objectives are in line with the EpiC/Namibia project. • The applicant has implemented similar projects in the past and has included clear examples. • The applicant has successfully managed donor funds. 	25
TECHNICAL PROPOSAL	
<p>TECHNICAL APPROACH:</p> <ul style="list-style-type: none"> • The technical approach is clear, complete, and responsive to the EpiC/Namibia objectives and the requirements of this EOI. • The technical approach is innovative, based on best practices, and is likely to achieve the project’s objectives. • The applicant demonstrates an understanding of the context and expertise on the subject matter described in this EOI. • The technical approach clearly articulates what activities will be conducted, how, where, and by whom and with a clear timeline • The technical approach being proposed is sustainable 	50
<p>MANAGEMENT APPROACH:</p> <ul style="list-style-type: none"> • The application sets forth a management structure and team that are capable of rapid project startup and achievement of the grant project’s objectives 	15
<p>MONITORING AND EVALUATION PLAN:</p> <ul style="list-style-type: none"> • The M&E approach responds to the technical strategy. • The applicant proposes effective and high-quality methods for monitoring activities, measuring results and using M&E data to improve performance. • The applicant demonstrates current capacity to collect and analyze data and monitor and evaluate project performance 	10
TOTAL	100

2. Review of Cost Application

The cost application of all applicants submitting a technically acceptable application will be reviewed to determine if costs are reasonable, allocable, and allowable. If an application is recommended for award following the technical review, Palladium may at its option conduct cost negotiations.

Costs will be reviewed for cost reasonableness, allowability, allocability, adequacy of budget detail, and financial feasibility.

3. Review and Selection Process

After initial selection, the apparent successful applicant will be asked to provide additional information pertaining to any application concerns. Applications will be reviewed by technical and programming experts. This information will be used to make a determination before a grant is provided. Palladium shall make the final selection.

Successful applicants will receive the following templates for completion. The Annexes below are not required unless the applicant receives notice of a successful application.

- Annex A Certifications and Representation
- Annex B Due Diligence Questionnaire(s)
- Annex C Business Partner Code of Conduct
- Annex D Past Performance Reference Questionnaire

VIII. Additional Information and Disclaimers

This information is provided to aid applicants in the preparation of their applications.

a. CONTRACT MECHANISM

Palladium anticipates awarding one or more fixed amount award grant(s) (FAAs), subject to renewal. ADS 303mat, Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations will apply ([ADS Reference 303mat | Document | U.S. Agency for International Development](#)).

b. DISCLAIMERS

- Applicants will not be reimbursed for the cost incurred in preparation and submission of an application. All preparation and submission costs are at the applicant's expense.
- Palladium may cancel EOI and not award.
- Palladium may reject any or all responses received.
- Issuance of EOI does not constitute award commitment by Palladium.
- Palladium reserves the right to disqualify any offer based on applicant's failure to follow EOI instructions.
- Palladium will not reimburse applicants for costs incurred in preparation and submission of an application.
- Palladium reserves the right to independently negotiate with any applicant, or to issue award based on initial evaluation of offers without further discussion.
- Palladium may choose to award only part of the activities in the EOI, or issue multiple awards based on the solicitation activities.
- Palladium reserves the right to check an applicant's donor references; and
- Palladium reserves the right to waive minor application deficiencies that can be corrected prior to award determination to promote competition.

c. CALL FOR EXPRESSIONS OF INTEREST NOT AN OFFER

This call for EOI represents only a definition of requirements. It is merely an invitation for submission of applications and does not legally obligate Palladium to accept any of the submitted applications in whole or in part, nor is Palladium obligated to select the lowest priced application. Palladium has no contractual obligations with any applicants based upon issuance of this call for EOI. It is not an offer to contract. Only the execution of a written award shall obligate Palladium, in accordance with the terms and conditions contained in such award.

d. DISCUSSIONS AND AWARD

Palladium reserves the right to seek clarifications, enter into discussions or negotiations, or to make award on initial submissions without discussions or negotiations of any kind. Palladium reserves the right to exclude from further consideration any applications at any time, including after discussions or negotiations have been entered into.

e. FALSE STATEMENTS IN OFFER

Applicants must provide full, accurate and complete information as required by this call for EOI and its attachments. At any time that Palladium determines that an applicant has provided false statements in the EOI, Palladium may reject the EOI without further consideration. This call for EOI and any resulting award shall be interpreted in accordance with the laws of the U.S. Government except in cases where they contradict local law. The English language version of this call for EOI and any resulting award shall govern, and all notices pursuant to the provisions of this call for EOI and any resulting award shall be in English.

f. OFFER VERIFICATION

Palladium may contact applicants to confirm contact person, address, bid amount and to confirm that the bid was submitted for this call for EOI.

g. RESERVED RIGHTS

- All call for EOI responses become the property of Palladium and Palladium reserves the right in its sole discretion to disqualify any offer based on applicant failure to follow solicitation instructions.
- Palladium reserves the right to waive any deviations by applicants from the requirements of this call for EOI that in Palladium's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
- Extend the time for submission of all call for EOI responses after notification to all applicants.
- Terminate or modify the call for EOI process at any time and re-issue the call for EOI to whomever Palladium deems appropriate.
- Palladium reserves the right to issue an award based on the initial evaluation of offers without discussion.

- Award only part of the activities in the call for EOI or issue multiple awards based on call for EOI activities.
- The awardee must have or be in the process of obtaining a UEI number. Additional assistance will be provided, as needed, during negotiations with prospective awardees.
- Palladium reserves the right to request audited financial statements from the selected applicant(s).
- At the conclusion of the evaluation process, any selected firm will be required to complete a Financial Pre-Award Assessment in order for Palladium to ascertain that 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 the firm will also be requested to submit their incorporated papers, certificate of registration and/or Tax ID number (TIN), audit reports and/or financial statements. Applicants may be asked to submit additional documentation to illustrate that the organization has the financial capacity to implement the grant. Site visits may be conducted by Palladium staff to evaluate the organization in these areas.

h. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

(a) The applicant certifies that--

1. The prices in this EOI have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other applicant, including but not limited to subsidiaries or other entities in which applicant has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
2. The prices in this application have not been and will not be knowingly disclosed by the applicant, directly or indirectly, to any other applicant, including but not limited to subsidiaries or other entities in which applicant has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive call for EOI) unless otherwise required by law; and
3. No attempt has been made or will be made by the applicant to induce any other concern or individual to submit or not to submit an application for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the application (if any) is considered to be a certification by the signatory that the signatory--

1. Is the person in the applicant's organization responsible for determining the prices being offered in this application, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
2. Has been authorized, in writing, to act as agent for the principals of the applicant in certifying that those principals have not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.
3. As an authorized agent, does certify that the principals of the applicant have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

4. As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) Applicant understands and agrees that --

1. violation of this certification will result in immediate disqualification from this call for EOI without recourse and may result in disqualification from future solicitations; and
2. discovery of any violation after award to the applicant will result in the termination of the award for default.

i. **CALL FOR EXPRESSION OF INTEREST FIRM GUARANTEE**

All information submitted in connection with this call for EOI will be valid for three (3) months from the call for EOI due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your firm is awarded a grant, all information in the call for EOI and negotiation process is contractually binding.

j. **GOVERNING LAW AND LANGUAGE**

This call for EOI and any resulting award shall be interpreted in accordance with the laws of the U.S. Government except in cases where they contradict local law. The English language version of this solicitation and any resulting contract or grant shall govern, and all notices pursuant to the provisions of this solicitation and any resulting award shall be in English.

k. **WITHDRAWALS OF EXPRESSIONS OF INTERESTS**

Applicants may withdraw EOIs by written notice via email received at any time before award. EOIs may be withdrawn in person by an applicant or his/her authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

Annexures:

Annexure I: Budget Template with instructions

Annexure II: Budget Narratives

Annexure I: Budget Template with instructions

EpiC Namibia

Grantee Budget Instructions

Instructions for the Applicant:

In the **Grantee Budget Template** tab, please detail all expenditures connected with the proposed grant activity and include a comment in the "narrative" column explaining each included expense. All costs shall be expressed in **USD Currency**

A. Salaries (activity staff)

The applicant shall provide the individual's name, position title, the number of days (i.e. the level of effort), the unburdened unit salary (as a daily rate) and the total amount for each line. **Benefits, fees, and indirect costs should not be included in the daily rate.**

B. Fringe Benefits

Include social security and health insurance for proposed staff, prorated for the level of effort proposed.

C. In-Country Travel and Transportation

Travel and Transportation includes per diem and shall be broken down by traveller, transportation method, number of trips and the corresponding number of days of per diem. Include a rationale for each trip.

D. Procurement or Rental of Goods (Equipment and Supplies)

As part of the detailed budget breakdown, the applicant shall submit details of all equipment's and supplies (does not include office supplies) required for undertaking the award grant.

E. Contractual

As part of the detailed budget breakdown, the applicant shall submit details of all Contracts and consultant that required for undertaking the award grant.

F. Other Direct Costs (ODCs)

As part of the detailed budget breakdown, the applicant shall submit details of all proposed activities/workshops/meetings costs & other direct costs (ODCs) required for undertaking the award grant. ODCs include costs for non-labor direct program implementation, as well as costs for communication, expendable supplies and materials, report preparation/reproduction and publications, office rent, and utilities. Include a basis of estimate for each item.

G. Indirect Rates

Qualified organizations may include the de minimis rate of 10% (non-US non-profit organizations only) or a properly audited indirect rate indirect rate (US organizations holding a negotiated rate agreement only)

BUDGET TEMPLATE

BUDGET TEMPLATE				
Period of Performance:	1 Year		mm/dd/yy	mm/yy/dd
Cost Category	Measur ement of Unit	Unit Cost	Unit/Quan tity Required	Total Cost (USD)
		(A)	(B)	(A x B) =C
A. Salaries (Local In-Country Staff with Name, Position)				
Local Staff Position #1	/day			\$ -
Local Staff Position #2	/day			\$ -
Local Staff Position #3	/day			\$ -
Local Staff Position #4	/day			\$ -
Local Staff Position #5	/day			\$ -
Total, Salaries				\$ -
B. Fringe Benefits				
Life Insurance		0.00%		\$ -
Provident Fund		0.00%		\$ -
Severance/End of Service Gratuity		0.00%		\$ -
Health Benefits		0.00%		\$ -
Holiday Bonus		0.00%		\$ -
Total, Fringe Benefits				\$ -
C. Travel and Transportation				

Local Travel				
a. [Enter Trip Title with Per Diem city]	Days/Trip			
Per Diem	Days	-	0.00	\$ -
Ground Transportation	Days	-	0.00	\$ -
Miscellaneous	Days	-	0.00	\$ -
b. [Enter Trip Title with Per Diem city]	Days/Trip			
Per Diem	Days	-	0.00	\$ -
Ground Transportation	Days	-	0.00	\$ -
Miscellaneous	Days	-	0.00	\$ -
Total, Travel and Transportation				\$ -
D. Procurement or Rental of Goods (Equipment and Supplies)				
<u>a. Equipment</u>				
Equipment #1	/each		0.00	\$ -
Equipment #2	/each		0.00	\$ -
Equipment #3	/lot		0.00	\$ -
Subtotal, a. Equipment :				\$ -
<u>b. Supplies (does not include office supplies)</u>				
	/each		0.00	\$ -
	/each		0.00	\$ -

	/each		0.00	\$ -
	/each		0.00	\$ -
	/lot		0.00	\$ -
Subtotal, b. Supplies (does not include office supplies):				\$ -
Total, Procurement or Rental of Goods (Equipment and Supplies):				\$ -
E. Contractual				
<u>a. Contracts</u>				
				\$ -
				\$ -
Subtotal, a. Contracts:				\$ -
<u>b. Consultants – Local</u>				
				\$ -
Local Consultant 1	/day	-	0.00	\$ -
Local Consultant 2	/day	-	0.00	\$ -
Subtotal, b. Consultants - Local:				\$ -
Total, Contractual				\$ -
F. Other Direct Costs				
<i>a. Activities: Training, Workshops, Conferences, etc.</i>				
				\$ -
Activity 1: Brief title	/year	-	0.00	\$ -

Activity 2: Brief title	/year	-	0.00	\$ -
Activity 3: Brief title	/year	-	0.00	\$ -
Activity 4: Brief title	/year	-	0.00	\$ -
Activity 5: Brief title	/year	-	0.00	\$ -
Subtotal, a. Activities: Training, Workshops, Conferences, etc.:				\$ -
b. Project Office/Communication Costs				
Communications				\$ -
Postage and Shipping				\$ -
Printing/Photocopying				\$ -
Other (add lines as necessary)				\$ -
Subtotal, b. Project Office/Communication Costs:				\$ -
Total, Other Direct Costs				\$ -
TOTAL Direct Cost (SECTIONS A-F)				\$ -
G. Indirect Rate				
Rate Description (NICRA, de minimis)	10%		\$ -	\$ -
GRAND TOTAL: (SECTION A-G)				\$ -

Annexure II: Budget Narratives

According to your organization's official and approved rates and policies please complement the budget Excel template information with this budget narrative. Successful applicants, post award, will be required to provide proof of costs referring for personnel, travel, and fringe.

Personnel

Local In-Country Staff

Staffing structure here

Name	Position (% time)	Monthly cost of staff (already including benefits)	Briefly explain Role in relation to project activities

Fringe Benefits

Please customize based off of your organization's application of fringe benefits.

Sample local fringe benefits are budgeted as follows:

Benefit	Base of application
Life Insurance	XX% of salaries
Provident Fund	XX% of salaries
Severance/End of Service Gratuity	XX% of salaries
Health Benefits	L\$ xxx per Full Time Equivalent Position

Travel, transport and per diem

[Explain travel assumptions here e.g. # of trips to project sites, duration of trips, purpose of trips in relation to project activities (e.g. workshops, community engagement, dissemination of supplies etc.)]

benefits / salary	Basis for calculation (insert below a brief explanation about the salary and benefits policy of your organization)
Airfare (if applicable):	Example: For this project, we will make XXX trips, from YYY people, to ZZZ places, with the cost of WWW etc.
Per diem (according to your organization's approved travel policy)	Example: For this project, we will use XXX nights, in the unit value of YYY, according to our policies, giving an overall value of ZZZ.
Ground / Boat Transportation:	Example: For this project, we will use boat trip from city YYY to ZZZ.
Taxis To and From Airport (if applicable):	Example: For these trips and monitoring of the project in places of activity, we will use XXX with taxi and other transport.

Procurement Costs (Equipment and Supplies):

Briefly explain what equipment and supplies are needed and why

Contractual

Local Independent Consultants:

Consultant Name	Position	Daily Rate Proposed	Total Level Effort (# of days worked in the project in a given month)	Job Responsibilities

Sub-awards/Contracts:

(If applicable, describe any sub-award to additional organizations and purpose of the sub-award/role in activities proposed).

Other Direct Costs

Activities: Briefly explain what training, workshops, conference, meetings etc. are needed and why, how and where they intend to be held

Examples: Training, Workshops, Conferences, etc.

Project Office Costs

Examples: office supplies

Communication Costs

Telephone/Internet

Monthly mobile phone top-up

Postage and Shipping

Printing/Photocopying

Other Costs (if any)**Indirect Costs**

Provide your organization's indirect costs

Total Estimated Project Costs: