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in Water, Sanitation and Hygiene



**SCALE**  
Strengthening Capacity in Agriculture  
Livelihoods and Environment

# REQUEST FOR APPLICATIONS (RFA)

## PRO-WASH & SCALE SMALL GRANTS PROGRAM

**RFA: SC-PWS-ARA-RFA-2023-02**

**Subject:** Centering Community Voices

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**Date RFA Issued:** February 12, 2024

**End of Question Period:** March 4, 2024

**Due Date for Applications:** March 22, 2024

**Award Ceiling:** USD \$100,000 per Small Grant

**Issued by:** Save the Children Federation, Inc. / PRO-WASH & SCALE

**Contact for this RFA:** [PWS\\_research@savechildren.org](mailto:PWS_research@savechildren.org)



**Save the Children.**

**Disclaimer:** This request for applications was made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of the PRO-WASH & SCALE Award and do not necessarily reflect the views of USAID or the United States Government.

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## ACRONYMS

BHA	USAID Bureau for Humanitarian Assistance
DEC	USAID Development Experience Clearinghouse
EMMA	Emergency Market Mapping and Analysis Toolkit
FSN	Food security and nutrition
IDEAL	Implementer-Led Design, Evidence, Analysis and Learning Activity
IP	Implementing partner
IRB	Institutional Review Board
NICRA	Negotiated indirect cost rate agreement
NRM	Natural resource management
PRO-WASH & SCALE	Practice, Research, and Operations in Water, Sanitation, and Hygiene and Strengthening Capacity in Agriculture, Livelihoods, and Environment
RFA	Request for applications
SAM	System for Award Management
SBC	Social and behavior change
TRC	Technical Review Committee
UEI	Unique Entity Identification Number
USAID	United States Agency for International Development
USD	United States dollar
WASH	Water, sanitation, and hygiene
WRM	Water resources management

## INTRODUCTION FROM THE PRO-WASH & SCALE DIRECTOR

February 12, 2024

Dear colleagues,

The Practice, Research, and Operations in Water, Sanitation, and Hygiene and Strengthening Capacity in Agriculture, Livelihoods, and Environment (PRO-WASH & SCALE) Award is pleased to share this request for applications (RFA). We thank those who provided comments during the recent open comment period that has helped us to improve the design of this RFA.

Many of the tools and approaches that food security practitioners employ have been developed outside of the countries and communities where they are ultimately used and may carry with them embedded perspectives, assumptions, and biases of implementer and/or donor mindsets and experience. The goal of this RFA is to co-create and carry out activities that explore one or more approaches or tools aimed at centering community voices within PRO-WASH & SCALE's focus sectors in support of food and nutrition security objectives: agriculture, natural resource management (NRM), livelihoods, markets, water resource management (WRM), and water, sanitation, and hygiene (WASH).

A question period will be open through March 4, 2024, at 5:00 PM ET. We look forward to receiving your applications via email to [PWS\\_Research@savechildren.org](mailto:PWS_Research@savechildren.org) by March 22, 2024, at 5:00 PM ET and to working with you.

Sincerely,

***Julia Crowley***

PRO-WASH & SCALE Director

## A. Authority and Introduction

This RFA is to solicit applications and identify partner(s) to co-create and carry out activities that explore one or more approaches or tools aimed at centering community voices within PRO-WASH & SCALE's focus sectors in support of food and nutrition security objectives: agriculture, natural resource management (NRM), livelihoods, markets, water resource management (WRM), and water, sanitation, and hygiene (WASH). Through this exploration, the selected partner(s) will surface important insights around the tools or approaches (including how they are applied) in centering community voice and decision making in the adoption of new practices or behaviors.

Only local entities are eligible to apply, as defined in United States Agency for International Development's (USAID) ADS 303: "A local entity means an individual, a corporation, a nonprofit organization, or another body of persons that—is legally organized under the laws of; has as its principal place of business or operations in; is majority owned by individuals who are citizens or lawful permanent residents of; and managed by a governing body the majority of who are citizens or lawful permanent residents of a country receiving assistance from funds appropriated under title III of this Act."

Applicants must focus their activity to be relevant to a community, region, or country where there are currently USAID/BHA funded projects. More information on these locations is available by accessing USAID's [Where We Work](#) website. Global initiatives are also acceptable if the outputs will be relevant to USAID/BHA partners.

Under this RFA, Save the Children Federation, Inc. (Save the Children) will fund one award at up to \$100,000 USD for a study period of up to 16 months.

Resourcing for this sub-award is provided by the USAID/Bureau for Humanitarian Assistance-funded PRO-WASH & SCALE Award. PRO-WASH & SCALE is a four-year award that aims to strengthen the design, implementation, and overall effectiveness of key sector-specific interventions. This work focuses on food and nutrition security activities in emergency, early recovery, risk reduction, and resilience settings. PRO-WASH & SCALE works with implementing partners (IPs) to enhance the impact, sustainability, and scalability of BHA-funded WASH, integrated WRM, agriculture, NRM, and livelihood activities. The PRO-WASH & SCALE Award is designed based on work carried out under two independent awards, reports from these previous activities and details on focus sectors are available on the [Food Security and Nutrition \(FSN\) Network](#).

This RFA describes the objectives of this PRO-WASH & SCALE funded activity, explains key technical areas of focus, lists qualifications of applying organizations, lists criteria for evaluating applications, and provides information on funding, application format, and other relevant details. To be considered for this activity sub-award, all applicants must submit the full application as outlined in [section F5](#) by 5:00 PM ET on April 1, 2024.

## B. Specific Programmatic Guidance

### B1. Background and Focus Areas

Decolonization of aid. Participatory processes. Community-led programming. These terms are routinely used by humanitarian and development practitioners with earnest desire to further localization and sustainability objectives. But many of the tools and approaches that practitioners use (social and behavior change (SBC), barrier analyses, community visioning, farmer or youth-led assessments, and others) have been developed outside of the countries and communities where they are ultimately used

and may carry with them embedded perspectives, assumptions, and biases of implementer and/or donor mindsets and experience.

Broadly framed, this RFA focuses on examining one or more commonly applied approaches or tools aimed at centering community voices and decision making to identify their effectiveness and/or limitations in supporting the adoption of practices and behaviors and, ultimately, program outcomes. This may include an examination of the possible effect of implementer and/or donor bias, assumption, or interpretation of community needs and priorities.

Through this activity, the PRO-WASH & SCALE Award is interested in learning how commonly used international development and emergency response approaches and/or tools with implementer or donor origins might be replaced, adapted, and/or validated to ensure their applicability and relevance in cross-cultural contexts, considering that tools developed in one context or place may not be reflective of cultural perspectives in another. Or perhaps it is not the tools themselves but rather who uses them, in what language, from what lived experience, and with what degree of intentionality that influences outcomes. Gaps exist in our collective understanding across many lines of inquiry.

PRO-WASH & SCALE is equally interested in gathering insights from the overall activity process and how traditional study approaches and structures, informed by Western processes and biases, can be disrupted and transformed. The RFA process itself is a learning process. It has been designed in stages to provide space for a diversity of input through a public comment period to gather feedback and make changes.

As indicated in the *Tufts Landscape Report on BHA and Localization*<sup>1</sup>, research institutions based in crisis-affected countries and researchers who identify as coming from the countries where development and emergency programming takes place need to be given greater opportunities to shape learning agendas and produce studies. The report emphasizes the importance of moving beyond working only in colonial languages to conducting activities in different languages. This includes translating key evidence into and from different languages to ensure that it is seen, valued, and accessible to different populations. It is critical that studies and research efforts center on, listen to, and be accountable to both local actors and crisis-affected communities to be more equitable and effective.

For these reasons, this RFA seeks to identify a local partner(s) (as defined by USAID ADS 303) who will drive the design and focus of this work. The process of identifying, designing, leading, and interpreting the results of work undertaken in response to this RFA will be driven by the selected local partner. Our intentions are indicated by having applicants directly propose the line(s) of inquiry, methods and deliverables.

Applicants must draw examples from PRO-WASH & SCALE's focus sectors in support of food and nutrition security objectives: agriculture, NRM, livelihoods and markets, WRM, and WASH. Whatever form the deliverables of this work take (see [section B6](#) below for illustrative examples) they should be relevant, useful, and practical for practitioners, whether at the implementing partner, donor, and/or government levels. The applicant should specify the intended audience(s) in their response to the RFA.

PRO-WASH & SCALE recognize that gender and social norms deeply impact and influence multi-sectoral interventions and behaviors. Gender and social inclusion are cross-cutting issues to be integrated into each step of this activity, including the composition of the project team.

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<sup>1</sup> [Tufts Landscape Report on BHA and Localization](#)

## B2. Objective

In this section, PRO-WASH & SCALE has laid out possible lines of inquiry or focus for this work. These lines of inquiry have been informed by comments received during the open comment period on the RFA, our consultations with practitioners, and a review of relevant reports and documents. We have also included a list of the documents that have informed our initial thinking for this RFA.

This list is not exhaustive and provides illustrative examples to help applicants think through their design and approach to this work. Applicants are encouraged to propose other areas of focus. Overall, applications should consider what question(s) and scope is feasible within their proposed timeframes and budget. Applicants should frame their focus question(s) to include specific details on what evidence and data they will leverage, what populations will be targeted, and from which USAID-funded projects.

**Applicants are strongly encouraged to propose their own line of inquiry or choose a question(s) from the below list.** Either approach is acceptable, and no preference will be given whether an applicant chooses their own line of inquiry or one from the list below.

- When developing SBC approaches for nutrition, food security, agriculture, or WASH, how and to what effect does the understanding of social and/or cultural norms factor in? For example, who decides what norm(s) to target and who decides the solution(s) to the problem?
- What are programs doing to learn from examples of failures, unintended or unexpected consequences in SBC programming?
- To what extent do approaches emphasizing individual behaviors align or conflict with communal, social, cultural, or spiritual norms and behaviors, and to what effect?
- How can programs set, maintain, and interrogate the intentionality of their community-centered processes? This includes protecting communities' time and attention, as well as the inclusion of a diversity of voices (such as women, youth, people with disabilities, LBGTQI+, etc.)
- When using specific methodologies or approaches (e.g., barrier analyses<sup>2</sup>, Wash'Em<sup>3</sup>, design thinking, behavioral insights, market systems analysis, Risk Communication and Community Engagement, Emergency Market Mapping and Analysis Toolkit (EMMA)<sup>4</sup>), how do pre-conceived ideas of household or community vulnerability, constraints, aspirations, and/or preference influence the interpretation of results, particularly by team members from outside the community? How does this interpretation then inform the process of intervention prioritization by programs, and ultimately, outcomes?
- What biases exist within SBC approaches, focusing on the team's own biases, lived experience, power differentials, use of tools, engagement patterns, participation selection criteria, or language choices, particularly when addressing difficult subjects, norms, and behaviors?
- What is the effect of language and translation of key survey tools, responses, and/or development terminology on nuanced understanding of community contexts and assumptions? How might having information collected, analyzed, and synthesized by native speakers alter outcomes or decisions?
- How might we test the principles that sit at heart of theories, models, and measurement scales based on cognitive biases, judgements, and choice experiments developed in Western society? More specifically, how can we study approaches like this to understand whether they resonate with the people in each context?

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<sup>2</sup> [A Practical Guide to Conducting a Barrier Analysis](#)

<sup>3</sup> [Wash'Em](#)

<sup>4</sup> [EMMA Toolkit](#)

- What case studies exist of behavior change triggered through shaming or fear-based approaches? What are the consequences, adaptations, and community and public sector perceptions?
- How can we best understand group-based interventions (e.g., water user committees, mother care groups, farmer field and business schools, and marketing groups) and community ownership, including assumptions or gaps around power dynamics and personality tensions?
- What processes/approaches can ensure the creation of culturally relevant materials (e.g., social media, radio, flipcharts, etc.) for SBC within the WASH, agriculture, NRM, and livelihood sectors?

Resources that have informed this RFA:

- [Tufts Landscape Report on BHA and Localization](#)
- International Social and Behavior Change Summit in 2022 Blue Sky's session on [Seeking Shared Meaning in Social Norms Approaches for Sustained Behavior Change](#)
- Milton, V.C. & Mano, W. (2022) Afrokology and the Right to Communicate in Africa, *Javnost - The Public*, 29:1, 33-49, DOI: 10.1080/13183222.2021.1889830. [Afrokology and the Right to Communicate in Africa: Javnost - The Public: Vol 29, No 1 \(tandfonline.com\)](#) and Afrokology of African Media and Communication Studies -Theorising from the Margins .pdf (westminster.ac.uk)
- Matenga-Ikihele A, McCool J, Dobson R, Fa'alau F, Whittaker R. The characteristics of behaviour change interventions used among Pacific people: a systematic search and narrative synthesis. *BMC Public Health*. 2021 Mar 4;21(1):435. doi: 10.1186/s12889-021-10420-9. PMID: 33663438; PMCID: PMC7931368. [The characteristics of behaviour change interventions used among Pacific people: a systematic search and narrative synthesis - PMC \(nih.gov\)](#)
- Behavioral Insights in the Global South. Miguel Silan, Allison Zerkowitz, Britt Titus, Patrick Forscher, Floriza Gennari, Benjamin Hickler, and Moreen Terer. [Behavioral Insights in the Global South – Association for Psychological Science – APS](#)
- Adetula, A., Forscher, P. S., Basnight-Brown, D., Azouaghe, S., & IJerman, H. (2022, May 20). Psychology should generalize from—not just to— Africa. <https://doi.org/10.1038/s44159-022-00070-y> AfricArXiv Preprints | Psychology should generalize from—not just to— Africa (osf.io)

### B3. Focus Areas

#### *Selection of Country, Activity, and Interventions of Focus*

Applicants must focus their activity to be relevant to a community, region, or country where there are currently USAID/BHA funded projects. More information on these locations is available by accessing USAID's [Where We Work](#) website. Global initiatives (e.g., including information or participants from at least two countries) are also acceptable if the outputs will be relevant to USAID/BHA partners.

Applicants must justify their proposed geographic area(a), taking into consideration:

- Existing understanding of and experience in the context they are proposing to undertake the work.
- How the proposed activity will shed light on the questions and objectives proposed by the applicant.
- The likelihood of the proposed activity yielding relevant insights that will be helpful for future USAID/BHA projects related to WASH, WRM, NRM, livelihoods, markets, and/or agriculture within the context of food security and nutrition.



*Illustrative Examples of Methodologies or Approaches*

The applicant must propose an appropriate methodology to provide useful information for stakeholders and/or practitioners. For approaches that propose direct engagement with communities, applicants must emphasize how they will prioritize community involvement and ownership in the activity. There are a wide range of approaches that this activity may take such as a case study, pilot, landscape review, a series of workshops, mixed methods, or other qualitative or quantitative approaches.

Any proposed data collection and analysis must be disaggregated by sex and age. Applicants are encouraged to propose further disaggregation (e.g., by disability or ethnic group) as appropriate for their research questions, methodologies, and contexts. **Applications are encouraged to propose their own methodologies or approaches. Applications that focus on research methodologies will not be given preferential scoring during the review process.**

**B4. Type and Number of Awards**

Save the Children (as prime on the PRO-WASH & SCALE Award) plans to award one cost reimbursable sub-award under this RFA. It is anticipated that the Award solicited through this RFA will be issued on or about September 2024. PRO-WASH & SCALE reserves the right to fund any or none of the applications submitted.

Issuance of this RFA does not constitute an award commitment on the part of Save the Children or USAID, nor does it commit Save the Children or USAID to pay for the costs incurred in the submission of an application. Save the Children and USAID reserve the right to reject any or all submissions received and to negotiate separately with an applicant, if such action is in the best interest of Save the Children and PRO-WASH & SCALE.

**B5. Award Timeline**

The duration of the Award under this RFA is a maximum of 16 months from the date of the award. This 16-month award timeline includes the phases below:

1. Activity design finalization and preparation, up to 4 months
2. Activity implementation, up to 8 months
3. Finalization and Dissemination of outputs, up to 4 months

Respondents can submit proposals for shorter periods of time that correspond to the feasibility of their proposals and in line with the maximum budget ceiling.

The grantee should expect to work closely with PRO-WASH & SCALE staff on this project at key points including:

1. Refinement of the activity's objectives and anticipated outputs
2. Activity design
3. Ethics and Institutional Review Board (IRB) approval process, if necessary
4. Activity implementation
5. Output deliverables and dissemination. Including considerations on how to support sustained learning from this activity

## B6. Anticipated Deliverables

### *Reporting Requirements*

The type, number, content, etc. of milestones submitted and the timeline for submission shall be based on the successful applicant's proposed deliverables outlined in the application. At a minimum, every recipient will be required to submit or participate in:

- Final certifications (template to be provided): final one-page form certifying completion of the activity and associated deliverables as outlined in the agreement, including confirmation that all data sets have been shared with Save the Children.
- All the deliverables as outlined in the signed sub-award agreement which will include but not be limited to:
  - Bi-weekly call notes or email summary which describes progress and plans for the next two weeks during inception phase. Frequency of these calls may decrease to monthly during activity implementation.
  - Inception report detailing the proposed strategy, roles and responsibilities, updated work plan, and background review.
  - Drafted activity tools as part of co-creation.
  - If relevant, final study tools and/or protocols that are co-created with PRO-WASH & SCALE and that consider USAID and partner input.
  - Submissions (if relevant) for IRB approval and/or submission to Save the Children's ethical review board.
  - A final external online webinar (approximately 60–90 minutes) and summary presentation slide deck for USAID partners and stakeholders.

### **Additional deliverables should be proposed by the applicants based on their proposed activity.**

Deliverables should be relevant, useful, and practical for practitioners, whether at the community, implementing partner, donor, and/or government levels and consider different learning and information styles. The applicant should specify the intended audience(s) in their response to the RFA. Applicants are also encouraged to consider deliverables for reporting back to or sharing results with community member participants (as relevant). Illustrative examples of deliverables include but are not limited to the following:

- Podcast
- Toolkit guide
- Checklist
- Stakeholder roundtable(s) or workshop(s)
- Methodology
- Video
- Photo book
- Stories
- Comprehensive presentation (slide deck)
- A learning brief that shares key results and recommendations from this study

The exact deliverable(s) will be discussed and refined during co-creation, in collaboration with PRO-WASH & SCALE and relevant stakeholders and/or communities. All visual products should include high resolution photos. We recommend that all photos should be no smaller than 1024 x 768 pixels in size.

Before deliverables can be disseminated or considered final and grantees are issued final payment, all final deliverables must be approved by PRO-WASH & SCALE for technical content, quality, and

soundness. PRO-WASH & SCALE will be responsible for future dissemination and socialization after the end of this activity.

### **B7. Payment**

Payment shall be issued for properly invoiced amounts within 30 days of approval of quarterly financial reports and progress updates by PRO-WASH & SCALE. Payment currency shall be United States dollars (USD).

### **B8. Funding Availability**

Final funding levels for this award will depend on content, relevance, quality, and needs with a ceiling of USD \$100,000 (subject to availability of funds). Acceptance of an application under this RFA does not constitute an award nor does it guarantee that the application (if awarded) will be funded at the full dollar amount requested.

## **C. Applicant Eligibility**

PRO-WASH & SCALE will not accept applications from individuals. All applicants must be legally recognized organizational entities under applicable law. Applicants must comply with all applicable Unique Entity Identification Number (UEI) and System for Award Management (SAM) requirements. Applicants are not required to have a UEI at the time of application but must have a UEI number at the time of the award and will need to provide PRO-WASH & SCALE with proof that they have started the application process, as the process can be lengthy. Applicants must have completed all required steps (if any) with the host government to legally operate their program.

Applicants must have an organizational presence in the country and meet the definition of local partner as laid out in USAID ADS 303. Organizations are welcome to propose collaborative efforts, but each application must identify one organization that will be the lead/prime recipient of funding and be responsible for program requirements. The lead/prime organization will be responsible for coordinating efforts with other partners. All collaborative efforts must be clearly identified and described in the application. Lead Applicants or collaborating organization(s) must be legally recognized organizational entities under applicable laws of the implementing country. Applicants are permitted to submit only one application in response to this RFA.

The following are not eligible to apply for grants under this RFA:

- Members of the PRO-WASH & SCALE consortium: Save the Children and Mercy Corps
- Individuals and/or sole proprietorships
- Government entities, including ministries
- Multilateral organizations
- Firms operating as commercial companies or other organizations (including non-profit and non-governmental organizations) that are wholly or partially owned by foreign governments or agencies

In their cost applications, organizations should indicate whether they have a negotiated indirect cost rate agreement (NICRA) with any U.S. government agency. Organizations or institutions that do not have a NICRA are eligible for subawards under this RFA either by using a de-minimis indirect cost rate (if requirements of 2 CFR 200.414(f) are met) or by direct charging all costs using a documented cost allocation methodology. All proposed costs must be reasonable, allocable, and allowable in accordance with applicable cost principles.

Applications by for-profit organizations cannot include profit in the proposed budget. Profit is prohibited per 2 CFR 700.13.

## D. Authorization for Research Activities

Where applicable, applicants must comply with IRB requirements of their own institutions and any national-level IRBs in the country(s) where the activity will be conducted, as well as approval by Save the Children's internal ethics review committee. These reviews should be factored into the activity plan with the aim of being completed within the first 4 months of the award.

Applicants must fully adapt activities to be completed in complex environments. Applicants must demonstrate in the approach and methodology section of the application how they will account for any travel-related restrictions related to disease outbreaks, natural disasters, or security situations, and propose potential mitigation strategies for carrying out this work within the given timeline. Award recipients will be expected to follow all health and safety regulations in their target country(s) of study.

## E. Selection Process and Timeline

### E1. Selection Process: Overview

The full application package includes a narrative application (Attachment 1), project activity schedule (Attachment 2), detailed budget (Attachment 3), budget narrative (Attachment 4), past performance information (Attachment 5), and applicant eligibility checklist (Attachment 6). Applications will be evaluated using the technical and financial criteria set forth in [section F](#). Applications will be ranked based on the combined scores on their technical and financial components.

After evaluation and ranking of the applications, a letter will be sent to the highest scoring applicants requesting clarifications of their application. A follow-up call will be scheduled to allow for discussion between the applicant and PRO-WASH & SCALE staff. Applicants will be given time to adjust their application if needed before resubmitting to PRO-WASH & SCALE. At this time, an award will be recommended to BHA for approval.

All applicants recommended to BHA will be required to complete a standard pre-award assessment to confirm programmatic and administrative/financial capacity to meet all applicable USAID rules and regulations before the award is issued. This assessment requests information regarding relevant financial policies and systems, recent financial audits, programmatic experience with the project's target population, and the organization's capacity to follow USAID-stipulated award conditions. Any identified compliance risks will be incorporated into the capacity and action plan in the sub-award agreement.

PRO-WASH & SCALE reserves the right to determine the resulting level of funding for the award(s).

### E2. Technical and Budget Review Committee

PRO-WASH & SCALE will establish a Technical Review Committee (TRC) for this RFA. Collectively, these technical experts will provide academic, professional, and implementation experience relevant to the specific application. The TRC will make the final shortlist selection of successful applicants who will receive an issue letter and be invited to a clarification call. Applicants will then submit a final response to the issue letter and make any other relevant revisions to their application. The TRC will recommend one applicant to USAID for final approval.

A separate budget review committee will be formed to assess budgets and budget narratives for allocability, reasonableness and realistic.

### **E3. Timeline for Issuing RFA and Selecting Applications**

- This PRO-WASH & SCALE Small Grant RFA is open from the date of issue.
- Submissions are due by March 22, 2024, at 5:00 PM ET. Applications received after this deadline will not be considered.
- The full selection process, including review of applications, final negotiations with top- ranked applicants, and final selection is expected to take 5 to 6 months.
- The activity must be conducted, finalized, and disseminated by the applicant within the 16-month award timeline. This ensures PRO-WASH & SCALE can further disseminate learnings after the award period.

### **E4. Amendments to RFA**

This Small Grant RFA may be amended at any time and will be posted on the [FSN Network](#). PRO-WASH & SCALE, Save the Children, and/or USAID reserve the right to cancel this RFA at any time.

### **E5. Questions**

The point of contact for this RFA is Beatrice Scheuermann, Small Grants Advisor ([PWS\\_Research@savechildren.org](mailto:PWS_Research@savechildren.org)). Questions on this RFA may be submitted to Beatrice Scheuermann in writing no later than March 4, 2024, 5:00 PM ET with *PRO-WASH & SCALE Centering Voices RFA and the name of the Lead Applicant* as the subject line.

## F. Application Evaluation Criteria

The maximum points possible between the technical and financial criteria is 100 points. Page limits can be found in Attachment 1.

Table 1. Research Application Evaluation Criteria

Criterion	Description
<b>Problem Statement and Context</b>  10 Points	<ul style="list-style-type: none"> <li>• Must demonstrate an in-depth understanding of the context in which they are proposing to work.</li> <li>• Explain how they will understand and work through local structures, hierarchies, and dynamics</li> </ul>
<b>Applicants' Background</b>  15 Points	<ul style="list-style-type: none"> <li>• Experience with community engagement, participatory methods, innovation, and creativity of design, preferably with some experience with WASH, WRM, agriculture, NRM, livelihoods, or markets and</li> <li>• Demonstrated experience and capacity of applicant to lead, manage, and execute activities of similar magnitude and scope within the past 3 years</li> <li>• <i>Applicants are welcome to provide capability statements and organizational profiles as annexes up to five pages. However, this section in the main application must highlight the points above.</i></li> </ul>
<b>Activity Approach, Rationale, Objectives, Methodology, and Plan</b>  35 Points	<ul style="list-style-type: none"> <li>• Expected outputs, outcomes, and impact of the activity are clearly stated and responsive to the objectives outlined in this RFA.</li> <li>• Activity approach and methodology are clearly and adequately described and feasible within the timeframe and proposed budget This should include:               <ul style="list-style-type: none"> <li>○ Clearly stated target audience(s) for outputs</li> <li>○ Rationale for the selected activity</li> <li>○ Objectives and anticipated methodologies or processes, including participatory and innovative methods</li> <li>○ Expected outputs</li> <li>○ Methods for validating the final recommendations with relevant community members, IPs and government stakeholders</li> <li>○ Plan for how evidence and data from USAID funded activities will be leveraged</li> <li>○ Identifies and considers the different and unique needs, abilities, and opportunities of girls, boys, women, and men by including gender equality and social inclusion considerations in the proposed activities. This includes the composition of the</li> </ul> </li> </ul>

Criterion	Description
	<p>those involved throughout this activity (study team, participants etc.)</p> <ul style="list-style-type: none"> <li>○ Ethical considerations</li> <li>○ As relevant, how the activity approach can be adapted to security conditions, disease outbreak related travel restrictions, and safety precautions for the teams, partners, and participants</li> <li>○ Draft workplan with time required at each step</li> </ul> <p>If proposing primary data collection, the applicant must also include:</p> <ul style="list-style-type: none"> <li>● Anticipated sources of data</li> <li>● Nature of data and information collection methods</li> <li>● Data sources</li> <li>● Sampling methodology</li> <li>● Data analysis methods</li> <li>● Roles of applicant, collaborating organization(s), and any partners are clearly defined</li> </ul>
<p><b>Activity Products and Dissemination</b></p> <p>15 Points</p>	<ul style="list-style-type: none"> <li>● Describe the strategy for working efficiently with local and regional stakeholders, PRO-WASH &amp; SCALE, USAID, and relevant government stakeholders throughout the sub-award to sensitize the design, findings, and final recommendations</li> <li>● For approaches that propose direct engagement with communities, applicants must emphasize how they will include participants/communities in the dissemination plan</li> </ul>
<p><b>Quality Assurance</b></p> <p>15 Points</p>	<ul style="list-style-type: none"> <li>● Sufficient processes to ensure quality activity implementation, data collection and analysis (if relevant), and presentation of final product(s)</li> </ul>
<p><b>Budget and Budget Narrative</b></p> <p>10 Points</p>	<ul style="list-style-type: none"> <li>● Costs described are realistic, reasonable, and correspond to the technical narrative</li> <li>● Budget includes staff or consultant time for any graphic design, 508 compliance, branding and marking, and/or translation needs during the activity, translation of the final deliverables into the main language of where the activity will take place, and English</li> </ul>

## F2. Non-Scored Requirements

Applications must comply with the following non-scored requirements:

- Applicants for the Small Grant must submit technical and financial applications before March 22, 2024, at 5:00 PM ET.
- Applicants must meet the eligibility requirements described in [section C](#).
- As detailed in [section B5](#), the period for data collection and analysis must not exceed 12 months, while all award activities must be completed within 16 months.

- The proposed budget must not exceed USD \$100,000 and demonstrate an understanding of project activity accounting and USAID costs principles.
- The Application Narrative must follow all formatting requirements found in Attachment 1: Narrative Application Template.
- Applications must be in English.
- Applicants are encouraged to use plain language in their submissions as not all readers will have deep technical knowledge of the activity topic.
- Applicants must show proof of a Unique Entity Identifier with the US government or show proof that they have started the application process in the USG systems.

Applications that do not comply with the above requirements will not be considered for funding.

Applicants should consider the following:

- Government and other requirements that may apply to organizations (e.g., work permits, visas, travel insurance).
- Translation is the responsibility of the grantee. As allowable costs under this award, PRO WASH & SCALE expect that these will be adequately budgeted into the application. Failure to produce high-quality and technically sound final products will result in rejection of the products by PRO-WASH & SCALE and may result in non-payment of the associated milestone in its entirety and/or repercussions up to termination of the contract for non-performance.

### F3. Appendices

*Table 2. Appendices*

Appendices	Description
Citations/References	
Project Lead(s) CV	
Letter of Support (one page per collaborator)	Non-binding documentation of collaborators' intent, willingness, and ability to commit to conducting the work of the activity together if the proposed team receives the award.
Capability Statements or Organizational Profiles	These are optional to compliment the Applicant Background section in the narrative.
Past Performance Review	This should include related experience on similar projects.
Samples of past relevant deliverables	Two samples are requested that demonstrate the ability to produce quality work relevant to the theme of the RFA.
Applicant Eligibility Checklist	Attachment 6 confirms that applicants are eligible for this award and that they are submitting a full application package

### F4. Budget Preparation

The activity budget must be submitted using the Detailed Budget Template (Attachment 3) and Budget Narrative Template (Attachment 4). Please follow directions in the workbook when entering numbers.

The budget should include the total cost of implementation for the activity proposed as well as any planned cost share (if any). No cost share is required.



## **F5. How to Submit the Application**

Applications shall be submitted electronically and shall include the Narrative Application Template (Attachment 1), Activity Schedule (Attachment 2), Budget Template (Attachment 3), Budget Narrative Template (Attachment 4), Past Performance Information Request (Attachment 5), and Applicant Eligibility Checklist (Attachment 6).

Please send applications to [PWS\\_Research@savechildren.org](mailto:PWS_Research@savechildren.org).