##

Ma3an Project

**Annual Program Statement**

Issue Date: July 1st, 2021

*The contents of this Annual Program Statement are the responsibility of FHI 360 and do not necessarily reflect the views of USAID or the United States Government.*

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1. **MA3AN PROJECT OVERVIEW**

The United States Agency for International Development (USAID) is funding the five-year (September 2018 – August 2023) *Ma3an* project, implemented by FHI 360, which works with 33 communities in 15 governorates across Tunisia.

USAID Ma3an’s program goal is ***to increase youth participation in civic and political life, address youth grievances, and prevent radicalization in Tunisian communities vulnerable to violent extremism***. To achieve this goal, Ma3an applies a community-driven model for preventing and countering violent extremism and seeks to advance two objectives:

**Objective 1:** Youth are equipped with skills and engaged in civic actions with local actors to address their communities’ needs and grievances (*Positive Youth Development - PYD).*

**Objective 2:** Tunisian capabilities to prevent and counter violent extremism (VE) are enhanced (*Preventing/ Countering Violent Extremism – P/CVE*).

***For the purposes of this APS, grant activities are expected to build upon Ma3an’s work in 33 communities (in 15 governorates) where Ma3an started working and expand its reach to the remaining governorates of Tunisia.***

Ma3an’s community-driven model for preventing and countering violent extremism P/CVE seeks to enhance knowledge, attitudes and skills for both state and non-state actors to implement participatory approaches to: 1) understand VE context and dynamics; 2) engage, partner, and plan locally-owned preventing and countering violent extremism (P/CVE) solutions; 3) implement and sustain those solutions. We also work at the institutional level to establish or strengthen mechanisms and partnerships capable of supporting locally-led P/CVE solutions.

In full partnership with the CNLCT “*Commission Nationale de Lutte contre le Terrorisme*”, and in synergy with the Tunisian National P/CVE Strategy, Ma3an will launch the national APS (Annual program Statement) where P/CVE activities will be implemented across the 24 governorates tackling different axes. Taking into consideration the Tunisian context and the specific dynamics of each community, FHI360 and the CNLCT will be supporting and working through potential local partner organizations to implement a community-driven process that includes: 1) engaging vulnerable youth to map their communities’ opportunities and challenges; 2) convening an inclusive community-led group to collaboratively analyze youth-generated data and prioritize resilience activities; and 3) supporting communities to implement contextual solutions/ activities that decrease vulnerability (currently underway in many of the communities). In each community, a multi-stakeholder community committee was established to support and sustain collaborative community-driven mechanisms and activities. Furthermore, FHI 360’s partner IREX trained and supported youth mentors from these communities to engage other youth in trainings and activities to build media literacy and counter disinformation, to organize storytelling events for youth, and to expose them to professional opportunities and resources. Grantees under this APS may wish to consult and engage with these community committees, youth mentors and CNLCT (Through its local representatives) where they are active to design and implement local contextual activities.

1. **ANNUAL PROGRAM STATEMENT PURPOSE AND ACTIVITY AREAS**

In support of the implementation of the Tunisian national P/CVE Strategy, FHI360, in full partnership with the CNLCT, will work with its potential partners (ministries, donors, local authorities, CSOs) in the development and implementation of P/CVE as solutions responding to challenges within the Tunisian context. These partnerships serve as an effective tool to expand and align the efforts to optimize the implementation of the CNLCT P/CVE strategy and advances the program’s objectives to counter violent extremism in Tunisia through engaging all potential stakeholders.

In order to achieve common goals, Ma3an and the CNLCT will closely work with and empower Tunisian civil society organizations (CSOs) to implement PYD and P/CVE programming at the community and national level. FHI 360 partners with qualified Tunisian CSOs that are selected through a competitive awards process. FHI 360 awards grants to local and national-level CSOs who have the proven knowledge, skills and capacity to implement PYD and P/CVE programming successfully. The partnership between FHI 360 and CSOs is therefore grounded on a mutual desire to meet defined expectations and program results and characterized by mutual respect and confidence in each CSO’s ability to take the lead in programming, with FHI 360 providing oversight and monitoring. FHI 360 provides capacity building support to CSOs on a demand-driven basis, including in fundraising/proposal development; organizational development, and financial management with the goal of building CSO capacities to the point where they can apply to USAID and other donors for direct funding. In line with USAID’s New Partnership Initiative, FHI 360 is committed to empowering and investing in the capacity of Tunisian CSO partners to increase the sustainability of USAID Ma3an investments.

Through this Annual Program Statement (APS), Ma3an intends to add to its existing activities and local partnerships by supporting  civil society organizations and for-profit entities from the different regions of Tunisia to lead contextualized initiatives that have a “National impact” and that serve to engage youth, individuals, informal groups, coalitions, and/or media to: 1. design and implement P/CVE communications activities; 2. further knowledge management, networking and collaboration among P/CVE activity implementers in Tunisia; 3. advocate for positive youth development and locally-led P/CVE initiatives; 4. strengthen the P/CVE programming capacity among Tunisian CSOs and institutions; 5. Promote Tunisian women’s participation in P/CVE efforts; and 6. Providing youth vulnerable to VE with sports and recreation activities.

1. **Guiding Principles**

Grant activities funded through this APS are expected to incorporate the following guiding principles:

* **Activities should be context-informed and Tunisian-owned:**Taking into consideration the axes of the P/CVE National strategy, activities are expected to support sustainable mechanisms for ongoing collaboration among stakeholders that are inclusive, participatory, and solutions-driven. The design and implementation of effective preventing and countering violent extremism (P/CVE)[[1]](#footnote-2) interventions must be informed by an understanding of the local drivers and dynamics of radicalization and violent extremism. Activities funded under this APS should incorporate inclusive, Tunisian-driven processes that help stakeholders mobilize their resources, networks, and capacities to implement P/CVE solutions.
* **Activities should be inclusive and promote sustainable collaboration**: Beyond the full partnership between the CNLCT and FHI360, the activities are expected to be inclusive of all stakeholders - including youth, women, people with disabilities, and other marginalized groups – and reflect positive youth development (PYD)[[2]](#footnote-3) principles by partnering with youth as stakeholders, problem solvers, and change agents. Inclusive collaboration is supported by creating an enabling environment for multi-stakeholder consultation and joint action, sharing processes and tools for collaborative action, and being intentional about the mix and diversity of activity participants. Activities funded through this APS should model inclusive collaboration in the way they identify, plan, and implement contextualized activities.
1. **Grant Activity Areas:**

Applicants are requested to submit concept notes for one or more of the following grant activity areas. While the following areas are considered priorities for funding, applicants may identify and propose activities other than those listed as illustrative activities, so long as they justify how these activities relate to, and support, the broader grant activity areas. Moreover, Ma3an will prioritize activities that are designed to collaborate, partner with, and/or support existing organizations and governmental structures serving Tunisian youth and women. All activities should aim to reach equal numbers of male and female participants. For proposed activities that include youth beneficiaries, the age range should be 18 to 29 and the majority of the youth beneficiaries should be those with little or no access to similar activities, and/or those most at risk of engaging in negative behaviors, including violence, and those identified as being most vulnerable to being influenced by violent extremist organizations (VEOs).

1. **P/CVE Communications.**Inspired by the recommendations of the PCVE National strategy, design and implement communications activities, products and campaigns to prevent radicalization and violent extremism through social/web/news media platforms. Activities should include social media campaigns; creating / disseminating alternative narratives; organizing national-level dialogues; identifying and collaborating with credible Tunisian messengers and social influencers to drive alternative narratives. In particular, Ma3an seeks proposals to create an alternative narrative online community featuring community success stories and youth-generated and curated content using multiple social media platforms to challenge negative perceptions and highlight stories that show how young Tunisians are constructively addressing the challenges they face. The online community will utilize Facebook, YouTube, WhatsApp and other popular platforms to produce and discuss positive alternatives to the negative narratives that are disseminated by violent extremist organizations, and to showcase community-based efforts and solutions (implemented through the Ma3an project and others) that present a constructive pathway for young people to address their grievances and contribute to their community.

***Illustrative Activities:***

* Media campaigns to promote P/CVE work taking place throughout Tunisia; and publicize and increase visibility of the positive engagement and civic contributions of youth;
* Create an alternative narrative online community to engage youth in positive and non-violent ideas and efforts and featuring community success stories and youth-generated and curated content using multiple social media platforms to challenge negative perceptions and highlight stories that show how young Tunisians are constructively addressing the challenges they face.
* Support youth-led campaigns and digital content creation, with learning from Ma3an Clean E-Houmtek initiative (Hamdoulah Labes - Hay Ettadhamen | (Clean eHoumtek) (facebook.com) to improve how their communities are depicted in popular and social media to reduce stigmatization;
* Supporting youth-led communication channels and dialogues to address mistrust between youth and local authorities, such as local police;
* Capacity building on alternative journalism, documentary and produce content for youth from vulnerable areas to enhance the stigmatized picture on their regions.
1. **P/CVE event planning, networking, knowledge management and dissemination.**There area wide range of international, state and non-state actors, stakeholders, practices, and approaches that currently contribute to P/CVE efforts in Tunisia. There is a need for these stakeholders to be networked through national and regional conferences and events to discuss P/CVE programming, approaches, good practices, and to help coordinate national P/CVE and efforts and should take into consideration the Tunisian context and dynamics in order to adjust customized efficient initiatives. Activities should also aim to strengthen a culture of evidence-based knowledge and learning dissemination among organizations working on P/CVE in Tunisia

***Illustrative Activities:***

* Organize national and regional conferences, workshops and events bringing together P/CVE stakeholders from the government, civil society and the private sector for the purpose of knowledge sharing and exchange, networking, and coordination;
* Develop P/CVE - related knowledge and learning products and requested research studies on emerging VE dynamics to fill knowledge and evidence gaps and to be disseminated to stakeholders, including Tunisian national and subnational government institutions, international donors, civil society and secondary and tertiary educational institutions to inform strategy, policy, and activities.
1. **Advocacy for P/CVE and PYD.**Design and implement activities advocating forTunisiagovernment policy reforms and increased investments that benefit positive youth development, civic engagement and other youth competencies through social, cultural, and sports activities and those involving media and communications. Support advocacy efforts promoting youth workforce development and ways to reduce school drop-out rates and local reforms and/or new policies that address youth-identified issues or strengthen the enabling environment for positive youth participation and contribution. Activities may also include advocacy efforts around improving youth-police relations and/or reintegration of foreign terrorist fighters and violent extremist prisoners. All proposed activities should include substantial participation of youth and youth-led advocacy initiatives are preferred.

***Illustrative Activities:***

* CSO and youth-led advocacy campaigns aimed at putting in place policies or government funded programs to mitigate specific VE drivers and dynamics and/or increase youth resilience to VE;
* Support youth networks to increase youth participation in non-violent civic action, including youth-led advocacy and dialogue to address youth grievances.
1. **P/CVE capacity building support to civil society and government.**Initiatives under this activity area will seek to increase understanding and expertise of government officials, civil society and private sector representatives in P/CVE activity design and implementation by developing and implementing training programs and resources. Activities should strengthen CSO capacity in P/CVE and civil society partnerships with the CNLCT and other government institutions, schools and universities and the private sector. Activities may include trainings that utilize the modules and exercises found on the soon-to-be launched Arabic version of the CVE Reference Guide ([www.cvereferenceguide.org](http://www.cvereferenceguide.org)) developed by FHI 360 for USAID.

***Illustrative Activities:***

* Delivering demand-driven training programs in P/CVE and PYD to CSOs and youth organizations and local government authorities around the country.
* Develop bespoke capacity building materials for Tunisian organizations promoting P/CVE and PYD programming and for use in educational settings.
1. **Promote Tunisian women’s participation in P/CVE efforts.**Activities should promote and enhance women-centric efforts to prevent radicalization and violent extremism. Interventions should focus on empowering and capacitating women and women’s organizations to identify and respond to extremism and the root causes of violent extremism in their families or communities. Applicants should consider engage existing community-level women’s groups, including artisans, as they provide a safe space for exchange among women and mothers.

***Illustrative Activities:***

* Promote greater inclusion of women, and consultation of women, in national P/CVE agenda setting and in community-based approaches to prevent and counter VE in vulnerable communities;
* Develop programming to support women to identify signs of radicalization in their families and communities and transfer to women the knowledge and skills needed to address behaviors.
* Training of women / mothers in media literacy, critical thinking and/or disinformation to increase their awareness and ability to protect their children from online VE narratives.
1. **Providing youth vulnerable to VE with sports and recreation activities:** This will include activities that provide sports and other recreational activities for youth in urban neighborhoods affected by VE, and coaching and engagement with the youth to further P/CVE and PYD.

**III. INSTRUCTIONS FOR APPLICANTS**

Applicants can apply for grants at the national-level in any Tunisian governorate. Applicants must demonstrate that they have the capacity to manage and implement the proposed initiatives and that they respond to regional/national priorities.

The available overall fund value for all grants is expected to be up to **5,000,000.00 TND**. Successful applicants will be awarded grants for **up to 18 months**.

All applicants must submit a Concept Note (Attachment A) that describes the applicant's background and capacity (who), proposed issue to address (why), activities (how), timeline (when) and intended results (what). Eligible applicants will be called to submit a full and more detailed activity proposal and budget (templates will be provided by FHI 360 / Ma3an). Short-listed applicants by the Grant Evaluation Committee (GEC) will be invited to attend a Co-Creation Workshop with Ma3an’s program team to further refine their activity proposals and will also be requested to submit more supporting documentation to back up their applications.

The table below summarizes the different stages and deadlines of this APS:

|  |  |
| --- | --- |
| Stage | Deadline |
| Questions | July 4th, 2021 at 24:00. Applicants can send their questions prior to submitting concept notes to grantstunisia@ma3an.org  |
| Answers | July 12th, 2021 at 24:00. Answers will be sent to all applicants from grantstunisia@ma3an.org |
| Submission of Concept Notes | July 26th, 2021 at 24:00 to grantstunisia@ma3an.org (late applications MAY NOT be considered) |
| Notification by FHI 360 | July 30th, 2021. FHI 360 will review applicants' concept notes and contact eligible applicants to let them know that they have met the criteria and share with them the full activity proposal and budget templates. |
| Applicants’ Orientation Sessions | August 6th, 2021. Eligible applicants will receive an invitation to attend an online applicants’ orientation session to further understand the Ma3an project, funding priorities, the APS process, the APS scope of work, the evaluation criteria, and the documentation needed to submit a full and complete application. |
| Questions | August 12th, 2021 at 24:00. Eligible applicants can send their questions to grantstunisia@ma3an.org  |
| Answers | August 19th, 2021 at 24:00. Answers will be sent to all eligible applicants from grantstunisia@ma3an.org |
| Submission of full application | September 10th, 2021 at 24:00. Full activity proposal and budget to be sent to grantstunisia@ma3an.org (late application MAY NOT be considered) |
| Co-Creation | September 24th to October 15th 2021. Short-listed applicants will participate in co-creation sessions to further refine their proposals with Ma3an staff. |

The submission of an application is not a guarantee of funding. FHI 360/Ma3an and USAID reserve the right to award one, multiple, or no awards based on the applications received for this solicitation. FHI 360/Ma3an reserves the right to independently negotiate with any candidate, and does not assume responsibility for any costs related to the preparation and submission of applications. Activity proposals should follow the terms and conditions described in this solicitation. FHI 360/Ma3an reserves the right to reject any application it finds inconsistent with the terms and conditions of the solicitation.

**Applications can be submitted in Arabic, French or English.**

**IV. ELIGIBILITY**

Eligible Entities:

* Not-for-profit organizations and non-governmental organizations that are registered as legal entities in Tunisia with headquarters based in Tunisia.
* For-Profit entities that are registered as legal entities in Tunisia with headquarters based in Tunisia.

Ineligible Entities:

* Individuals
* Informal groups
* Political parties
* Governmental and semi-governmental institutions

The applicants must meet the following eligibility criteria:

|  |  |
| --- | --- |
| Not-for-profit organizations | For-Profit entities (companies) |
| 1. The applicant is legally registered and is operational in Tunisia (JORT).
2. The applicant is currently present nationally (through partnerships) and/or can demonstrate their ability to operate and launch activities on the national level in at least 5 governorates by the start of the project.
3. The applicant must not be listed in any US Government, Tunisian Government and International excluded parties list due to their affiliation with unlawful activities.
4. Concept Note fits the APS requirements, responds to the APS purpose and at least 1 activity area, and integrates the two guiding principles.
 | 1. **The applicant is legally registered and is operational in Tunisia (Trade Register).**
2. **The applicant has demonstrated track record of past experience working with international NGOs and/or CSOs in at least 5 governorates**
3. **The applicant must not be listed in any US Government, Tunisian Government and International excluded parties list due to their affiliation with unlawful activities.**
4. **Concept Note fits the APS requirements, responds to the APS purpose and at least 1 activity area, and integrates the two guiding principles.**
 |

**Only the eligible applicants will receive the** **full activity proposal and budget templates to be submitted in the next phase.**

**V. EVALUATION**

FHI 360/Ma3an intends to award **up 10 grants** resulting from this solicitation to applicants whose activity proposal and budget applications best conform to the solicitation requirements and represents the best value. The criteria presented below have been tailored to the requirements of this solicitation. A total of 100 points are possible for the complete application. The relative importance of each criterion is indicated by points.

The evaluation criteria for full activity proposals and budgets below are presented by major category.

|  |
| --- |
| Evaluation criteria  |
| Proposed initiative is within the scope of the APS and offers practical solutions to the identified problem that is responsive to the needs and context of the target audience and region. | 40% |
| Applicant demonstrates relevant programmatic, financial, and operational management and past performance. | 20% |
| Activities reflect APS guiding principles and the selected activity areas and are likely to achieve expected results. | 20% |
| Budgeted costs are reasonable and justifiable. | 10% |
| Relevance of staff’s skills and experience | 10% |
| Total | 100% |

***NB: For-Profit entities should provide (03) references testifying to the quality and past experience of the applicant with international NGOs and/or CSOs.***

Evaluation Process of the full proposals:

Upon receipt, Ma3an will screen all activity proposal and budget applications for eligibility and administrative compliance followed by a preliminary internal evaluation of eligible applications to assess comprehensiveness and responsiveness to the objectives of the APS. An application can be categorized as non-responsive if it is incomplete, does not respond to the APS, does not comply with the format requirements or is submitted after the end date of the APS.

The sub-set of applications that meet all eligibility and administrative compliance will be reviewed and scored by the Grants Evaluation Committee (GEC). The GEC will be comprised of FHI 360/Ma3an project staff who will review each application; FHI 360/Ma3an will be the sole judge of the applications submitted under this APS.

During the evaluation, the Applicant may be requested to supply additional information in writing concerning content and/or to clarify points in their responses. FHI 360/Ma3an reserves the right to negotiate with applicants determined to be qualified for competitive proposals, including to revise their price, cost and/or scope of activities according to evolving program requirements to ensure the full range of project activities are successfully implemented. GEC members will then meet to finalize their scores and short-list applicants to be considered for grants with possible outcomes including:

* Fully fund the initiative
* Partially fund the initiative
* Fully fund the initiative, with conditions
* Partially fund the initiative, with conditions
* Not to fund the initiative

Applicants should note that these criteria: (1) serve as the standard against which all applications will be evaluated, and (2) serve to identify the significant matters that Applicants should address and focus on in their applications.

Applicants that have been short-listed by the GEC will be invited to attendin person **Co-Creation Sessions** to further refine and finalize their activity proposals and capitalize on synergies**.**

**Short-listed applicants** will be required to complete a Financial Pre-Award Assessment to ascertain the organization’s capacity to perform successfully under the terms and conditions of the proposed grant type. As part of the Pre-Award Assessment process, applicants will also be requested to submit a financial audit report from the previous fiscal year. In addition, payroll records and other financial information may be requested to support budgeted costs. Applicants may be asked to submit additional documentation to illustrate that the organization has the capacity to implement the grant. Site visits may be conducted by FHI 360/Ma3an staff to evaluate the organization in these areas.

**Short-listed applicants** will be required to obtain a DUNS (Data Universal Numbering System) number prior to award issuance if they don't already have one. FHI 360/Ma3an will provide instructions to organizations to obtain a DUNS, as required.

Client Prior Approval

The selected applicants will be subject to USAID approval before a grant can be awarded. Therefore, organizations are reminded that there may be delays for this process to be completed. In addition, should such approval not be given, the grant cannot be awarded.

**VI. GRANT PARAMETERS**

Below is a snapshot of the Ma3an project grant parameters.

### Grant Structures

The chart below summarizes the award amounts, types of grants, and various requirements related to each. All grants must be completed by March 2023.

|  |  |
| --- | --- |
| Grant  | National-level Grants |
| Period of Performance | Up to 18 months |
| Available overall fund  | Up to 5,000,000.00 TND  |
| Type of Grant | (Non For-profit): Cost Reimbursable Grant or Fixed Amount Awards (For-profit): Cost Reimbursable Sub-Contract or fixed price sub-contract  |
| Cost Share | 5% |
| Branding | All activities and deliverables shall adhere to USAID and FHI 360/Ma3an branding requirements. |
| Organizational development | For national-level grants, Applicants are required to budget between 10% and 15% for organizational development that supports implementation of the proposed initiative and/or strengthens the applicant in achieving its overall mission. |
| Pre-Approvals | USAID approval on disposition of equipment more than 5000 USD/unit.FHI 360 authorization before procuring any purchase above $ 3,500 and/or items classified as a restricted commodity in the [USAID Standard Provisions](https://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf).  |

### Application Process

This chart outlines the application process for national-level grants including the phases and requirements:

|  |  |
| --- | --- |
| Steps | National-level Grants |
| Initial Application (Concept Note) | Concept note (Attachment A) |
| Eligible Application | Eligible applicants (who meet the eligible criteria and whose concept notes are approved) will receive the full activity proposal and budget templates to be filled out and submitted for the selection phase  |
| Applicants’ Orientation session | Eligible applicants will attend online Applicants’ orientation sessions to further grasp the Ma3an project and scope. |
| Full proposal application | Applicants will submit their complete activity proposals and budgets by the set deadlines. |
| Short-Listed | Applicants short-listed by the GEC must provide any additional documentation, as required, to provide clarifications on the activity proposal and budget and illustrate their capacity to implement the grant. |
| Co-Creation  | Short-listed applicants will participate in Co-Creation sessions to further refine their activity proposals with Ma3an staff. |
| Due Diligence | Short-listed applicants will go through the due diligence process steps that are: Pre-award Assessment, donor references, USAID certifications, terrorism searches, DUNS, and legal registration (JORT or Trade Register). |

### Reporting Requirements

Below is a summary of the narrative and financial reporting requirements for each type of grant:

|  |  |  |  |
| --- | --- | --- | --- |
| Type of applicant | Type of Grant | Narrative Reporting | Financial Reporting |
| Not-for-profit organizations | Cost reimbursable Grant | * Project deliverables in addition to monthly narrative reports and a final report.
 | * Monthly financial reports in addition to supporting documentation.
 |
| Fixed Amount Awards (FAA) | * Milestone Deliverables (per the milestones table in the grant agreement)
 | * Certificate of completion of milestone and payment voucher
 |
| For-Profit entities | Cost reimbursable Sub-Contract | * Project deliverables in addition to monthly subcontractor narrative reports and a final report.
 | * Monthly subcontractor financial reports in addition to supporting documentation.
 |
| Fixed price sub-contract | * Milestone Deliverables (per the milestones table in the sub-contract)
 | * Certificate of completion of milestone and payment voucher
 |

**VII. INITIAL APPLICATION PROCEDURES**

 Below are the detailed steps to apply to the Ma3an project Annual Program Statement.

1. **Initial Application (Concept Note) Procedures:**

**Questions & Answers:** Requests for clarification are accepted via email to grantstunisia@ma3an.org prior to the submission of concept notes. Only written requests for clarification will receive a response and consolidated questions and answers will be shared with all applicants via email.

**Concept notes (Attachment A) :** Only Applicants that submit a duly filled and complete concept note in the specified format and scope will be considered during the initial application period. Application forms can be submitted in either English, French or Arabic.

**Eligibility Process:** FHI 360/Ma3an will screen all applicants based on the eligibility criteria set above in addition to the relevance and conformity to the solicitation scope. Only eligible applicants will receive the full activity proposal and budget templates.

**Applicants’ orientation sessions**: FHI 360/Ma3an will hold online applicants’ orientation sessions. These sessions will provide an opportunity for potential applicants to better understand the Ma3an project in general, funding priorities, the process of the APS, the scope of work, the evaluation criteria, the documentation needed to submit a full and complete application.

Eligible applicants are encouraged to confirm their attendance via email to grantstunisia@ma3an.org. Due to Covid-19 pandemic situation, the sessions will be held online.

**Questions & Answers:** Requests for clarification are accepted via email to grantstunisia@ma3an.org. Only written requests for clarification will receive a response and consolidated questions and answers will be shared with all applicants via email.

**Authorized Signatory Person:** The concept note (Attachment A) must be signed by a person duly authorized to submit an application on behalf of the Applicant and to bind the Applicant to the application. The application form shall include name, title, e-mail and telephone number of the person or persons in the organization who are authorized to discuss and accept a grant, if awarded.

1. **Full Application Phase Procedures:**

Selected concept note applicants will receive the full activity proposal and budget templates by FHI 360 / Ma3an.

The final application will consist of three parts:

1. A completed activity proposal, you will need to provide complete answers to all parts of the activity proposal.
2. A Budget template: you will need to complete both the budget and budget notes of this template.
3. The budget notes should provide a detailed description of each budgeted cost so a complete analysis of all the proposed costs/prices can be made. They are not a repetition of what has been portrayed in the excel Budget, but rather how did the organization arrive at unit prices, salary rates, justification of market competitiveness of prices.
4. All costs must be reasonable, allocable, and allowable. Reasonable costs are those costs that are generally recognized as ordinary and necessary and would be incurred by a prudent person in the conduct of normal business. Allocable costs are those costs specifically linked to the execution of the activity, such as project staff salaries, experts’ fees, training, meetings and seminars, publications, purchase and rental of equipment, office expenses, in-country travel, and other direct costs. Allowable costs are those costs which conform to any limitations in the grant award.
5. Applications with budget information determined to be unreasonable, incomplete, unnecessary for the completion of the proposed project, or based on a methodology that is not adequately supported may be deemed unacceptable.
6. CVs for all proposed personnel highlighting relevant qualifications.

**Application Requirements**: Activity proposals can be submitted in either English, French or Arabic. Budgeted costs must be represented in Tunisian Dinars. Applicants must submit proposals in the format shared by FHI 360/Ma3an. Any activity proposal/ budget submitted in any other format is not eligible for evaluation.

**Cost Share Requirements:** Applicants must include in their final budgets a cost share contribution of at least five percent (5%) of the total budget cost from the applicant or other sources. Cost share can refer to funds or resources from other donors or the private sector to pay for program related activities, or payments from the Applicant’s own funds or the fair value of contributions in-kind, such as space, equipment, the value of volunteers or staff time, etc. Applicants are encouraged to leverage private sector partnerships and/or other support, as appropriate. Cost share contribution may not be paid by the U.S. Government under another grant, cooperative agreement, or contract.

Applicants must explain the source of funds that will constitute their cost share and its nature. Grantees are contractually obligated to contribute cost share from sources stated in the Final proposal and Budget.

**VIII. NEXT STEPS FOR SHORT-LISTED AND SUCCESSFUL APPLICANTS**

For short-listed applicants, the following steps are applicable:

At the conclusion of the Grant Evaluation Committee (GEC) selection process, short-listed applicants will be invited to a **Co-Creation Session** to refine and finalize their activity proposals.

All applicants will be requested to submit full supporting documentation to illustrate that the organization has the technical capacity to implement the grant, as well as the financial and administrative systems in place to adequately account for the grant funds. Supporting documentation consists of the following:

* Organizations must obtain a DUNS number (to be requested by FHI 360 team).
* Supporting documents for salaries and unique project costs, i.e. rent, utilities, procuring services specific to the project (campaign development, graphic design, video production, etc.).
* Complete the relevant Financial Pre-Award Assessment Tool. FHI 360 Finance team will schedule a time to conduct the assessment tool with short-listed organizations.
* Signed Mandatory USAID Certifications.
* Financial audit report from the previous fiscal year.
* Debarment and Terrorist Financing Searches (to be conducted by FHI 360 team).

Cost Evaluation:

Costs/prices will be analyzed as part of the due diligence process. Applicants should note that the budget must be sufficiently detailed to demonstrate cost/price reasonableness and completeness, and that budgets including cost/price information determined to be unreasonable, incomplete, or based on a methodology that is not adequately supported may be deemed unacceptable.

FHI 360 will make a determination of cost/price reasonableness based on its cost experience for similar items or services, what is available in the marketplace, and/or other competitive offers.

Full-time staff must be budgeted based on the proposed individual’s salary rate, not a consultancy rate. Each proposed position should be commensurate with experience and previous salary history.

\*\*\*\*\*

Upon award, FHI 360 will work with grantees as follows:

**Detailed Action Plan:** Grantee will be requested to submit a detailed action plan which outlines specific activities with clear completion timeline.

**Monitoring & Evaluation Plan:**Monitoring and Evaluation (M&E) Plan will be required within 30 days after the grant award has been executed (depending on the implementation period of the grant). The purpose of the M&E Plan is to indicate how the project’s outputs, outcomes and overall impact will be determined, and to assist the Grantee to manage the collection of project performance data.

FHI 360/Ma3an will provide guidance and assistance to Grantees to ensure that the M&E Plan contains the following:

* Clearly defined project results/objectives;
* Measurable performance indicators for project results/objectives;
* A definition of each performance indicator;
* The unit of measurement;
* The sources of data collection;
* Data collection methods;
* Frequency and schedule of data collection;
* Project team member responsible for ensuring data is available on time;
* Baseline, benchmarks, and targets.

In addition, FHI 360/Ma3an will share relevant indicators, as applicable, from its own performance monitoring plan against which grantees are required to report.

**Capacity Building Assessments and Support:** Upon award of a grant, FHI 360/Ma3an staff will facilitate institutional and/or technical assessments with each Grantee that will serve as the basis for technical assistance support as appropriate. The assessment will be re-conducted at the end of the project to measure any changes achieved. FHI 360/Ma3an will offer grantees technical assistance throughout project implementation on both organizational and programmatic issues per the results of the respective assessments.

**Gender Equity & Social Inclusion:** FHI 360 will provide the needed technical assistance to support all grantees in mainstreaming gender and inclusion of persons with disabilities into the project action plan and provide complementary capacity building support to ensure the grantees design and deliver programs that achieve its proposed inclusion strategies.

**IX. TERMS AND CONDITIONS**

**Grant Agreement:**

A grant agreement will include the approved program description, approved budget, reporting requirements and relevant provisions. Once executed it is a legally binding agreement between FHI 360 and the grantee organization. Once the grant agreement is signed, it cannot be modified without prior written approval from FHI 360.

Upon selection, FHI 360 will work with the grantee to establish an appropriate reporting method that reflects the activities to be completed in the program description.

FHI 360 will reimburse only those direct costs that are identified in the approved sub award budget in Attachment B and are determined to be allowable and allocable under the cost principles followed by FHI 360 and provided in 2 CFR 200 Subpart E – Cost Principles.

The cost principles can be downloaded from: <http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1.5&rgn=div6>

**Grant Provisions:**

FHI 360 is required to respect the provisions of the United States Foreign Assistance Act and other United States laws and regulations. The Grant Program will be administered according to FHI 360’s policies and procedures as well as USAID’s regulations for non-U.S. non-governmental grantees. The most recent USAID provisions relating to Standard Grants may be found at: <https://www.usaid.gov/ads/policy/300/303mab>

FHI 360 and USAID are committed to advancing gender equality and to ensuring social inclusion of marginalized groups in all project aspects and phases. FHI 360 will work to ensure that all grants are conducted in a manner consistent with ADS 205 and USAID’s Gender Policy. Additional information can be found at:

<https://www.usaid.gov/sites/default/files/documents/205.pdf> and

<https://www.usaid.gov/sites/default/files/documents/USAID_GenderEquality_Policy_MT_WEB_single_508.pdf>

**5.2.1 Late Submissions, Modifications, and Withdrawals of Applications**

At the discretion of FHI 360, any applications received after the exact date and time specified for the receipt may be considered ineligible for consideration.

**5.2.2 False Statements in Applications**

Applicants must provide full, accurate and complete information as required by this solicitation and its attachments.

**5.2.3 Conflict of Interest Clause**

Applicants must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in FHI 360 having to re-evaluate selection of a potential applicant.

**5.2.4 Prohibited Goods and Services**

Under no circumstances shall the grantee procure any of the following under this award, as these items are excluded by the Foreign Assistance Act and other legislation which govern USAID funding. Programs which are found to transact in any of these shall be disqualified:

1. military equipment;
2. surveillance equipment;
3. commodities and services for support of police or other law enforcement activities;
4. luxury goods and gambling equipment; and
5. weather modification equipment.

**5.2.5 Restricted Goods**

Only those goods necessary for the accomplishment of milestone goals are explicitly approved in the grant award and may be acquired and are subject to the provisions provided in the Standard Provisions for Fixed Obligation Grants to Nongovernmental Organizations. Currently it is not anticipated that grants will fund any of the items listed herein.

The following costs are restricted by USAID and require prior written approval from FHI 360 and USAID in order to be allowable costs:

1. agricultural commodities;
2. motor vehicles;
3. pharmaceuticals;
4. pesticides;
5. fertilizer;
6. contraceptives;
7. used equipment; and
8. U.S. Government-owned excess property

All IT purchases must be in line with section 889. More information about this section can be found at: <https://www.usaid.gov/work-usaid/resources-for-partners/section-889-partner-information>

**X. DISCLAIMERS**

* FHI 360 may cancel solicitation and not award.
* FHI 360 may reject any or all responses received.
* Issuance of solicitation does not constitute award commitment by FHI 360.
* FHI 360 reserves the right to disqualify any application based on applicant failure to follow solicitation instructions.
* FHI 360 will not compensate applicants for response to solicitation.
* FHI 360 reserves the right to issue award based on initial evaluation of applications without further discussion.
* FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
* FHI 360 reserves the right to waive minor APS deficiencies that can be corrected prior to award determination to promote competition.
* FHI 360 will be contacting all applicants to confirm contact person, address and that the bid was submitted for this solicitation.
1. Definitions of PVE, CVE and other terms are found in the CVE Reference Guide: <https://www.cvereferenceguide.org/key-terms> [↑](#footnote-ref-2)
2. USAID’s definition of PYD, and the PYD framework, are elaborated on the YouthPower site: <https://www.youthpower.org/positive-youth-development> [↑](#footnote-ref-3)