

**U.S. DEPARTMENT OF STATE  
Embassy Dar es Salaam, PEPFAR  
Notice of Funding Opportunity**

**Funding Opportunity Title:** Ambassador's Fund for HIV and AIDS Relief

**Funding Opportunity Number:** DOS-DAR-AFHR-FY25

**Deadline for Applications:** June 18, 2024

**Assistance Listing Number:** 19.029 President's Emergency Plan for AIDS Relief

**Total Amount Available:** \$250,000

**A. PROGRAM DESCRIPTION**

The U.S. Embassy in Dar es Salaam, PEPFAR Coordination Office announces an open competition for organizations to submit applications to carry out a project to combat the spread of HIV. Please follow all instructions below.

**Priority Region:** Tanzania

**Program Objectives:**

The U.S. Embassy Tanzania's PEPFAR Coordination Office is pleased to announce that funding is available through its Ambassador's Fund for HIV/AIDS Relief (AFHR) with funding from the U.S. President's Emergency Plan for AIDS Relief (PEPFAR). This is an open competition. Outlined in this announcement are PEPFAR Tanzania's funding priorities, the strategic themes on which we focus, and the procedures for submitting a proposal. Please carefully read and follow all instructions below.

The U.S. Embassy in Dar es Salaam's PEPFAR Coordination Office welcomes proposals from registered youth-led, KVP-led and PLHIV-led non-profit Tanzanian organizations such as Community Based Organizations (CBOs), Civil Society Organizations (CSOs), Faith Based Organizations (FBOs), or Non-Governmental Organizations (NGOs).

PEPFAR Tanzania invites proposals for projects on one or more of the following topics:

- Address structural barriers to accessing HIV services, (e.g., stigma and discrimination, violence, poverty, educational attainment)
- Promote PrEP, including treatment literacy.
- Increase HIV case identification, and/or self-testing demand and uptake.
- Improve adherence to HIV treatment and involvement in care and support services.
- Enhance treatment literacy for antiretroviral treatment, and/or viral load testing and suppression.

**BENEFICIARIES:**

Targeted beneficiaries of the PEPFAR Tanzania Ambassador’s Fund for HIV/AIDS Relief (AFHR) for this proposal include the following:

**1. YOUTH**

Adolescents and young people aged 10-14, 15-19 or 20-24.

**2. KEY AND VULNERABLE POPULATIONS (KVP)**

KVP include female sex workers (FSW), men who have sex with men (MSM), fisher folk, people who inject drugs, prison inmates, and other stigmatized populations.

**3. PEOPLE LIVING WITH HIV (PLHIV)**

PLHIV includes any person living with HIV who need to be supported with a wide range of client centered HIV care and treatment services.

**B. FEDERAL AWARD INFORMATION**

Length of performance period: 12 or 24 months

Number of awards anticipated: 6 – 10 awards (dependent on amounts)

Award amounts: Awards may range from a minimum of \$20,000 to a maximum of \$40,000.

Total available funding: \$250,000

Type of Funding: Global Health Programs - 2023 to 2027

Anticipated program start date: November 1, 2024

**This notice is subject to availability of funding.**

**Funding Instrument Type:** Fixed amount award (FAA) or grant

**Program Performance Period:** Proposed programs should be completed in 24 months or less.

Applicants may propose periods of performance ranging between 12 and 24 months.

Projects proposed that are outside the provided range for budget and/or period of time will not be considered.

**C. ELIGIBILITY INFORMATION**

1. Eligible Applicants

The PEPFAR Small Grants Office welcomes proposals from *registered* non-profit Tanzanian organizations such as

- Community Based Organizations (CBOs)
- Civil Society Organizations (CSOs)
- Faith Based Organizations (FBOs)
- Non-Governmental Organizations (NGOs)

Organizations must provide proof of their TIN registration or their tax-exempt certification.

Organizations must be beneficiary-led and provide a justification of how they meet these criteria as part of the application submission.

Projects must be based in the local community in which the organization is located; those selected for funding should have a direct impact in their own local community and demonstrate community support and collaboration.

Selected organizations must be able to establish clear performance goals, indicators and timely project deliverables that can be externally verified. Funded organizations are also required to monitor, measure and report results achieved in accordance with PEPFAR's reporting requirements. Proposals must demonstrate lasting impact which will endure after the grant is over.

Note that recipients of awards made resulting from this NOFO shall be ineligible to receive funding under the Capacity Building NOFO (DOS-DAR-CB-FY25) which is announced separately by the U.S. Embassy in Dar es Salaam's PEPFAR Coordination Office.

For organizations outside Dar Es Salam, your proposed budgets must include the cost of travel for two members of the recipient organization to participate in a capacity-building training session to be held in Dar es Salaam at the beginning of the award.

## 2. Cost Sharing or Matching

Cost sharing is not required. Proposals which include cost share will not receive preferential treatment.

## 3. Other Eligibility Requirements

To be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via [www.SAM.gov](http://www.SAM.gov) as well as a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see Section D.3 for more information. Individuals are not required to have a UEI or be registered in [SAM.gov](http://www.SAM.gov).

Applicants are only allowed to submit up to two proposals per organization. If more than two proposals are submitted from an organization, all proposals from that institution will be considered ineligible for funding.

## **D. APPLICATION AND SUBMISSION INFORMATION**

### 1. Address to Request Application Package

Application forms required below are available on the U.S. Embassy Dar es Salaam website:  
<https://tz.usembassy.gov/funding-opportunities/>

## 2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

### **Content of Application**

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible. Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity.
- All documents are in English.
- All budgets are in TZS and U.S. Dollars as per template.
- If your organization is outside Dar Es Salaam, please include travel costs of 2 representatives who will attend capacity building training in Dar Es Salaam.
- Proposal template is for FY2025 (applications using templates from previous years will not be accepted). This template is available on the U.S. Embassy Dar es Salaam website.
- Proposal template is not changed in any way.
- Proposal template completed electronically in its original WORD.doc format (Printed or pdf versions of proposal will not be accepted).
- Proposal materials are received electronically via email (please do not mail your proposal).
- Proposal materials are received by the posted due date and time (*early submission is encouraged to avoid missing the deadline, however there is no preference given for early proposals*).
- Proposal is received with all required documentation.

The following documents are **required**:

- SF-424
- SF-424A
- SF-424B (only required for applicants which do not have an active SAM.gov registration)
- Completed AFHR\_Proposal\_2024 (template is available on the U.S. Embassy Dar es Salaam website)
- Completed budget and work plan timeline, using the budget and timeline template. (template is available on the U.S. Embassy Dar es Salaam website)
- Letter of support/recommendation from a district or council representative.
- Pro-forma invoices/quotes for all items which would be purchased using AFHR funding.
- A copy of your organization's NGO registration.
- A copy of your organization's TIN registration or tax exemption certificate.

**Include the following information in the body of your email:**

- Organization name
- Contact person.
- Project title
- Brief 200-word summary of the project.

3. Unique Entity Identifier and System for Award Management (SAM.gov)

**Required Registrations:**

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the SAM.gov. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

***Note: As of April 2022, a DUNS number is no longer required for federal assistance applications.***

The 2 CFR 200 requires that sub-grantees obtain a UEI number. Please note the UEI for sub-grantees is not required at the time of application but will be required before an award is processed and/or directed to a sub-grantee.

***Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.***

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI number prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI number prior to registering in SAM.gov.
- **Please note that as of November 2022 and February 2022 respectively, organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code or CAGE code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove a CAGE or NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket (“incident”) with the Federal Service Desk (FSD) online at [www.fsd.gov](http://www.fsd.gov) using the following language: “I do

not intend to seek financial assistance from the Department of Defense. I do not wish to obtain a CAGE or NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated.”

**Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:**

Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

**Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:**

Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:

<https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

NCAGE Code Request Tool (NCRT):

**Exemptions**

An exemption from the UEI and SAM.gov registration requirements may be permitted on a case-by-case basis if:

- An applicant’s identity must be protected due to potential endangerment of their mission, their organization’s status, their employees, or individuals being served by the applicant.
- For an applicant, if the Federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM registration within 30 days of the Federal award date.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

**4. Submission Dates and Times**

PEPFAR Tanzania Small Grants Office will only accept proposals from the date of this notice of funding through **11:59 PM East Africa Time Zone on June 18, 2024**. All proposal materials must be submitted using the organization's primary email to: [PEPFARgrantsDar@state.gov](mailto:PEPFARgrantsDar@state.gov). No proposals will be accepted after that date.

For any questions about the application process, please email [PEPFARgrantsDar@state.gov](mailto:PEPFARgrantsDar@state.gov). Note that questions seeking opinions or advice about potential project ideas will not be answered. Only questions related to the requirements of submitting a proposal will be answered.

## 5. Funding Restrictions

Funding cannot be used for the following purposes:

- Construction of buildings.
- Items that can be obtained from local health facility (test kits, condoms, condom dispensers, medicines, etc.).
- Land purchase, security guards, motor vehicles (including motorcycles, but excluding bicycles), motor vehicle repairs or upkeep.
- Capital funding or loans.
- Outside audits (not required by the PEPFAR Tanzania Small Grants Office).
- Purchase of alcoholic beverages.

## E. APPLICATION REVIEW INFORMATION

### 1. Criteria

Only complete proposals will be considered. All sections must be filled in and required documentation must be included. Information must be clear and consistent throughout the proposal. Proposal rules for submission must be followed. Proposals which do not meet these requirements will not be considered.

Each application will be evaluated and rated based on the evaluation criteria outlined below out of a possible total of 100 points.

**Organizational capacity (20%):** The organization is a registered Tanzanian NGO, CSO, CBO or FBO with a TIN registration or tax-exempt status. Organizations must have identified existing partnerships, linkages, and support systems in the project community. This includes health centers, other NGO/CBO/FBO organizations, PEPFAR Tanzania implementing partners, the Tanzanian Government, and any outside donors.

**Quality of project idea, goals, objectives, and indicators (25%):** The organization demonstrates a strong understanding of their project, and the community needs that are being met. All goals, objectives, and activities are clearly defined and support the beneficiaries. The project works towards PEPFAR, Tanzania's 95-95-95 HIV/AIDS goals (95% of HIV-positive individuals tested, 95%

of HIV-positive individuals on treatment, and 95% of individuals on treatment being virally suppressed).

**Key organizational relationships (10%):** The organization has strong relationships with key partners including local government authorities, beneficiaries, PEPFAR implementing partners and other organizations doing relevant work.

**Budget (20%):** The budget justification narrative is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities. Unallowable items are not included. Budget is in U.S. dollars.

**Monitoring and Evaluation Plan (5%):** Organization demonstrates it can measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The project includes output, outcome and indicators that can be externally verified and shows how and when those will be measured.

**Sustainability and Innovation (10%):** Project activities will continue to have positive impact after the end of the project, and proposals include creative and effective strategies to reach and engage with beneficiaries.

**Support of Equity and Underserved Communities – (10%):** Proposals should clearly demonstrate how the program will support and advance equity, and engage underserved communities in program administration, design, and implementation.

## 2. Review and Selection Process

A review committee will evaluate all eligible applications. Applications which are incomplete, or which do not meet all the requirements described above will not be considered.

## 3. Responsibility/Qualification Information in SAM.gov (formerly, FAPIIS)

i. The Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the U.S. government designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313);

ii. An applicant, at its option, may review and comment on any information about itself that a Federal awarding agency previously entered. Currently, federal agencies create integrity records in the integrity module of the Contractor Performance Assessment and Reporting System (CPARS) and these records are visible as responsibility/qualification records in SAM.gov.

iii. The Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under



Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

## F. FEDERAL AWARD ADMINISTRATION INFORMATION

### 1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

**Payment Method:** Payments will be made in two or more installments in Tanzanian shillings based on the current daily exchange rate at the time funds are released. Details will be outlined in the grant agreement. The first installment will be no more than 50% of the total award.

### 2. Administrative and National Policy Requirements

Before applying, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)

- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget’s guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
  - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
  - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

### 3. Reporting

**Reporting Requirements:** Recipients will be required to submit program reports and, in the case of a non-fixed amount grant, financial reports and program reports on a quarterly basis, plus a comprehensive final report. The award document will specify the due dates by which these reports must be submitted.

### G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: [PEPFARgrantsDar@state.gov](mailto:PEPFARgrantsDar@state.gov). Note that questions seeking opinions or advice about potential project ideas will not be answered. Only questions related to the requirements of submitting a proposal will be answered.

## **H. OTHER INFORMATION**

### **Guidelines for Budget Justification**

**Personnel and Fringe Benefits:** Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

**Travel:** Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

**Equipment:** Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

**Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

**Contractual:** Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

**Other Direct Costs:** Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained.

**Indirect Costs:** These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of modified total direct costs as defined in 2 CFR 200.68.

"Cost Sharing" refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers' time and donated venues. Cost sharing is not required for applications under this announcement.

**Alcoholic Beverages:** Please note that award funds cannot be used for alcoholic beverages.