



Musharikat Annual Program Statement (APS)

Funding Opportunity Title:	Provision of Counselling Services for GBV Survivors
Announcement Type:	Annual Program Statement
Funding Opportunity Number:	APS Number Musharikat-021-002
Issuance Date:	March 2, 2021
Questions for First Round of Evaluations Due by:	March 6, 2021
Deadline for Submission of Concept Papers:	
First Round:	March 15, 2021
Second Round:	April 1, 2021
Final Closing Date & Time	May 1, 2021 4:00pm
Submit Concept Papers to:	Musharikat_Grants@dai.com

Concept Paper Submission Deadline	
1 st Round Deadline	March 15, 2021
2 nd Round Deadline	April 1, 2021

To Interested Applicants:

DAI, implementer of the Musharikat project is seeking Concept Papers from qualified Local Afghan non-profit, non-governmental and non-political organizations (CSOs/NGOs) to fund a program entitled “Provision of Counselling Services to GBV Survivors”. Interested applicants are expected to implement women’s empowerment services or to carry out activities in support of Musharikat’s objectives in Afghanistan. See section A Program Description for a complete statement of goals and expected results. Eligibility for this award is not restricted. See Section C of this Annual Program Statement (APS) for eligibility requirements.

DAI on behalf of USAID anticipates awarding up to 10 grants to fund successful applications submitted in response to this APS. Competition for this APS will be open for 2 months from the date of announcement indicated above. All concept papers for review in the first round of evaluations are due by March 15, 2021. It is likely that all of the available funds for this APS may be allocated to awards resulting from the first round of evaluations. Successful concept papers

that fall within the criteria set forth in this APS may be invited to submit full applications. Successful applications will be selected for funding by DAI Musharikat. At the discretion of DAI, applications received after the first round of evaluations may be considered on a rolling basis or as part of another round of evaluations.

The length of the proposed programs can be up to 4 months. The total amount of funding currently available for this APS is approximately USD 500,000 equivalent for a period of up to July 15, 2021. DAI may choose to fully fund or incrementally fund the selected application(s). The number of awards and amount of available funding is subject to change and DAI reserves the right to fund any or none of the applications.

This APS is seeking applicants to propose effective approaches to help and support GBV survivors recover from the psychological effects they are suffering from through provision of psychosocial services and counseling as outlined in Section A. Applicants may choose among a range of initiatives or scale up small projects that have demonstrated success. Awardees will be expected to share evaluation results and key lessons and disseminate periodic activities and outcomes with the broader community.

To be eligible for award, the applicants must provide all information as required in this APS and meet eligibility standards in Section C of this Annual Program Statement. This funding opportunity is posted on www.acbar.org and Musharikat Knowledge Management (MKMP) portal on www.musharikat.com. Interested applicants should regularly check the website to ensure they have the latest information pertaining to this APS. It is the responsibility of the applicant to ensure that the APS has been received from the internet in its entirety. Musharikat bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty accessing the APS, please contact the Grants Dept. of Musharikat via email at Musharikat_queries@dai.com for guidance.

Any questions concerning this APS should be submitted in writing no later than the time indicated at the top of this cover letter to queries_musharikatgrants@dai.com. All questions will be reviewed and answered on a rolling basis. Responses to all questions will be consolidated and issued to potential applicants in a single file within 3 days after the deadline for questions.

Applications supporting GBV survivors from outside the geographic focus will not be considered. Applicants must demonstrate success in managing cultural and political considerations in Afghanistan as well as success in addressing DAI's development objectives.

Thank you for your interest in DAI Musharikat activities.

Sincerely,

Clare McConnachie
Chief of Party

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SECTION A – FUNDING OPPORTUNITY DESCRIPTION

1) Description of the Proposed Program

Within the context of addressing Musharikat’s Gender-Based Violence (GBV) coalition’s priority goal of “Improved implementation of Afghanistan’s Elimination of Violence Against Women (EVAW) Law, Article 6 - The Rights of Victims”, Musharikat is requesting proposals from eligible and qualified non-profit, non-governmental and non-political organizations (CSOs/NGOs) for projects intended to support initiatives involving provision of counseling services on psychotherapeutic, psychosocial support and legal and health services for survivors of gender-based violence (GBV) in Afghanistan. **Specifically, the goal of the grant is to support the recovery process of GBV survivors through provision of comprehensive care services at the provincial level.**

A. Background

Gender-based violence is a pervasive problem in Afghanistan. Studies suggest that 87 percent of Afghan women experience at least one form of physical, sexual or psychological violence, and 62 percent experience multiple forms.¹ GBV stems from complex inequalities and cultural practices which, when aligned with poverty and lack of awareness, subordinate women to men and prevent them from acting on or receiving support. A holistic approach to combat gender-based violence is recommended, bringing together those whose understanding and action can influence how survivors are assisted including religious leaders and communities, health care staff and the justice system, and in the first instance, the police, as the first point of contact for reporting gender-based violence. Afghanistan has passed laws creating a legal framework to address GBV, including provision of services to victims, however inconsistent implementation of the law and lack of public awareness of available services denies victims their rights.

The USAID Promote program is a joint commitment by the U.S. and Afghan governments designed to empower 75,000 women across Afghanistan. Promote is equipping women with the skills, experience, knowledge and networks to lead the country forward, together with their male counterparts, through the Transformation Decade (2015 – 2024) and beyond. One of a portfolio of Promote projects, Musharikat, meaning ‘partnership’ or ‘participation’ in Dari and Pashto, is designed to build a cadre of activists and civil society organizations (CSOs) to effectively advocate for and advance women’s rights and empowerment. Working through five regional offices – Kabul, Herat, Mazar, Jalalabad and Kandahar – Musharikat has built a cadre of over 7,000 individual

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<https://afghanistan.unfpa.org/en/node/15232#:~:text=Gender%2Dbased%20violence%20is%20a%20pervasive%20problem%20in%20Afghanistan,-It%20stems%20from&text=Studies%20suggest%20that%2087%20percent,62%20percent%20experience%20multiple%20forms.>

activists and 370 CSO members across Afghanistan’s 34 provinces, with a focus on the next generation of emerging leaders and CSOs.

The USAID Musharikat project, implemented by DAI, is designed to achieve these objectives:

- Build constituency among national, provincial, and local activists and CSOs focused on promoting women’s equality and empowerment;
- Strengthen more effective advocacy for women’s equality and empowerment;
- Increase awareness of, and support for, women’s rights in all 34 provinces in Afghanistan; and,
- Increase the effectiveness of civil society and the Government of Afghanistan in the development and implementation of gender policies, laws and regulations.

To achieve these aims, Musharikat works with CSOs and activists across all 34 provinces to prioritize and select the most critical issues that have limited women’s ability to exercise their rights and fully participate in Afghan society. Employing a Coalitions for Change approach, Musharikat carried out inclusive, transparent, and competitive processes to bring CSOs and activists together to form coalitions, each designed to address a priority concern as determined by Afghan women. Eight coalitions were formed (see table below). Led by female leaders, these coalitions have engaged with a wide set of stakeholders—interested citizens, government and private sector partners, community and religious leaders, and media—to help advance collective advocacy campaigns designed to strengthen the role of women in families, communities, and the nation.

The Musharikat coalitions serve as the primary drivers in the achievement of project objectives. The project functions as mentor, advisor, facilitator, and funder to the coalitions and grantee CSOs, providing the necessary technical advice and resources to conduct outreach and awareness-raising initiatives; build broad-based constituencies to support coalition objectives; form strategic alliances at the local, regional, and international levels; plan and execute advocacy campaigns; and establish constructive working relationships with GIRoA partners on policy and legislative matters.

Musharikat Coalitions
Violence Against Women
Access to Economic Opportunities
Access to Education
Access to Health
Women’s Political Participation

Access to Justice
Anti-Harassment of Women and Girls
Women in Peace

In FY2021 Musharikat is consolidating its focus to three specific areas of advocacy to advance gender equality and women’s empowerment – women’s inclusion in the peace process, gender-based violence (GBV) and political participation.

B. Overall Program Objectives

DAI-Musharikat is awarding grants to eligible non-profit, non-governmental and non-political organizations (CSOs/NGOs) to provide comprehensive counselling support services to survivors of GBV.

The goal of the DAI Musharikat “Provision of Counselling Services to GBV Survivors” Grants Program is to increase the available capacity to deliver a multi-sectoral response to GBV, specifically in regard to response and management of GBV cases, specifically:

- 1.To support GBV survivors recover from the psychological and mental health effects through provision of professional counseling services.
- 2.To support GBV survivors to take decisions on legal recourse available to them through provision of legal advice, services, and counselling.

C. Detailed Description of the Proposed Program

I. Technical Scope of the APS:

Women and girls in Afghanistan experience GBV at rates that are among the highest in the world (UNFPA, 2019). Gender-based violence (GBV) is a life-threatening global health and human rights issue. Gender-based violence, especially violence against women, is a pervasive problem which is not only a severe human rights violation but also a serious public health problem in Afghanistan.

According to global estimates, more than one third of all women experience either intimate partner violence or non-partner sexual violence in their lifetime. Based on UNFPA, research in Afghanistan shows that more than 87% of women experience at least one form of domestic violence and over 62% of women experience multiple forms of violence. These figures reflect the immense challenges that women face, and the dire need for change at every level: from policy to service provision to community understanding. GBV includes sexual violence and rape, violence related to harmful traditional practices such as “honor” killings, child marriages, *baad* -the selling or giving away of women and girls to settle disputes – and *baadal* – exchange marriages.

According to the Afghanistan Independent Human Rights Commission (AIHRC), violence against women is a social phenomenon with deep roots in the culture and traditions of Afghan society. A review conducted by the AIHRC showed that violence against women within families is one of the most common forms of violence, with 60 to 80% of total marriages in Afghanistan defined as forced or underage. From March 2017 to March 2018, the Court of Appeals in 10 targeted provinces registered 2,455 domestic violence incidents, of which 52 were cases of forced and underage marriage. AIHRC also found that 94% of 4,118 cases of violence against women had occurred in the home; showing that the home environment is the most insecure place for women in Afghanistan.

At the same time, a decades long war has had untold psychosocial impacts on the population of Afghanistan. This impact has buttressed cultural practices like forced and underage marriage, harassment of women, the practice of *baadal*, *baad* and the restrictions of basic rights like education.

People who have been assaulted, abused and violated need proper care and support. Health care providers are often the first contacts GBV survivors speak to, making it absolutely essential for them to be able to recognize signs of GBV and respond safely and appropriately. The health sector is also a crucial gateway to other services survivors might need, such as social welfare, legal recourse or mental health.

In Afghanistan, with high levels of GBV, such crimes are often under reported because of their sensitive nature and the failures of the justice system. GBV's impact is most significantly on the poorest and most marginalized women in society who do not have access to resources. Survivors require legal representation to ensure proper recourse is afforded to them. The first priority when responding to gender-based violence must be to respond to the needs of survivors, ensure they are supported and protected.

Musharikat will leverage its existing networks and relationships with government and community leaders to continue to advocate against GBV and in support of institutions and practices that protect survivors and will work with established providers of services to ensure survivors have the support they require and request. The need for survivor services is vast and committed CSOs are challenged to meet this demand.

Through grants issued under this APS, DAI Musharikat intends to improve availability of service provision, primarily psychosocial, for survivors of GBV.

Illustrative Project Activities:

I. Program Design: -

Consideration will be given to applicants with existing programs that can support the following services:

- a) Recovery counselling services for survivors of GBV
- Provide confidential psychosocial counselling services to GBV survivors focusing on ensuring their capacity to make decisions about their lives.
 - Conduct follow up with GBV survivors who received counselling services in each pre-selected province to determine the recovery and normalization of the survivors.
 - Conduct pre- and post-assessments for services provided to beneficiaries to evaluate the impact of the services received by the GBV survivors.
- b) Access to information for survivors of GBV
- Advocate for and provide access to legal advice and support to survivors of GBV to enable them to take decisions on legal recourse available to them.

The above list is illustrative and is by no means exhaustive and creativity is encouraged from applicants.

Expected Results:

- a) GBV Survivors are provided with appropriate and individually designed psychosocial service provision to assist their recovery process
- b) GBV survivors receive support and access to legal advice as requested to allow them to take appropriate decisions.

2) Administration of Award

DAI Musharikat awards are made under the authority of the U.S. Foreign Affairs Act and USAID's Automated Directive System (ADS) 302.3.5.6, "Grants Under Contracts." Awards to U.S. organizations will be administered in accordance with 2 CFR 200 Subpart E, ADS 303 and USAID Standard Provisions for U.S. nongovernmental organizations. For non-U.S. organizations, USAID Standard Provisions for non-U.S. non-governmental organizations would apply. See Annex I for Standard Provisions.

Applicants may obtain copies of the referenced material at the following websites:

2 CFR 200:

<https://www.ecfr.gov/cgi-bin/text-idx?SID=0a5b7fee6378930cce72564449dd8bb7&mc=true&node=sp2.1.200.d&rgn=div6>

Standard Provisions for U.S. Nongovernmental Recipients:

<https://www.usaid.gov/sites/default/files/documents/303maa.pdf>

Standard Provisions for Non-U.S., Nongovernmental Recipients:

<https://www.usaid.gov/sites/default/files/documents/303mab.pdf>

SECTION B. AWARD INFORMATION

1. Estimated Funding Level

The total amount of funding currently available for all grants issued in response to this Annual Program Statement (APS) is about USD 500,000 for FY2021 of the project. DAI Musharikat intends to issue multiple awards at a ceiling of between USD 25,000 up to USD 50,000 for each award.

Subject to the availability of funds multiple awards will be made to applicant(s) whose application(s) best meets the objectives of this funding opportunity and the selection criteria contained herein. DAI Musharikat, on behalf of USAID, anticipates awarding approximately 10 grants to fund successful applications submitted in response to this APS.

The final award amount will be dependent on grant activities and cost discussions and may be higher or lower than the range. The number of awards and amount of available funding however is subject to change. Musharikat reserves the right to fund any or none of the applications submitted. The duration of any grant award under this solicitation is expected to be no more than 4 months.

2. Anticipated Start Date of this Award and Performance Period

Musharikat anticipates to award projects resulting from this APS up to 4 months. Applicants may suggest an anticipated start date for the proposed project commencing from April 15, 2021 to July 15, 2021. The estimated start date will be upon the signature of the award, on or about.

3. Award Types

The standard provisions governing each award resulting from this APS will depend on the type of grant awarded. The type of grant will be determined as a result of discussions with the apparent successful applicant(s) and will depend on the scope of the activity proposed, as well as the applicant's management capacity assessment. As such, Musharikat reserves the right to award the following types of grants pursuant to this APS:

1. In-kind Grant
2. Fixed Amount Award
3. Simplified Grant
4. Standard Grant

Please see Annex I for a description of each grant type and applicable standard provisions.

SECTION C. ELIGIBILITY INFORMATION

I. Types of Entities that May Apply

U.S. and non-US organizations may participate under this APS. For the purposes of the Musharikat program, CSOs/Organizations are defined as local and U.S “Networks,” and “NGOs” that are non-profit, non-governmental and registered with the Ministry of Economy or the Ministry of Justice of Afghanistan.

This APS is issued as a public notice to ensure that all interested and qualified organizations have a fair opportunity to submit applications in response to this NFO. To be eligible for grant awards, the organizations:

- a. Must have legal status that falls within one of the following categories;
 - i. Local Afghan non-profit, non-governmental and non-political organizations (CSOs/NGOs) currently registered with Ministry of Economy or the Ministry of Justice
 - ii. For-profit organizations registered with the relevant GIRoA ministry willing to forego profit.
 - iii. Afghan firms/organizations are preferred; International firms/organizations will be considered only on a case-by-case basis
- b. Must hold membership in OR agree to join a Musharikat coalition before signing of a grant.
 - i. Those who do not hold membership in a coalition should include a completed coalition membership application form along with other required documents as part of their proposal. Please see Annex 7 for Coalition Membership Application - CSO/Commercial entity.
- c. Must have an active presence in the province/region which the applicant proposes to implement activities.
- d. Must have previous experience working on projects related to provision of counselling services to GBV survivors.

DAI will not award grants to the following entities:

- a. Entities which are not formally registered with GIRoA are not eligible.
- b. Political parties, political party organizations and government institutions.
- c. Faith-based organizations whose objectives are discriminatory.
- d. Organizations from foreign policy restricted countries (Cuba, Iran, North Korea, Sudan and Syria) are not eligible.
- e. Organizations included in the List of Parties Excluded from Federal Procurement and Non-Procurement Programs are not eligible for federal awards. In addition, organizations are not eligible for awards if they have members who appear on the U.S. Department of Treasury’s List of Specifically Designated Nationals (OFAC’s Sanctions List) and Blocked Persons or who have been designated by the United Nations Security Council (UNSC) Sanctions Committee established under UNSC

Resolution 1267 (1999) (the 1267 Committee) as an individual linked to the Taliban, Osama bin Laden, or Al Qaeda organization.

- f. Any US entity which is a “Private Voluntary Organization” (PVO) but has not registered as such with USAID
- g. Any “Public International Organization” (PIO)
- h. Any government entities
- i. Any entity affiliated with DAI and DAI Sub-contractors or any of its directors, officers or employees.

2. Potential New Partners

DAI strongly encourages applications from potential new partners.

3. Cost Share

Cost Sharing is defined by USAID as “the portion of project costs not paid by Federal funds unless otherwise authorized by Federal statute”.

As a general policy, Musharikat will encourage applicants to include cost sharing of up to 10% when possible in their application budgets. In addition to cash contributions, in-kind contributions are allowable as cost sharing, including: volunteer time, valuation of donated supplies, equipment and other property, and use of un-recovered indirect costs. Consistent with USAID policy, Musharikat will not apply source, origin, and nationality requirements or USAID’s restricted goods provisions to cost sharing contributions.

Cost sharing becomes a condition of the award when it is made part of the approved award budget. Cost share can be audited, and if the recipient does not meet its cost sharing requirement, it can result in questioned costs.

To be considered as cost share, the applicant’s contributions, both cash and in-kind, must meet all of the following criteria:

- Are verifiable from the recipient's records.
- Are not included as cost share contributions for any other USG -assisted program.
- Are necessary and reasonable for proper and efficient accomplishment of this award's objectives.
- Are allowable under the applicable Standard Provision of ADS 303, “Allowable Costs”.
- Are not paid by the USG under another grant or agreement (unless the grant or agreement is authorized to be used for Cost Share).
- Are included in the approved budget. In the award budget cost share must be expressed as a dollar/AFN figure rather than a percentage to assist in monitoring the amount.

SECTION D. APPLICATION AND SUBMISSION INFORMATION

I. Application Process

DAI will review proposals using a two-stage process. Applicants must first submit a concept paper of no more than five pages directly to DAI before submitting a full proposal. Concept papers must meet the identified needs of this solicitation. If your proposed project meets the needs of this APS, prepare a five-page concept paper ensuring that the concept meets all APS criteria.

- Do not submit a full proposal unless requested by DAI. Only upon receipt of positive DAI feedback on the concept paper will the applicant be given access to complete as requested a full proposal for DAI consideration, using the criteria below.

Concept paper submission deadline:

- Round one deadline: March 15, 2021
- Round two deadline: April 1, 2021

Concept papers will be accepted on a rolling basis and will be reviewed per the schedule outlined above. However, DAI encourages applicants to apply early. The time required to process a grant award may depend on circumstances related to procurement, applicant documentation, application processing, non-US party vetting approval, USAID technical approval, and other factors. Awards will be subject to availability of funds. There is no guarantee a grant application submitted will be awarded.

Organizations with approved concept papers will be notified and will be invited to submit a complete Grant application. Only then will applicants have access to the grant application form, budget template, work plan template and M&E template.

The concept paper and Full Application must be submitted in accordance with the instructions in SECTIONS D (2), (3) and (4) below.

2. Concept Paper

In the first stage, all applicants are required to submit a short technical concept paper no longer than 5 pages that is specific, complete and concise. The concept paper should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. The person/organization developing the concept paper should take into account the instructions listed in the next section.

Concept papers will be reviewed in terms of responsiveness to the APS, appropriateness of subject matter, and creativity of the solution proposed. The concept paper should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program.

A. Concept Paper Instructions

The concept paper must be submitted **using DAI's Grant Concept Paper Template** in Calibri (Body) 11.5 point font in English and as a PDF file to musharikat_grants@dai.com. Each page must be marked with the APS title and number.

Submissions must conform to the following requirements:

1. Cover page (no more than one (1) page) should consist of the following:

- APS Number: Musharikat-APS-021-002
- Title of the proposed project
- Period of performance for the proposed project
- Proposed project location
- Name and address of organization
- Type of organization (for-profit, non-profit, local organization, U.S organization, etc.)
- Proof of registration (registration number or something?)
- Name of Musharikat coalition that the organization is a member of or will join
- Point of Contact (Name, telephone and email information)
- Signature/Stamp of the organization authorized representative.

2. Technical approach (no more than three (3) pages): The Concept Paper body should include the following:

Project Description

Project Summary:

Briefly describe the purpose of the proposed grant activity.

Project Goals and Objectives:

Describe goals and objectives of the proposed grant activities for which Musharikat funding is being requested. How do they relate to Musharikat's objectives?

Project Activities and Estimated Budget:

What will be the roles and responsibilities of the grant applicant? (For the Full Application stage, the Implementation plan (Annex 1) and Budget (Annex 2) must be prepared in line with this section. All costs to be provided in AFN (Afghani – Local Currency))

Project Outcomes:

What is the anticipated outcome of the proposed project? And The geographic focus of the proposed activity

3. Supporting information (no more than (1) page):

- Proposed total estimated cost;
- High-level cost breakdown (e.g., salaries, travel, etc.);

- Proposed amount of the applicant’s financial and/or in-kind participation (cost share) if applicable (optional);
- Proposed amount of prospective or existing partner(s) financial as well as in-kind participation if applicable;
- Proposed duration of the activity; and
- Brief description of applicant’s, as well as prospective or existing partner(s)’ previous work or experience, including the province in Afghanistan, that demonstrates previous experience working on projects related to provision of counselling services to GBV survivors.

3. Full Application

A. General Requirement

Concept papers must be submitted prior to submitting a full grant application. **Only Applicants whose concept papers are accepted will then be invited to submit a full application** that should provide more detailed information on topics previously addressed in the Concept Paper. The Full Application must be submitted in Calibri (Body) 11.5 point font in English and as a PDF file to musharikat_grants@dai.com. The applications must be prepared in accordance with the instructions below and must adhere to the program and geographical area that was submitted in the original concept paper. Applications must not exceed the concept paper budget amount. Invitations will be based on a subjective evaluation of how the program meets the opportunities and constraints outlined and the priority needs of the Musharikat Program.

Note that all applicants may be subject to a pre-award financial and management review and must demonstrate that they have a rigorous financial and monitoring system in place that will ensure auditable systems and records.

B. Application Submission

Potential applicants whose concept has been approved will be invited to submit the required documents along with their full application. **Applications must include the following documents:**

- a. Mandatory Standard Provisions and Required as Applicable Standard Provisions for U.S. Non-Governmental Organizations (Annex 1)
- b. Certifications, Assurances, Other Statements of the Recipient and Solicitation Provisions (Annex 2)
- c. Completed Grant Application Form (Annex 4)
- d. Completed Implementation/Work Plan (Annex 5)
- e. Completed Budget and Budget Notes (Annex 6)
- f. CVs of Project Manager, M&E, Workshop facilitators/trainers and other key personnel (Annex 7)
- g. Musharikat CSO/Commercial Entity Coalition Membership Form (Annex 8)

- h. Evidence of a DUNS Number or a Self-Certification for Exemption from DUNS Requirement. (Annexes 9 & 10)
- i. Organizational Profile (must include total number of active members, with a breakdown of total members by number of female and the number male members)
- j. Current Organizational Chart
- k. Copy of current registration from Ministry of Economy, Justice or other relevant Ministry.
- l. Checklist (Annex 13)
- m. Completed Financial Capability Questionnaire and attachments
- n. Statement of liability (part of application form)

Please see Annex 13, Required Document Checklist for a list of all required documents. Before submitting your application, mark all documents included on the checklist to verify completeness and submit with your application.

C. Content of Application Submission

I. Technical Application

To facilitate the competitive review of the applications, proposal must be submitted using the Application Form template in Annex 4. Applications should be specific, complete, presented concisely and shall not exceed 15 pages (exclusive of annexes).

Applications submitted in response to this APS must include the following information:

- I. Project Description:** The applicant must provide a detailed description of the project, specifying its goal, activities and results. To facilitate the competitive review of the applications, proposals should include the following contents.
 - a. Project summary (Provide a brief summary of the proposed project include any necessary background information; clearly address the justification for the project.)
 - b. Outline the project's goal, objectives, activities and expected results
 - i. Provide accurate, detailed information
 - ii. Set achievable, realistic and measurable goals and objectives
 - iii. Describe the specific activities to be undertaken
 - iv. Describe the expected results/outcomes/impact to be achieved
 - v. Define the proposed project beneficiaries
 - vi. Include proposed provinces for implementation. Applicants may propose activities in one or more provinces, up to a maximum of 3-5 provinces where the applicants have presence.
 - vii. In addition to the major cities, applicant should also include activities in at least one province outside of Kabul and the other regional hubs of Mazar, Herat, Jalalabad, and Kandahar.

- 2. Implementation/Work Plan.** The Plan should include:
- a. Timeline for phasing of activities
 - b. Set forth a proposed implementation plan, inputs, outputs, and outcomes which are realistic and achievable within the proposed budget and timeframe. Include the key objectives that the grantee would like to achieve and how the grant activities will contribute to key performance indicators of Musharikat. **Please see the list of performance indicators in Annex II for further reference.**
 - c. Reflect a grasp of the necessary steps to ensure rapid, effective execution of program activities.
 - d. Address opportunities and strategies for scaling-up, achieving broad-based impact, promoting sustainability beyond Musharikat funding, and documenting and sharing lessons learned, where possible and appropriate.
- 3. Monitoring (Results and Benchmarks):** The applicant should define, to the maximum extent possible at the application stage, results and benchmarks for monitoring the performance towards attainment of program objectives and M&E mechanisms to assess and report grants progress and results, including:
- a. What are the key objectives that the grantee would like to achieve and how the grant activities will contribute to key performance indicators of Musharikat? **Please see list of performance indicators Annex II for further reference.**
 - b. What are the key performance indicators and targets to measure progress and results of grant activities?
 - c. What data collection, data analysis and reporting mechanisms the grantee will use to assess progress and results on key performance indicators of the grant? This should also include, but not limited to grantee impact evaluation plan, if any.
 - d. The applicant should propose experienced project required staff and share their updated CVs with Musharikat. The project will also provide M&E training from the third-party monitoring agency. Overall the applicant should explain how M&E will contribute to ensure grant outcomes/impacts are achieved.
- 4. Sustainability:** The applicant should describe how the project or its benefits will continue after grant funding ends.
- 5. Personnel.** The applicant should propose key personnel - Project Manager, Counselling Facilitators/Trainers, and other required staff. Each applicant should provide, as part of their application, detailed curriculum vitae (CV) of key personnel who will be leading the implementation in the field. Key personnel must have demonstrated relevant experience of similar activities.

6. **Organizational Capability:** Each application shall include information that demonstrates the applicant's expertise and ability to meet or exceed the goals of this program. Your organization's profile must be included as documentation with the application.
7. **Past Performance:** Applicants must present evidence of their past experience in provision of counselling and advisory services to GBV survivors in the Application Form, Annex 4. Descriptions of at least 3 projects or other similar activities implemented in the last 5 years must be included. The clients' name, email and telephone number must be included to allow Musharikat to contact them for verification, as required.

2. Cost Application

If a full technical proposal is requested, a cost application will be required as well. The applicants shall prepare a detailed budget and budget notes using the template provided in Annex 6.

- a. All budget lines must be clearly linked to specific project activities. Although Musharikat will support organization staff and operating costs that are necessary for reaching project goals, applicants should direct resources primarily to project implementation, rather than the organization's operating costs.
- b. Supporting information shall be provided in the budget notes in sufficient detail to allow for a complete analysis of each line item cost.
- a. **Indirect Cost Rates:** Indirect cost rates, if included in the detailed budget, must be consistent with the applicant's Negotiated Indirect Cost Rate Agreement (NICRA) and the agreement should be included with the applicant's budget. If the applicant does not have a NICRA, the applicant may elect to charge a maximum rate of 10% of modified total direct costs (see 2 CFR 200.414(f)) and the applicant must follow the requirements in 2 CFR 200.414(f).
- b. **Profit:** Profit is not allowable under grants. Commercial organizations submitting applications must agree to forego profit on proposed activities.

The following is provided as guidance on issues involving specific types of costs:

1. **Salary and Wages:** Direct salaries and wages should be proposed in accordance with the Applicant's personnel policies.
2. **Fringe Benefits:** If the Applicant has a fringe benefit rate that has been approved by an agency of the U.S. Government, such rate should be used and evidence of its approval should be provided. If a fringe benefit rate has not been so approved, the application may propose a rate and explain how the rate was determined. If the latter is used, the narrative should include a detailed breakdown comprised of all items of fringe benefits (e.g., unemployment insurance, worker's compensation, health and life insurance, retirement, FICA, etc.) and the costs of each, expressed in dollars and as a percentage of salaries.

Alternatively, if the applicant has no approved rate, it may elect to directly charge all project expenses.

3. **Travel and Transportation:** The application should indicate the number of trips, domestic and international, and the estimated costs per trip. Specify the origin and destination for each proposed trip, duration of travel, and number of individuals traveling.
4. **Equipment:** Specify all equipment to be purchased, including the type of equipment, the manufacturer, the unit cost, the number of units to be purchased and the expected geographic source.
5. **Source and Origin Requirements:** Goods and services provided by the Recipients under this award must have their source and origin in Country. Procurement source and origin requirements under the agreement will be dependent upon the source of funding.
6. **Materials and Supplies:** Specify all materials and supplies expected to be purchased, including type, unit cost, and number of units.
7. **Communications:** Specific information regarding the type of communication cost (e.g., mail, telephone, cellular phones, internet, etc.) must be included in order to allow an assessment of the realism and reasonableness of these costs.
8. **Training:** Provide budgetary information on all training, including the number of people to be trained, the number and cost of each session, and the cost of materials.
9. **Subcontracts/Consultants:** Information sufficient to determine the reasonableness of the cost of each specific subcontract and consultant expected to be hired must be included. Similar information should be provided for all consultants who are provided under the category for personnel.
10. **Allowances:** Allowances should be broken down by specific type and by person. Any allowances should be in accordance with the Applicant's policies and the applicable regulations and policies.
11. **Direct Facilities Costs:** Specific information regarding the cost of any facilities needed to perform program activities. The information provided should include the unit cost (rent), the time period the facilities are needed and the number of facilities. Only facilities that directly benefit the program activities should be included in this category; all other facility costs should be included in the indirect cost category.
12. **Other Direct Costs:** This may include report preparation costs, passports and visas fees, training, medical exams and inoculations, insurance (other than insurance included in the Applicant's fringe benefits), as well as any other miscellaneous costs that directly benefit the program proposed by the Applicant. The narrative should provide a breakdown and support for all other direct costs. If seminars and conferences are included, the Applicant should indicate the subject, venue, and duration of proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs.
13. **Indirect Costs:** The Applicant should support the proposed indirect cost rate, if any, with a letter from a cognizant U.S. Government audit agency (i.e. its current Negotiated

Indirect Cost Rate Agreement) or with sufficient information for DAI to determine the reasonableness of the rates. For the latter, DAI would need:

- a. copies of the Applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
 - b. projected budget, cash flow and organizational chart; and
 - c. a copy of the organization's accounting manual.
14. **Cost Share:** In addition to USAID funds, Applicants are encouraged to contribute resources from their own private or local sources for the implementation of this program where feasible. Contributions can be either cash or in-kind and can include contributions from Applicant, local counterpart organizations, project clients, the relevant Government(s), and other donors (but not other USG funding sources). The budget must provide a breakdown of the financial and in-kind cost share contributions, if any, converted to dollar value, of all organizations involved in implementing this Cooperative Agreement. This information should be included in the Cost Summary as indicated on those documents. The cost-share should be discussed in the Budget Notes to the extent necessary to realistically access these sources and funds and the feasibility of the cost-sharing plan.
15. **Alliance Opportunities:** DAI encourages, where appropriate and possible given the subject matter, the creation of alliances. An "alliance," in this sense, is a formal agreement between two or more parties created to jointly define and address a development problem. Alliance partners combine resources, risks and rewards in pursuit of common objectives. Alliance partners make financial and/or in-kind contributions to increase the impact and sustainability of development efforts. Their support may take many forms. Mechanisms for collaboration include parallel financing (with common objectives, clear understanding of roles and separate funding tracks) or pooled resources (with agreed upon and legally binding governance structures and common funding tracks).
16. **Program Income (if applicable):** The Recipient will account for program income in accordance with 2 CFR 200.307. In accordance with 2 CFR 200.307 (e)(2), program income earned under this award will be added to funds committed by DAI and the recipient to the project or program and used to further eligible project or program objectives. Additionally, in accordance with 2 CFR 200.307(e)(3), program income may be used to finance the non-Federal share of the project or objectives. Potential for-profit applicants should note that DAI policy prohibits the payment of fee/profit to the recipient under grants. Forgone profit does not qualify as cost-sharing or leveraging.

4. Submission Instructions:

Concept Paper: The concept paper must be submitted by email to: musharikat_grants@dai.com no later than the deadline on the cover page of this APS or subsequently announced deadlines if additional reviews are announced. All correspondence must include the relevant APS number and title and indicate Concept Paper in the email subject line.

Full Application: Applications must be submitted electronically. For electronic submission use: musharikat_grants@dai.com. All correspondence must include the relevant APS number and title and indicate Full Application in the email subject line.

It is strongly preferred that applications are submitted in **English**. However, if this requirement presents a serious hardship to the applicant, the applicant may email musharikat_grants@dai.com to request an exception, which may or may not be granted.

To avoid automatic rejection, the applicants must write Musharikat APS-021-002 on the subject of their email while submitting a concept/application in response to this APS.

All applications received by the deadline will be reviewed for eligibility, responsiveness and programmatic merits according to the specifications outlined in this APS. Section E “Application Review Information” addresses the guideline for concept papers review, full application criteria and the merit review process.

A. Late Applications

Applications which are submitted late or are incomplete will not be considered in the review process. No addition or modifications will be accepted after the submission date. It is the Applicant’s responsibility to ensure that all necessary documentation is complete and received on time.

B. Questions & Answers (Q&A)

Any questions concerning this APS should be submitted in writing no later than the time indicated at the top of this cover letter to queries_musharikatgrants@dai.com. All questions will be reviewed and answered on a rolling basis. Responses to all questions will be consolidated and issued to potential applicants in a single file within 2 days after the deadline for questions. The deadline for receipt of questions is March 6, 4:00pm Kabul time. Telephone calls regarding technical content will not be entertained.

According to DAI policies and procedures, Musharikat will not respond to queries submitted outside of the process indicated above.

Applicants should retain for their records all application materials submitted electronically to Musharikat.

5. Other Important Information

Issuance of this APS does not constitute an award or commitment on the part of DAI, nor does it commit DAI to pay for costs incurred in the preparation and submission of an application.

DAI reserves the right to fund any or none of the applications submitted. Further, DAI reserves the right to make no awards as a result of this APS.

A. Branding

All USAID-sponsored assistance awards are required to adhere to branding policies and marking requirements in accordance with ADS 320. This includes visibly displaying the USAID Standard Graphic Identity that clearly communicates assistance is, “From the American people” on all programs, projects, activities, publications, public communications, and commodities provided or supported through USAID assistance awards. ADS 320 requires that, after the evaluation of the applications, Musharikat staff will request the Apparently Successful Applicant to submit a Branding Strategy that describes how the program, project, or activity is named and positioned, how it is promoted and communicated to beneficiaries and cooperating country citizens, and identifies all donors and explains how they will be acknowledged. Musharikat will not competitively evaluate the proposed Branding Strategy. ADS 320 can be downloaded from following website:

<https://www.usaid.gov/sites/default/files/documents/1868/320.pdf>

B. Data Universal Numbering System (DUNS)

There is a mandatory requirement for the applicant to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an applicant to be “responsible” to conduct business with and therefore, DAI will not enter into an agreement with any such organization. The award of a grant resulting from this APS is contingent upon the winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an agreement and DAI will select an alternate awardee.

All U.S. and foreign organizations which receive a grant with a value of \$25,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that grant applicants sign the self-certification statement if the applicant claims exemption for this reason. For those required to obtain a DUNS number, see Annex 8 - Instructions for Obtaining a DUNS Number - DAI’S Vendors, Subcontractors and Grantees.

C. Partner Vetting Procedure

- c. A grant is contingent on successful vetting of the awarded offeror by USAID. Pursuant to USAID Kabul Mission Order 201.06, vetting is required for all non-U.S. recipients proposed for any award in excess of \$25,000 at any tier under a USAID contract, including subcontracts, 2nd-tier subcontracts, or any other similar award instrument.
- d. Vetting is conducted by USAID for all grants under contract in excess of \$25,000 issued by DAI.
- e. When vetting is required, the grantee will be required to complete and submit a “Partner Information Form” to DAI for submission to the USAID vetting services unit.

D. Certifications, Assurances, Other Statements of the Recipient and Solicitation Standard Provisions

In accordance with ADS 303.3.8, DAI will require successful grant applicants to submit a signed copy of the following certifications and assurances, as applicable, see (Annex 2) for more guidance and instructions:

- 1. Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs (Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.)
- 2. Certification Regarding Lobbying (This certification applies to grants greater than \$100,000.)
- 3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)
- 4. Certification Regarding Terrorist Financing, Implementing Executive Order 13224
- 5. Certification of Recipient

In addition, the following two certifications will be included only as required per ADS 206 for Key Individuals or Covered Participants in covered countries:

Part II – Key Individual Certification Narcotics Offenses and Drug Trafficking

Part III – Participant Certification Narcotics Offenses and Drug Trafficking

SECTION E. APPLICATION REVIEW INFORMATION

1. Eligible Organizations

Refer to Section C of the APS for eligibility information.

2. Concept Paper Review Information

Concept papers will be reviewed in terms of responsiveness to the APS, appropriateness of subject matter.

Musharikat will evaluate concept papers on a rolling basis until grant funds are fully obligated. Concept papers will be evaluated against the initial set of criteria established below:

No	Criteria	Yes	No
1	Concept addresses one of Musharikat's objectives as listed in Section A		
2	Concept proposes a solution that meets the needs identified		
3	Concept addresses the constraints and geographical barriers of the demand side (feasibility)		
4	Concept has the potential for scalability and sustainability		
5	Target population matches Musharikat's target beneficiaries		
6	Concept results are measurable		

3. Full Application

If the Musharikat review of the applicant's concept paper results in a decision to request a full application as stated in Section E above, The Musharikat Grants Unit shall contact successful applicant to submit a full application.

Within approximately 3 working days of receipt of full application a review panel will convene. The review panel will include the Chief of Party, Deputy Chief of Party of Programs, Regional Directors, the Advocacy and Policy team or other technical staff. Throughout the evaluation process, Musharikat shall take steps to ensure that members of the review panel do not have any conflicts of interest or the appearance of such with regard to the organizations whose applicants are under review. Conflict of interest (or the appearance of such) shall be considered to exist if/when that person, or that person's spouse, partner, child, close friend or relative works for or is negotiating to work for or has a financial interest (including being an unpaid member of a Board of Directors) in any organization that submitted an application currently under the panel's review. Members of the committee shall neither solicit nor accept gratuities, favors, or anything of monetary value from parties to the awards.

All applications which are complete, meet the eligible entity requirements, and comply with submission requirements will be reviewed by the review panel. The applications will be reviewed

according to the merit review criteria set forth below. Awards will be made to responsible applicants whose applications offer the best value taking into account regional coverage of all grant awards collectively to maximize geographic coverage. To the extent necessary (if award is not made based on initial applications), discussions may be conducted with each applicant whose application, has a reasonable chance of being selected for award. The selection committee will then conduct a cost review of the budget(s) proposed by apparent successful applicant(s). When reviewing costs, the selection committee will review the cost breakdown; evaluate and analyze specific elements of costs for reasonableness and allocability of costs in the budget; and determine the allowability of the costs under the applicable cost principles.

All completed grant applications will be evaluated against the criteria established below:

Merit Review Criteria	Rating (Points)
Project Justification and Design <i>Is the design realistic?</i>	30
Potential Impact <i>Is the project likely to improve target group?</i>	30
Past Performance and Capability <i>The applicant's past experience and capabilities in conducting projects of a similar nature.</i>	20
Potential for Sustainability <i>Is the project likely to continue after grant funding ends?</i>	10
Cost Effectiveness <i>Is the cost reasonable in terms of the expected results?</i>	10
Total	100

DAI reserves the right to fund any or none of the applications received

SECTION F. AWARD AND ADMINISTRATION INFORMATION

1. Award Notice

Award of the agreement contemplated by this APS cannot be made until funds have been appropriated, allocated and committed through internal DAI-Musharikat procedures and unless when applicable buy in of USAID has been secured. While DAI-Musharikat anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award.

2. Post- Selection Information

Following selection of an awardee, DAI will inform the successful applicant concerning the award. A notice of award signed by DAI's Chief of Party is the official authorization document, which

DAI will provide either electronically or in hard copy to the successful applicant's main point of contact.

DAI also will notify unsuccessful applicants concerning their status after selection has been made.

3. Reporting Requirements

- 1) **Weekly bullet points on grant activities**
- 2) **Monthly reports** which include a description of project activities and progress towards meeting the project goal; problems in project implementation; actions taken to overcome them; and plans on how the next phase of the project will be implemented.
- 3) **Activity report for each counselling session, meeting and awareness raising event which includes:**
 - Signed participant sheets
 - Signed biodata sheets
 - Photos
 - Pre and Post evaluation summary
 - Summary of the activity including the participation and active demonstration of each individual during the counselling session and as well in awareness raising activities.
- 4) **Final Report** with key findings, lessons learned and recommendations. This report will describe how the project objectives and goals were reached, results of the project, and problems and solutions during implementation. Examples of successes and impact should be included. This information should be presented in a manner suitable for presentation to the public.

ANNEXES:

Annexes are attached in separate files. Below is the list of all annexes associated in this APS.

ANNEX 1: Mandatory Standard Provisions:

Refer to the Mandatory Standard Provisions, by grant type attached separately (Annex 1)

ANNEX 2: Certifications, Assurances, Other Statements of the Recipient and Solicitation Provisions

Please make sure to sign each section where required.

ANNEX 3: Grant Concept Note

Please fill in the concept note form using the template provided in (Annex 3)

ANNEX 4: Grant Application Form

Please fill in the grant application form using the template provided in (Annex 4)

ANNEX 5: Completed Implementation/Work Plan

Please fill in the work plan using the template provided in (Annex 5)

ANNEX 6: Budget Template

Please provide a detailed budget and a budget note for the entire duration of the project, using the template provided in Annex 6. The budget note should provide details on all types of costs planned, cost per unit and cost justification.

ANNEX 7: Curriculum Vitae

Provide the CVs for all proposed project staff as you will list in the budget using the CV template provided in (Annex 7)

ANNEX 8: Musharikat Coalition Membership Form

If you are already a member of the Musharikat Coalitions, you are not required to resubmit this form. If you are not currently a member of the Musharikat Coalition, you are required to fill the Musharikat Membership Form available in Annex 8 attachment in order to become eligible for Musharikat Funding. This Membership Form has to be submitted together with the rest of the proposal to Musharikat. Recipients that are not currently holding Musharikat Coalition Membership and fails to submit the membership form at this point will not be considered.

ANNEX 9: Instructions for Obtaining a DUNS Number

For instruction to obtaining a DUNS Number; refer to the template provided in (Annex 9)

ANNEX 10: Self Certification for Exemption from DUNS Requirement

For a self-certification for exemption from DUNS; refer to the template provided in (Annex 10)

ANNEX 11: List of Musharikat Indicators

Proposed activities should support one or more of the Musharikat M&E indicators, please refer to the Annex 11 for the list of Musharikat indicators.

ANNEX 12: Musharikat Regional Map

Musharikat geographic map is attached in (Annex 12)

ANNEX 13: Application Checklist and Signature Page

Please refer to the application checklist and Signature Page template for the list of documents you have to submit along this APS and your institution certification provided in (Annex 13)