



USAID EXPANDING Water and Sanitation PROJECT

Request For Applications (RFA)

USAID Expanding WASH Grants

Contract No. 72061122C00004

RFA Reference Number: EXPANDING WASH /RFA/04/2024

Guidelines for Grant Applicants

Project Title: USAID EXPANDING WASH

Announcement Type: Request for Applications (RFA)

RFA Number: EXPANDING WASH RFA/04/2024

Issuance Date: Thursday, April 4, 2024

Questions to be received by: Friday, April 12, 2024,
4:00 PM (Zambia Time)

Responses on website by: Wednesday, April 17, 2024

Deadline for Submission of Applications: Friday, May 3, 2024,
4:00 PM (Zambia Time)

Submit Applications & Questions to: grants@Expandingwash.org

Website: www.rti.org/rfp

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SECTION I –BACKGROUND

Description of USAID Expanding Water and Sanitation Project

The USAID Expanding Water and Sanitation Project (USAID Expanding WASH) is a 5-year, contract between the U.S. Agency for International Development (USAID) and RTII, a nonprofit research and international development institute. USAID Expanding WASH supports the professionalization of WASH services, increasing private sector engagement in service delivery and improving accountability between citizens, service providers, and policymakers to sustain reliable, high-quality WASH services.

USAID Expanding WASH program geographic focus is as follows:

- **Focus on water:** Lunte and Mungwi districts in Northern Province; Kalomo and Kazungula in Southern Province; and Nakonde in Muchinga Province.
- **Focus on sanitation:** Nalolo, Kalabo, Sesheke, Mongu, and Kaoma districts in Western Province; and Chinsali and Mpika in Muchinga Province.

The eleven districts are USAID strategic interest for Expanding WASH activities implementation.

The program’s vision is that after 5 years, the USAID WASH project in Zambia would have achieved the vision for an ecosystem of socially accountable stakeholders. This vision includes widespread adoption of best governance practices, encouragement for private Sector Participation (PSP) flourish, and operational improvements for sustainability.

This RFA invites applications for WASH activities, to be carried out under the auspices of RTII. The activities are supported by the United States Agency for International Development (USAID). The goal is to strengthen market-based systems so that the GRZ, government local authorities (LAs), CUs, civil society, district water, sanitation, and hygiene education (i.e., D-WASHE) committees, empowered communities, and the private sector work together toward a common objective and collectively maximize the positive impacts of sustainable WASH outcomes for citizens.

The outcome of this will deliver:

- i. Increased access to safe drinking water by 15% over the baseline value in Lunte and Mungwi districts in Northern Province; Kalomo and Kazungula in Southern Province; and Nakonde in Muchinga Province,
- ii. Increase access to basic sanitation by 25% over the baseline value in Nalolo, Kalabo, Sesheke, Mongu, and Kaoma districts in Western Province; and Chinsali and Mpika in Muchinga Province through effective partnerships via mobilized private sector and GRZ partners and improve capacity for 150 organizations.

The implementation phase will be 15 months. The grant application funded under this RFA will not exceed **USD 30,000**. Applications more than this amount will be rejected as non-responsive and will not be evaluated. Continuation of awards shall be dependent on past project performance, project priorities and availability of funds.

The three objectives for the project are:

Objective 1: Institutionalize market-based WASH service delivery, with financially sustainable and inclusive management models.

Objective 2: Increase the accountability of WASH service providers, policymakers, and civic leaders.

Objective 3: Increase private sector participation (PSP).

Overview of the Request for Applications (RFA)

USAID Expanding WASH will issue grants on behalf of USAID and will comply in all material respects with USAID's ADS Chapter 303 (including mandatory and supplementary references) in awarding and administering grants, as well as 2 CFR 200 and 2 CFR 700.

This Request for Applications (RFA) invites applications from Civil Society Organizations (CSOs) to implement WASH activities that focus on community mobilization and sensitization. The proposed project must be within the framework of the following objectives below and conform to overall USAID Expanding WASH objective.

Objective 2.1

Improve Citizens' Capacity to Hold WASH Service Providers, Policymakers, and Civic Leaders Accountable for Quality Service Delivery.

Objective 2.1.2

Deploy Rigorous and User-Friendly Local Governance Tools

The focus on the above objectives will be to enhance social accountability by equipping citizens—as constituents and as customers—with tools and spaces that enable them to advocate for high-quality services and hold service providers accountable to minimum standards.

The objective is to maintain and expand sustainable WASH services in peri-urban, rural growth centres, and rural areas. USAID Expanding WASH will measure success by the ability of grantees to achieve technical results and evolve in a way that helps them become more efficient, effective, and sustainable entities that can transform their communities. This community mobilization grants funding opportunity targets Civil Society Organizations (CSOs) and will bolster activities and build local capacity of implementing partners.

The applicants shall undertake WASH community mobilization/sensitization and the empowering of citizens to demand social accountability and improved services in a phased manner from development to implementation whilst allowing for collaborative design of the campaign strategy, piloting of activities and refining of messaging followed by scale-up of implementation.

This campaign or mobilization strategy shall include social media, national and community radio and newspapers on the one side and participation in annual cultural events, localized road shows.

These WASH awareness campaigns shall include:

- Health education with regards to access to Sanitation (both safe and basic)
- Health education as it relates to accessing Water supply and water handling at household level
- Advocacy for improved WASH service delivery
- Social accountability of service providers, consumers, and government
- Advocacy for social inclusion of vulnerable groups (women, youth, the disabled, the aged and the economically vulnerable) in the management of WASH service delivery mechanisms.
- Capacity building of locally based emerging CSOs to sustainably implement community mobilization for WASH and facilitate citizens demand for social accountability from service providers and policymakers.

USAID Expanding WASH -Districts Focus

The grants under USAID Expanding WASH will support organizations to implement activities in the two districts of Lunte and Mungwi in Northern province of Zambia.

Target Audience & Coverage

This WASH awareness campaign will target all demographics – women, children, youth, men, the aged, the disabled and the economically vulnerable – utilizing or benefiting from WASH services in one way or another in the target districts.

To help with messaging and delivery the target audience may be categorized as primary, secondary and service providers: -

Primary Audience – Consumers: The primary audience of this awareness campaign will be the end users of WASH services in peri-urban, rural growth centres and rural areas. A gender and social inclusive focus will be important. It is expected that there will be some targeted activities focusing on women’s and youth groups.

Secondary Audience – Champions: The secondary audience for the campaign will be influential members of the community (groups and individuals) this may include Traditional leaders Councillors, Church leaders, civic leaders/leaders of local organizations, teachers, and other government extension workers in the area. Some of the secondary audience may be considered “channels” for communicating to the primary audience.

Service Providers & Policy makers– these are the providers of WASH services at all levels and include CUs, LAs, NGOs and bilateral/multi-laterals implementing WASH activities in the target areas. Included in these are the MPs, Council Chairpersons, government ministries active in the WASH sector.

The expected outcomes from the awareness campaign are as follows –

- Consumers: Increased awareness of the benefits of safe access to Sanitation and to adequate and safe water supply.
- Increased consumer participation in discussions demanding social accountability of WASH. service providers (governance, transparency, adequate feedback on issues of WASH.
- Increased participation in demanding improved WASH service delivery (demand increased access, prompt repair on broken down facilities, ensuring continuity of supply and access).
- Increased social inclusiveness of vulnerable groups women, disabled, youth elderly and economically vulnerable.
- Increased capacity in CSOs administration of WASH activities through effective resource mobilizations and program implementations.

Champions: Similar to consumers, the campaign will help champions to understand the value of Safe and adequate access to WASH services in their communities. Given the nature of the individuals and entities within this category, some may eventually adopt this messaging and create a continuity in awareness creation, demanding social accountability not only in WASH but in other sectors too.

Service Provider and Policy makers: find innovative ways to improve service delivery and support reforms that enhance efficiency in WASH service provision.

Deliverables:

1.Inception Report/Briefing Note:

Following initial assessment of the WASH status on the ground (and using the WASH baseline survey undertaken). This shall also include the identification of at least 2 local CSOs to be earmarked for capacity building. The grantee is expected to produce a briefing note outlining observations and planned next steps.

2.Campaign Concepts:

The grantee will provide concepts and designs of the messaging, discussion points, program layout with topics and session objectives (if radio program), jingle messaging and use of drama based on their initial field consultation and understanding of WASH issues in the focus areas. These materials will have to go through a consultative process with USAID Expanding WASH and its partners.

3.Campaign message and brand Contract:

A contract document outlining the agreed campaign branding and key messaging.

4.Consolidated Campaign strategy:

The final output for the design stage will be a campaign strategy bringing together all elements of the campaign design process and should include recommendations on targeted activities, media mix and suggestions on delivery schedule. Where possible provide estimated reach out figures.

The above deliverables are only indicative and not conclusive. Final deliverables will be discussed and agreed with the selected applicant(s) and included in the award document.

Timelines:

Applicants will ensure adherence of the timeline shown in Table A below which outlines the steps that will be taken to deliver the campaign strategy on time.

Table 1

No	Indicative Deliverable	Timelines in Weeks
1	Briefing Note Contract	2 Weeks
2	Campaign Concepts Contract	4 Weeks
3	Campaign Message and Brand Contract	6 Weeks
4	Consolidated Campaign Strategy (including a 2-day consultative workshop)	8-10 Weeks
5	Bimonthly reports (progress during implementation)	Every 8 Weeks
6	Draft Program report	Month 14
7	Final Closeout Report	Month 15

SECTION II- AWARD INFORMATION

Estimated Funding Level, Grant Ceilings and Geographical Coverage

USAID Expanding WASH expects to award one grant and the grant amount of available funding is subject to change and RTII reserves the right to make no awards under this RFA.

Applicants must demonstrate success in managing cultural, social, and economic considerations in the proposed focus districts as well as success in addressing the project goals.

Any grant awarded under this RFA shall fall within the grant ceilings for the maximum period of 15 months:

- **Amount USD 30,000**

Anticipated Start Date for the Awards and Implementation Period

RTII anticipates the start date to be the **September 30, 2024**, upon award with an implementation period of 15 months.

Award Administration

RTII shall use the Fixed Amount Award (FAA) mechanism as guided under ADS 303.3.25. Fixed Amount Awards is a type of grant agreement under which payment is based primarily on performance and results. The Fixed Amount Award will be governed by the Standard Provisions for Fixed Amount Awards to Non-governmental Organizations.

SECTION III- ELIGIBILITY INFORMATION

Eligible Organizations/Entities that may Apply.

This RFA is targeted at civil society organisations and NGOs having presence in the province which are target districts. All qualified organizations have a fair opportunity to submit applications for funding. Organizations legally restricted from receiving US Government funded assistance will not be considered. Thus, applicants should:

- I. Be legally recognized and registered organisation. Current and updated registration documents and statutes must be submitted.
- II. Demonstrate experience undertaking WASH activities (participation in commemoration of WASH days or health days or health campaigns)
- III. Demonstrate experience in mass education approaches and awareness campaigns
- IV. Have been active for the last 12 Months
- V. Be directly responsible for preparation and management of the project, not acting as an intermediary or consultant.
- VI. Not be affiliated with a political party nor engaged in any political activities.

Guiding policies and procedures

All grants to be awarded under USAID Expanding WASH will be governed by RTII's policies and procedures on grant administration and in compliance with USAID's policies and procedures.

RTII strongly encourages women participation on project teams, and these will be considered favourably.

By way of responding to this RFA, applicants confirm their willingness to; -

- i. comply with all technical and financial requirements for participation in the program, including reporting and documentation of project activities, and
- ii. to participate in assessments, trainings, workshops, or other activities considered important for achieving project goals.

Cost Share

Cost sharing is not required. However, a commitment to provide in-kind support to the proposed activities e.g., volunteer/staff time, use of the organisation's equipment and free use of office space will be considered as co-funding and is an indication of commitment to the project.

Duration of grants

The planned duration of the grant may **NOT** exceed 15 months starting approximately on **September 30th, 2024, or thereafter.**

SECTION IV: APPLICATION AND SUBMISSION INFORMATION

The Grant Application Instructions

Interested applicants under this RFA should submit the application package comprising.

1. Attachment A-1: Grant Application Form template full technical program description
2. Attachment A-2: Monitoring and Evaluation Plans
3. Attachment A-3: Implementation Plan
4. Attachment A-4: Detailed Budget
5. Attachment A-5: Organizational Control Environmental Questionnaire
6. Attachment A-6: Logical framework

The applicants are required to submit full applications of not more than 15 pages using Times new roman, 12 fonts, page numbers and with each page clearly marked 'Expanding WASH'. The cover letter, dividers, table of contents, annexes (e.g., performance monitoring plan, personnel resumes, past performance information, certificates, forms, acronym list, etc.) will not count toward the page limitation.

RFA Information Question & Answer Sessions

All questions relating to this RFA shall be sent to Grants@expandingwash.org by **Friday, April 12, 2024, 4:00pm** Zambia time. Questions sent to any other address shall not be responded to. Responses shall be posted on RTII website www.rti.org/rfp by end-of-day **Wednesday, April 17, 2024**

Where and how to send applications

Interested applicants must submit their application with the required information to the email address specified below;

Grants@Expandingwash.org

Applications are to be submitted **via email ONLY** to be received no later than on the closing date and time indicated in the section below.

Deadline for Submission of Applications

All application packages must be received via email no later than **Friday, May 3, 2024,**

4:00pm Zambia time. In the subject line include **“EXPANDING WASH RFA/04/2024”**. Application packages received after this deadline will **NOT** be considered.

Issuance of this RFA in no way obligates RTII to issue any awards. However, RTII reserves the right to make fewer or more awards than expected. RTII will not be liable for any costs incurred in an applicant’s preparation of its response to this RFA. Furthermore, RTII may issue written amendments/addendums to this solicitation at any time before the application submission due date.

SECTION V –APPLICATION EVALUATION INFORMATION

Evaluation of Applications

RTII will organize and convene a selection committee that will review and evaluate the applications received by valuation deadline as follows; -

1. Assess eligibility.
2. Eligible applications shall then be assessed to verify compliance with the RFA application instructions set forth in this RFA i.e., number of pages, font type and size, format, and attachments. Applications that will have met eligibility criteria and the submission requirements stated in the RFA application instructions will be shortlisted.
3. The selection committee will then subject the shortlisted applications to technical evaluation and score each application on its merits.
4. Each application will be evaluated on each technical criteria and scored against the maximum points available for that criterion in accordance with the breakdown provided in the Evaluation Grid below and against an overall score of 100 points.

The evaluation criteria are divided into headings and subheadings

Table 2: Evaluation of Full Applications

No.	Area(s) of Assessment	Maximum
1.	Organization History and Past Performance	10
1.1	Clarity and relevance of mission and / or vision to the project to be implemented. (2 Marks) Articulates the major WASH or health-focused projects implemented by the organization within the last three years. (2 Marks) Evidence of stable and sufficient sources of funding other than the award. (1 Marks)	5

No.	Area(s) of Assessment	Maximum
1.2	Description of current geographical coverage and appropriateness for WASH PROJECT's needs. (5 Marks)	5
2.	Implementation Plan	45
2.1	<p><u>Problem identification and statement.</u></p> <p>Applicant ably identifies the existing gaps/problem (5 Marks) Demonstrates an understanding of the comprehensiveness, innovations, and the sustainability of interventions of the WASH PROJECT Program and its social accountability and advocacy components.(5Marks)</p>	10
2.2	<p><u>Project goal, objectives, and activity.</u></p> <p>Clarity of project goal and linkage to goals set in the RFA. (4Marks) Objectives are aligned with one or more of the priorities of the RFA. (3Marks) Objectives are linked to quantifiable results that the project will directly achieve. (2Marks) Describes in detail the activities that will be conducted for each specific objective, and the activities can clearly contribute to achieving each of the corresponding objectives and contribute to solving gaps under the problem statement. Activities are appropriate for each of the target groups and areas of focus. (6Marks) The activity clearly mentions expected outputs resulting from its implementation (theory of change needs to be clear).(5Marks)</p>	20
2.3	<p><u>Project approach and strategies</u></p> <p>Proposes appropriate approaches that address the defined problem. Innovations are evidence based, comprehensive, and lead to effective advocacy and social accountability campaigns whilst improving on delivery of services. When appropriate, includes empirical evidence of previous successes. (5Marks) Demonstrates how applicant will meaningfully collaborate with local, provincial and or national stakeholders to promote coordination and collaboration in implementation. (5Marks) Describes clear roles of each partner, nature of relationship, and value added by each partnership/linkage and collaboration. (2Marks) Describes collaboration strategies for target groups, communities, consortium members where applicable. (3Marks)</p>	15
3.	Project Monitoring and Evaluation	30
3.1	<p><u>Logical framework</u></p> <p>Applicant uses RFA format provided, highlighting all the required areas, and clearly highlights an if-then sequence(1Marks). Project outcomes in the log frame are linked to the project objectives(2Marks). Objectively verifiable indicators are valid, precise, reliable, and measurable and can be measured in a timely manner. (5Marks) Applicant clearly demonstrates the anticipated risks or highlights the assumptions that must hold for the project interventions to be implemented. (2Marks)</p>	10

No.	Area(s) of Assessment	Maximum
3.2	<u>Description of the M&E plan</u> Applicant describes the data collection process including what data are to be collected to track implementation and progress toward indicators, tools to collect data, and who will collect data. (5Marks) Articulates the data analysis plan outlining frequency, who will be involved in data analysis, what reports will be produced, and the dissemination plan and use of this information to inform learning and innovation. (3Marks) Project implementation activity plan is coherent with the log frame and proposed results. M&E budget is appropriate for size of the grant. (2Marks)	10
4.	<u>Project management and human resources</u> A description of the organization’s management structure (organizational chart should be included as an appendix). Includes a description of the organization’s current size in terms of personnel. (2Marks) Proposed project management team has required experience and expertise in line with the proposed project. Curricula vitae (CVs) and signed commitment letters for key personnel, including appropriate qualification, number, and experience must be attached. (2Marks) Applicant provides a level of effort table showing each position on the project and the proportion of time that the various positions will be dedicated to the project. (1Marks)	5
5.	<u>Project sustainability</u> Applicant’s previous work demonstrates tangible impact on the target groups and has evidence of replication. (2Marks) Project plans show evidence of careful and realistic planning about ensuring sustainability and ownership at the local level. (3Marks)	5
6.	Cost Efficiency	15
6.1	<u>Project Budget</u> Applicant uses the budget template provided as part of the Application guidelines. (2Marks) Budget items are consistent with the proposed activities presented in the implementation plan. (5Marks) The proposed expenditure is financially necessary for the implementation of the proposed activity. (5Marks) Unit costs match typical local conditions (i.e., salary/allowances rates appear in line with typical cost norms). Salaries, allowances, and administrative costs are not more than 25% of the total budget. (3Marks)	15
TOTAL ASSESSMENT SCORE		100

Unique Entity Identifier (UEI):

Beginning April 4, 2022, the Unique Entity ID (UEI) from SAM.gov is the authoritative identifier for those doing business with the federal government. The DUNS Number is no longer valid for federal award identification. The Unique Entity ID is generated in SAM.gov (www.sam.gov). If you are registered in SAM.gov (active or not), you already have a Unique Entity ID. It is viewable at SAM.gov.

Whereas applicants can submit their applications without the UEI number, however, grant recipients must provide the UEI before they can receive any funding.

Due to delays in processing of UEIs, applicants are encouraged to apply for the number early.

Pre-Award Assessments

RTII must be fully satisfied that the applicant has the capacity to adequately perform in accordance with the principles established by USAID. An award can be made only after RTII makes a positive determination that the applicant possesses, or has the ability to obtain, the necessary management competence to carry out the grant activity and will practice mutually agreed upon methods of accountability for funds and other assets funded by USAID. At a minimum, RTII will conduct a pre-award assessment on shortlisted applicants in order to make determination of responsibility;
RTII