

RESPONSES TO RFA QUESTIONS

Question 1: - Can an organisation choose to focus on only one or two thematic areas of the project for example private sector engagement and still access funding?

Response: -The applicant should focus on all the areas. See Section 1-under overview of the request for application which clearly states the community mobilization themes or objectives.

Question 2: Does funding cater for things like rentals and staff salaries working on the project?

Response: -Yes as you prepare the budget this cost should be included. However, salaries, allowances, and administrative costs are not more than 25% of the total budget..

Question 3: Does an organisation need to contribute a certain percentage to be eligible? Or everything will be funded at 100%?

Response: - Page 9 of the RFA states:

A3-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.

Question 4: Do you have targeted regions?

Response: - Page 4 of the RFA states the following

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.

Additionally, the objective is to maintain and expand sustainable WASH services in peri urban, rural growth centers and rural areas.

Question 5: - Is there provision for service delivery as a way to demonstrate and use the same for advocacy?

Response: There is no provision for service delivery under this grant.

Question 6: -Can a joint proposal be accepted?

Response: No. Joint proposal submission will not be accepted

Question 7: Can loose Alliances with community-based structures acceptable.

Response: No proposal submission from loose alliance will be accepted. Alliances of community-based organisations must have a formal memorandum of understanding

Question 8: -Will you provide word proposal template as well as Excel for budget?

Response: -All templates can be download from www.rti.org/rfp. Applicants can create the budget template in excel using the PDF template provided.

Question 9: - Who are eligible to benefit from this Grant's?

Response: - For entities or organizations that can apply for funding, please refer to SECTION III- ELIGIBILITY INFORMATION of the RFA, the section on “Eligible Organizations/Entities that may Apply”. On beneficiaries of the grant activities, please refer to SECTION I –BACKGROUND of the RFA.

Question 10: -We're also requesting for the documents related to the request for application,

Response: - All templates can be downloaded from www.rti.org/rfp Annex A, Annex B, Annex C and Annex D

Question 11: - Is USAID Expanding Water and Sanitation Project going to be operating in ALL the wards of Kazungula and Kalomo or it will be in selected project?

Response: - Activity implementation will be in any of the named districts as outlined in the RFA document

Question 12: -Is the project document going to be shared with us so that when application will be done enough information about the project is available?

Response: - The RFA copy is available and can be downloaded from www.rti.org/rfp

Question 13: -Can a company apply in all the districts or its one per district?

Response: - If the organisation has the capacity to implement the activities in all the 12 districts, they are free to apply

Question 14: -The RFA refers to three objectives for the overall USAID Expanding WASH Project, can you confirm that the focus of interventions for applications is on Objective 2 only?

Response: - The call is specifically for

- 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

Question 15: -Baseline survey: The outcomes of the Expanding WASH project refer to baseline values - “Increased access to safe drinking water by 15% over the baseline” and “Increased access to basic sanitation by 25% over the baseline”. Please could we request RTI to share the baseline survey?

Response: - The baseline value for access to basic drinking water is 36% overall (across all the 12 target districts). Baseline value for access to basic sanitation is 9% overall (across all the 12 target districts)

Question 16:

(a) What is - objectives of this project?

Response: - refer to section 1 Background Page 4 and 5 on objectives of the project

(b) Target districts and population size? **Response:** -See below Table.

Projected Mid-year Population, Total (Zambia Statistics Agency)

Year	Chinsali	Mpika	Nakonde	Lunte	Mungwi	Kalomo	Kazungula	Kalabo	Kaoma	Mongu	Nalolo	Sesheke	Total Pop.
2027	210,132	414,727	302,826	97,423	244,841	519,067	213,661	158,391	247,639	215,933	83,163	150,482	2,858,286
Rural Pop.	132,383	261,278	190,780	78,913	198,321	373,728	153,836	139,384	217,922	190,021	73,184	132,424	2,142,175

Rural/Urban Population Ratios		
	Rural	Urban
Western	88%	12%
Muchinga	63%	37%
Southern	72%	28%
Northern	81%	19%

The projected total population for the 12 target districts in the Year 2027 is 2,858,286.

The target beneficiaries covering only the rural and growth areas of the 12 target districts is **2,142,175**.

(c) Anticipated Results

Response: - Refer to Page 6 of the RFA under expected outcomes

(d) Project design - project document The RFA provides enough details about the project which will enable organisations prepare the technical and cost proposals.

Response: - RTII will not be able to share the project document as the RFA contains detailed information relating to this call

Question 17: -As CaDev Zambia, we wish to express our interest in submitting a concept for the USAID Expanding water and sanitation grants. We meet all the qualifications except for the fact that we are a social enterprise. We would therefore like to clarify if we can still proceed with our application.

Response: - Please refer to SECTION III- ELIGIBILITY INFORMATION of the RFA, the sub-part on “Eligible Organizations/Entities that may Apply”.

Question 18 (a): -The RFA Specifies two outcomes: “Increased access to safe drinking water by 15% over the baseline” and “Increased access to basic sanitation by 25% over the baseline.” Please confirm there are no infrastructure elements expected from interventions under this RFA?

Response: - There is no infrastructure element on this call for application

Question 18 (b): - For “Objective 2.1.2 - Deploy Rigorous and User-Friendly Local Governance Tools”:

I. Will the applying organization need to deploy tools?

Response: - Yes

II. Or, is it just the campaign? This is unclear.

Response: - The applying organisation will need to deploy the tools as part of the campaign

III. Are there tools that the government is already using?

Response: - No

Question 18 (c): Geographic & technical focus areas: All districts in Western province focus increasing access to basic sanitation, does that mean that the campaign strategy/intervention only focuses on sanitation messaging/community engagement or water and sanitation collectively?

Response: - The campaign should focus on both water and sanitation

Question 18(d): District clarification: In Western province, 5 districts were specified as target districts. Please clarify if this includes Mongu and Nalolo in Western Province.

Response: - Yes

Question 18(e): Where can the Organizational Control Environment Questionnaire (Attachment C) be found?

Response: - This was not mentioned in the RFA neither is it part of the annex on the website

Question 18(f): Where can the logical framework format/template be found as referenced in Area of Assessment 3.1?

Response: - This has been included as Annex D on www.rti.org/rfp

Question 18(g): - Are the past performance references and the anti-terrorism certification included in the 15-page limit in the application form or should these be included as annexes?

Response: - No. Refer to SECTION IV: APPLICATION AND SUBMISSION INFORMATION in the RFA

Question 18(h): Referring to Area of Assessment 1.1:

- I. Are we being assessed on the three past performance references in the table in the application form or should we provide more information in an annex on major WASH or health-focused projects implemented by the organization within the last three years? If the latter, how many are required?

Response: - Provide information on maximum of 3 WASH /Health projects your organization has implemented in the last three years.

- II. What evidence of stable and sufficient sources of funding other than the award is RTI looking for? For example, is an annual report and audited financial statement for 2021 for the organization sufficient?

Response: - It is up to the organization to determine what evidence would demonstrate a stable financial background. Audited financial statements are acceptable evidence.

Question 19: -According to this statement "USAID Expanding WASH -Districts Focus The grants under USAID Expanding WASH will support organizations to implement activities in any four districts in the target provinces of Zambia: Kalabo, Kaoma, Mongu Nalolo and Sesheke in Western, Chinsali, Mpika and Nakonde in Muchinga, Kalomo and Kanzungula in Southern and Lute, and Mungwi in Northern." Does this mean an organisation awarded the contract, for instance \$150,000 will have to implement this budget in four (4) Districts or each District has got its own budget of up to \$150,000?

Response: - SECTION II- AWARD INFORMATION provides more information on the maximum number of Awards RTII may make.

Question 20: -In Southern Province, there are only two Districts. Does this means each District can apply up to \$150,000 and this can be awarded to different organisations implement the WASH Project in each District?

Response: - In the RFA document on page 8-Estimated Funding level, Grant Ceilings and Geographical coverage, it states: USAID Expanding WASH expects to award a maximum of four (4) Awards. The number of awards and amount of available funding is subject to change and RTII reserves the right to make no awards under this RFA.

Question 21: As applicants, are we required to implement all focus areas namely (Water and Sanitation) and in all the provinces or we have to select one of the focus area out of two options given and provinces/ districts?

Response: Implementation will focus on water and sanitation. Applicants can apply for all four provinces and on both focus areas.

Question 22: If USAID say applicants need to select one of focus areas, then let's take an example we take focus area number 2 named SANITATION.

Are we expected to implement this program in all the districts mentioned here namely:

Western province; Nalolo, Kalabo, Sesheke, Mongu & Kaoma districts, Muchinga province; Chinsali and Mpika districts

Response: Implementation can either be in all, or in any of the province or district

Question 23: NOFO, objective number one says “*Institutionalize market-based WASH services delivery, with financially sustainable and inclusive management models.*”

(a) What exactly does USAID wish to see here to be achieved by the implementers

Response: Refer to the RFA for the expected outcome of the call

(b) Does this objective applies to all focus areas (Water and Sanitation)?

Response: Under this call the applied Objectives are listed on page 5 under the heading Overview of the request for application

(c) Are we expected to empower communities and local partners with cash money other than building toilets and sinking boreholes for community use?

Response: NO

(d) Are we expected to carryout market monitoring how they are operating in terms of hygiene matters. Looking at USAID statement on objective one “*Market-based*”?

Response: NO

Question 24: NOFO, objective number two says “*Increase the accountability of WASH services providers, policymakers, and civic leaders.*”

Who exactly do USAID refer to as (service providers, policymakers and civic leaders). And what accountability are they expected to increase in WASH?

Response: Service providers are commercial utility companies, Local authorities. Policy makers are ministers, councillors, MPs with the mandate to formulate WASH related policies.

Question 25: District/ provinces mostly have specific authorities in charge of water management example, Lusaka has *Lusaka Water and Sewerage company*, Policy makers we have Ministry of Water and Sanitation, Lusaka city council. Therefore, reading through USAID objective 2. Are we expected to train district/ provinces leaders in WASH for them to increase their district accountability and to have the buy in into the project implementation or what? Please cliffy this objective in detail.

Response: No. we are training civil society organisations, members of the public in the selected districts on how to hold the service provider, policy makers accountable on sustainable water and sanitation service provision.

Question 26: NOFO, objective number three says “*Increase private sector participation (PSP)*” . Where and how do we Increase them to participate!! USAID has left this point empty without any explanation. How do you want us to increase private sectors participation into this project and why do you want them to participate?

Response: PSP is one of the USAID Expanding WASH Project goal, but it is not part of this call for applications. Refer to Overview of the request for application on page 5. The private sector can be a source of cost share or provide for strategic partnerships and engagements.

Question 27: For how long should private sectors be involved in the implementation of USAID WASH project and what do they have to bring in (Is it cash, trainings, water treatment chemicals, is it community sensitizations or what?? Please explain this in full?

Response: There is no provision for service delivery under this grant. However, private sector engagement is key to long term financial sustainability, working with communities toward a common objective and collectively maximize the positive impacts of sustainable WASH outcomes for citizens. The private sector can be a source of cost share or provide for strategic partnerships and engagements.

Question 28: How often does USAID require us applicants to be reporting (Monthly, Weekly or Quarterly) and what is the M&E-L are we expected to use or recommended?

Response: Page 7 of the RFA provides the indicative timeline for deliverable. Additional reporting requirements will be provided in the grant award.

Question29: Can we budget for branding and also propose for branding plan as we send the proposal?

Response: Applicants have been asked to submit an application that will include comprehensive technical and financial proposal. Budgeted items should be consistent with the proposed activities presented in the implementation plan. The proposed expenditure should be financially necessary for the implementation of proposed activities. Applicants should thus use these guidelines in determining what items to include in their budgets.

Question 30: The name of the Agreement Officer (AO) and NOFO point of contact is not provided and mentioned which makes it very difficult for us to address you in very official way. Please provide us with these details were possible.

Response: Please refer to Page 2 of the RFA, Guidelines for Grant Applications. Submit Applications & Questions to: grants@Expandingwash.org

Question 31: Would USAID give a clear guidance on the percentage of accepted but for (Staff salaries, Transport, Administration Costs, Partners, Community Meetings, Traditional leader's meetings, constructors to build toilets and Laptops/ phones.

Response: Salaries, allowances, and administrative costs are not more than 25% of the total budget. There will be no infrastructure under this RFA. Refer to the RFA for the main objectives of this call.

Question 32: The NOFO is saying we budget for 15 months; on the other hand, it is we are starting with first year (12 months). Why are we adding 3 months plus to 12 making it 15 months?

Response: The period of implementation is 15 months from the date of award.

Question 33: The NOFO is saying the project is for 60 months (5 years), does it mean it will be auto renewable or it will be transferrable to other organizations after 15 months?

Response: The USAID Expanding WASH Project is a 5-year project. The grants awards relating to this RFA will be implemented within 15 months.

Question 34: As applicants are we required to come up with our mile stones or there no mile stones?

Response: Applicants are not required to develop Milestones.

Question 35: Would USAID consider explaining these acronyms found on page 6 of the NOFO, under 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. **Q.** What do you mean by: **(CUs, Las, Bilateral/multi-laterals and MPs)?**

Response: CUs-Commercial Utility Companies e.g Chambeshi Water Supply and Sanitation Company, LAs-Local Authorities, MPs - Members of Parliament, Non-Governmental Organisation

Question 36: As applicants, can USAID allow us to add a page of ACRONYMS and CONTENTS.

Response: Refer to page 9 of the RFA – The Grant Application Instructions.

Question 37: What type of toilets are recommended under this program to be constructed and how many per ward or market place and how many boreholes per ward or constituency?

Response: Under this call there will be no infrastructure (construction).

Question 38: Are we supposed to mention names of civil society organizations we are going to work with as mentioned on page 7 of the NOFO **(Inception Report/Briefing Note)?**

Response: NO. Identification will only happen after the award. It is one of the deliverables of the award.

Question 39: NOFO, page 7. Timelines, this table month are not clearly stated as it starts with 2 weeks, 4 weeks, 6 weeks 8-10 weeks, every 8 weeks, month 14 & month 15. Please, would USAID show us month by month and its preferred weeks for activities to be carried out.

Response: The timeline for deliverables will be effective from the day and month of the award. This may be negotiated with the successful applicants. Refer to page 7 of the RFA.

Question 40: What is USAID recommended minimum qualifications of WASH key personnel's?

Response: There is no minimum qualifications prescribed. However, applicants are encouraged to propose technical staff with suitable qualifications and relevant experience in the proposed area of implementation.

Question 41: What is the recommended WASH project total number of key personnel by their position types or it's up to us applicants to propose??

Response: There is no prescribed number of key personnel. The applicant should propose this in the application.

Question 42: As applicants, are we required to name the project with a different name or we have to maintain the same name as "USAID EXPANDING WASH"?

Response: Please maintain the USAID Expanding WASH

Question 43: Would USAID please list properly names and districts of operations by province.

Response: Page 4 of the RFA Section 1 gives more details

Question 44: Which data or information are we required to refer to e.g. from 2005 to 2010, 2008 to 2014, 2015 to 2020 or 2021 to 2022 on WASH in the districts of operations?

Response: Kindly use any latest data on WASH in the selected districts

Question 45: Please would USAID clarify on Provinces & Districts of operations e.g. Southern province, districts are: Kalomo, Kazungula etc.

Response: Page 4 of the RFA Section 1 gives more details

Question 46: As applicants upon submitting the proposal, are we supposed to indicate SAM, UEI number on the cover page? Or applicants without UEI code can apply

Response: 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.

Question 47: As applicants can we propose to sinking borehole community safe drinking water in Southern Province respectively to the district of operations in conjunction with district town councils. E.g. Kalomo has high challenge of water mostly Dundumwizi district?

Response: No. This call is explicitly on advocacy and community engagement

Question 48: Is Sub-grantee and partnership of the local civil society organizations mandatory under this RFA?

Response: NO. Applicants are required to have presence in the target districts and any existing partnership must have a formal agreement. Refer to section III on page 8

Question 49: What is the maximum number of sub-grantee and partners are allowed?

Response: Applicants are not allowed to sub grant under this RFA.

Question 50: What is the exchange being used under this RFA, between ZMK & U\$D?

Response: The budget template requires the budget to be submitted in Zambia Kwacha. Applicants can use the prevailing exchange rate to determine the USD equivalent.

Question 51: What is the proposal format required for this NOFO, what is the page limit of the application, what is the font size, font, line and paragraph spacing, paragraph specifications (Align Left or Align Right or Center or Justified)?

Response: Refer to page 9 Section IV Grant application Instructions

Question 52: How should be the budget presentation e.g. Excel with all formulas showing or what?

Response: Budget presented in Microsoft Excel. The Budget Template can be found on www.rti.org/rfp.

Question 53: As applicants are we also required to sign all SF-424B, SF-424A, SF-424, SF-LLL, Budget Narrative, Assurance of Non Constriction project FORMS and any other forms?

Response: This is not a requirement of the RFA. However, there may be other requirements and certifications before award for applicants that are successful.

Question 54: As applicants are we supposed to sign in front of every documents to be submitted?

Response: NO

Question 55: As applicants, are we required to propose the Branding log with USAID

Response: NO

Question 56: As applicants can we budget to buy a project vehicle for easy project movements?

Response: NO

Question 57: What is USAID preferred Key Personnel's and qualifications?

Response: Applicants are encouraged to propose technical staff with suitable qualifications and relevant experience in the proposed area of implementation.

Question 58: Does USAID allow prime led applicants to budget for office rentals, electricity, water?

Response: YES.

Question 59: During proposal submission, are we required to submit together with project organ-gram and including sub-grantees/ partners "IF" mandatory above on question (2)?

Response: Refer to Section IV-Application and submission Information for more details.

Question 60: Are we allowed to budget for project equipment's and furniture's e.g. Laptops & Chairs?

Response: Administrative costs, including salaries are not to be more than 25% of the total budget. Applicants should ensure budget items are consistent with the proposed activities presented in the implementation plan and that the proposed expenditure is financially necessary for the implementation of the proposed activity.

Question 61: In the four districts of operations, can we budget to rent district offices and budgeting for salaries for district personnel's officers, furniture's, equipment's for districts offices?

Response: NO.

Question 62: Can we budget for international trips directly related to the project?

Response: NO

Question 63: As applicants, are we allowed to budget for the salaries of the following supporting personnel's in additional to USAID preferred Key Personnel's:

- i. Executive Director
- ii. Finance and Administration Manager
- iii. Indoor and outdoor general worker
- iv. Project Coordinator
- v. Communication manager in charge of social media sensitization
- vi. Driver, (IF) yes to question (4) above? vii. Monitoring and Evaluation Lead.
- vii. Community sensitization officers

Response: Administrative costs, including salaries are not to be more than 25% of the total budget. Applicants should ensure budget items are consistent with the proposed activities presented in the implementation plan and that the proposed expenditure is financially necessary for the implementation of the proposed activity.

Question 64: Are we required to budget for community trainings (schools, clinics, traditional leaders and training for persons with disabilities)?

Response: Applicants should ensure budget items are consistent with the proposed activities presented in the implementation plan and that the proposed expenditure is financially necessary for the implementation of the proposed activity.

Question 65: As applicants, are we allowed budget for training of adolescent girls sanitary pads and general hygiene for adolescent boys and girls (Hand Sanitizer, Soap, Lotion)?

Response: NO

Question 66: As applicants are we allowed to budget for hand wash buckets in schools and market places where gems are highly found?

Response: NO

Question 67: As applicants, are we supposed to work with district council officers in community sensitizations towards good hygiene and including them on allowances e.g. Transport Refunds, Lunch & Tea allowances?

Response: Applicants should ensure budget items are consistent with the proposed activities presented in the implementation plan and that the proposed expenditure is financially necessary for the implementation of the proposed activity.

Question 68: Is this project going to continue after 15 months of operations, and what are the conditions for we applicants to continue implementing after 15 months?

Response: Section I-Background on page 4 provides more details on the duration of the project

Question 69: Can local applicants who have/has never received funding from U.S government apply?

Response: YES