

Call for Expressions of Interest (EOI) - Namibia

Grants to support: Human Rights Grants to address challenges with the legal enabling environment impacting LGBTQI+ and Key Populations

NOTICE: Bidder's Questions

- Palladium (EpiC project partner) will accept requests for clarification submitted by email at the following address: EpiCNamibia@thepalladiumgroup.com.
- Palladium will host two virtual bidders conference calls.
 - Bidders conference 1: Friday Dec 15, 2023 at 15:30 (CAT)
 - Bidders conference 2: Monday Jan 15, 2024 at 15:30 (CAT)
- Any final questions on the EOI or application process must be received by 17:00 pm Central Africa Time (CAT) on January 12, 2024

To be invited to the bidders conferences, please email us requesting a link to join the meeting at EpiCNamibia@thepalladiumgroup.com

Issuance Date: December 8th, 2023

Deadline for Questions: January 12, 2024

Closing Date: January 31, 2024

Closing Time: 5:00 pm (Central Africa Time)

CFDA Number: 98.001

Call for EOI Number: EOI-2024-01

Subject:

Call for Expressions of Interest (EOI) – Meeting Targets and Maintaining Epidemic Control (EpiC) Project: Namibia – Rainbow Fund Implementation Plan

Dear Prospective Applicants,

Palladium is seeking applications from eligible organizations to provide/support to address challenges with the legal enabling environment impacting LGBTQI+ and Key Populations, as sub-recipients under the U.S. Agency for International Development-funded program Meeting Targets and Maintaining Epidemic Control (EpiC) Project, Cooperative Agreement Number 7200AA19CA00002.

Please refer to the Funding Opportunity Description for a complete description.

This Call for EOI is being issued for the purposes of this program and consists of this cover letter and the following sections:

Section I – Background

Section II – Scope

Section III – Award Information

Section IV – Eligibility Criteria and Selection

Section V – Application Instructions

Section VI – Application Submission Process and Timeline

Section VII – Evaluation Criteria

Section VIII – Additional Information and Disclaimers

To be eligible for award, the applicant must provide all required information in its application, including the requirements found in any attachments.

Palladium may make an award resulting from this Call for EOI to the responsible applicant(s) whose application(s) conforming to this Call for EOI offers the greatest value. Palladium may (a) reject any or all

applications, (b) accept other than the lowest cost application, (c) accept more than one application, and (d) waive informalities and minor irregularities in applications received.

Palladium may make an award on the basis of initial applications received, without discussions. Therefore, each initial application must contain the applicant's best terms from a cost and technical standpoint. Issuance of this Call for EOI does not constitute an award commitment on the part of Palladium or USAID, nor does it commit Palladium or USAID to pay for costs incurred in the preparation and submission of an application. Final awards cannot be made until funds have been fully appropriated, apportioned, allocated, and committed to Palladium's prime award with USAID. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant, and all preparation and submission costs are at the applicant's expense.

All questions regarding this Call for EOI should be submitted to EpiCNamibia@thepalladiumgroup.com. Palladium may (a) reject any or all applications, (b) accept applications for reasons other than cost, or (c) accept more than one application (see Section V - Application Review Information). Bidders have two opportunities to seek clarifications, ask questions on this opportunity during scheduled bidders conferences. **IMPORTANT Information for Bidders Conference: All organizations intending to bid on this opportunity should email their intent to apply to EpiCNamibia@thepalladiumgroup.com to be registered to join the bidders conferences (Dec 15, 2023 at 15:30 CAT, and Jan 15, 2024 at 15:30 CAT).**

Palladium intends to award a Fixed Amount Award but reserves the right to award any other form of assistance agreement. Palladium may waive informalities and minor irregularities in applications received.

Successful Applicants will be responsible for ensuring achievement of the program objectives. Please refer to the Funding Description section of this Call for EOI for a complete statement of goals and expected results.

Subject to availability of funds, Palladium intends to provide 2 to 3 grants totaling \$360,000 and ranging between \$80,000 USD to \$160,000 per award for activities to be implemented no later than February 22, 2024. Palladium reserves the right to adjust award amounts as needed and as funding allows.

Palladium requires that applications be submitted electronically (e-mailed) to EpiCNamibia@thepalladiumgroup.com no later than January 31st, 2024 and 5:00 pm Central Africa Time].

I. Background

Meeting Targets and Maintaining Epidemic Control (EpiC)—an eight-year (2019–2027) global project funded by the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) and the United States Agency for International Development (USAID)—is dedicated to achieving and maintaining HIV epidemic control. EpiC is led by FHI 360 with core partners Population Services International, Palladium, Right to Care, and Gobe Group. Palladium will manage this work for the EpiC project.

Through targeted funding for Namibia, Palladium is working with local stakeholders in Namibia to implement a grant program aimed at providing support for identified key needs for priority populations as well as addressing the legal enabling environment which impacts LGBTQI+ and KP to ensure inclusive legal rights in Namibia.

This announcement is a call for expressions of interest (EOIs) from Namibian civil society organizations (CSOs) to join the EpiC/Namibia project, working in close collaboration with USAID/Namibia to implement activities and programming for one year (Feb 2024 to Feb 2025). Through this competitive process, EpiC/Namibia intends to select and provide funding and technical assistance to Namibian CSOs that meet the criteria outlined in this document.

II. Scope

Objectives

- Objective 1) Improve legal literacy awareness through active civic engagement for the protection, inclusion and safety of LGBTQI+ and KP communities in Namibia.
- Objective 2) Improve the enabling legal, political and social environment for the promotion and protection of the rights of LGBTQI+ and KP people.
- Objective 3) Improve the quality of the “violence against LGBTQI+ and SW” prevention and response.

Geography and Target Populations. Applicants should specify the regions/districts/towns and specific populations they wish to reach and the specific communities they will engage with, including government, donor and other related human rights or GBV initiatives active in Namibia.

Activities

Table 1 provides a list of illustrative activities. These serve as examples of possible activities, and you are therefore not required to pick from this list but can think of your own appropriate activity that is relevant for the EpiC/Namibia Objectives 1–3 that you choose.

Objectives	Illustrative Interventions/Activities
Objective 1) Improve legal literacy awareness through active civic engagement for the protection, inclusion and safety of	<ul style="list-style-type: none">● Provide tools and resources to train organizations on understanding the legal framework.

<p>LGBTQI+ and KP communities in Namibia.</p>	<ul style="list-style-type: none"> ● Provide training and awareness to Human Rights defenders and paralegals. ● Create a parliamentary monitoring mechanism. ● Development of a synthesis of current cases in court and the learnings they provide. ● Development of an advocacy strategy for parliamentarians, the judiciary and law enforcement. ● Refer/adapt existing legal assessments to inform the community on legal jurisprudence on LGBTQI+ and KP and sex workers.
<p>Objective 2) Improve the enabling legal, political and social environment for the promotion and protection of the rights of LGBTQI+ and KP people.</p>	<ul style="list-style-type: none"> ● Mobilize voter base to engage MPs to move the hate speech bill forward. ● Find synergies with labor law implementors on roll out of convention C190. ● Engage communities and discuss on priority legal issues . ● Publish an analysis and assessment of obsolete and harmful laws against LGBTQI+ and KP. ● Develop information/communication materials that explain LGBTQI+ and KP issues for the public (awareness rising). ● Carry out a mapping of social services gaps e.g. legal gender recognition.
<p>Objective 3) Improve the quality of the “violence against LGBTQI+ and SW” prevention and response</p>	<ul style="list-style-type: none"> ● Training on behavioral/ attitudinal sensitization for local police, clinics, social workers, local community counsellors and religious leaders. ● Develop/ Improve referral mapping and safety assessments. ● Develop an enhanced data system and data sharing including SMS alerts. ● Produce evidence to address or shift the reactionary, harmful, religious and traditional norms and beliefs. ● Sensitization of service providers such as hospitals and police regarding GBV affecting LGBTQI+ and FSW communities.

Monitoring and Evaluation

EpiC/Namibia will be responsible for working with successful applicants to align all targets for the project and ensure adequate reach. Number of interventions to prevent human rights violations of all, including marginalized populations.

- Number of USG-assisted civil society organizations (CSOs) that participate in legislative proceedings and/or engage in advocacy with national legislature and its committees.
- Number of human rights defenders trained and supported.

III. Award Information

- Anticipated Start Date and Performance Period. The anticipated award date is on (or around) February 22, 2024, with a period of performance of 12 months.
- Estimate of Funds Available. Subject to availability of funds, under this Call for EOI, EpiC/Namibia anticipates awarding up to 3 grants under this project for a total value of \$360,000. Each award could range between \$80,000 to \$160,000 as funding allows for the duration of the project.
- Assistance Subawards. Pursuant to Title 2 of the Code of Federal Regulations (CFR) Part 200.400 it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost principles (2 CFR 200 Section E for non-profit organizations and 48 CFR (Federal Acquisition Regulations) Part 31 for for-profit organizations) will be considered in establishing the final amount of the subaward.

IV. Eligibility Criteria and Selection

To be considered for this subaward, an organization must meet **all** of the following minimum eligibility criteria:

- Must be locally registered as a CSO in Namibia, whether faith-based, community-based, or a national organization or have a fiscal agent CSO that will be financially responsible for the project.
- Must be LGBTIQ+ and KP led (e.g., staff and board of organization primarily come from LGBTIQ+ and KP communities themselves) or an ally with demonstrated ability to reach out to LGBTIQ+ and KP communities and social networks in the targeted regions.
- Must have experience in implementing enabling environment, advocacy, awareness raising, and/or training projects.
- Must disclose any conflict of interest: the applicant's relationships, associations, activities, and interests should not create a conflict of interest that could prevent full impartiality in implementation of the grant activities.

Any organization that does not meet these minimum eligibility criteria will not be considered.

Applications will undergo a preliminary review for completeness and responsiveness. Incomplete applications, applications judged to be unresponsive to the EOI, and applications submitted after the due date and time will be considered ineligible and will NOT be considered for an award.

Note: Interested CSOs may express their interest as a single CSO or as a "consortium." Consortia should select partners that complement their organizational strengths. If CSOs are forming a consortium, then the strengths of each consortium member need to be detailed in the application. The lead for the consortium should be the lead applicant and as such will assume the overall financial and technical responsibility for any funds received as well as all risk for the funds that are sub-granted to other CSOs in the consortium.

V. Application Instructions

To facilitate the competitive review of the applications, applications should conform to the format prescribed below. Applicants are expected to review, understand, and comply with all aspects of this Call for EOI. Failure to do so will be at the applicant's risk. Each applicant shall furnish the information required by this Call for EOI. Applications are comprised of two components: technical applications and cost applications. Both technical applications and cost applications should be specific, complete, and presented concisely. A lengthy application does not in and of itself constitute a well-thought-out application.

Technical applications shall demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. An organization may only submit one application in response to this Call for EOI.

The application should be specific, complete, and presented concisely. Applications that do not substantially meet the requirements of this Call for EOI will not be considered for award.

Submission formatting: The application should be written in English and in 12-point Times New Roman Font. Text in tables or charts may be 10-point Times New Roman font. Narratives should be prepared in Microsoft Word or compatible equivalent with print areas set to 8.5 x 11-inch, letter-sized paper and one-inch margins.

Applications should be no longer than seven pages, excluding the budget and appendices. The application shall be divided into the following sections, with the maximum number of pages given per section as below.

A. Organizational Background (2 pages maximum)

Applicants should briefly detail the following information in the organizational background section. This information can be presented in a table format if needed.

If applying as a consortium, this information should be provided for the lead applicant/lead consortium member (clearly indicated) as well as each additional member organization in the consortium.

- Name of the organization.
- UEI (if available)
- Contact person and full address (physical, postal, telephone and email).
- Type of organization. Indicate if it is a membership organization.
- Current geographical coverage (communities, hot spots, health centers). Please note any current or past presence in the targeted regions.
- Organizational vision, mission, goal and objectives.
- A list of current and recently completed projects. Please include for each project the technical and geographic areas of focus, the groups served, and numbers reached. Please emphasize any work that you have done related to LGBTQI+ and KP groups; human rights; stigma and discrimination; increasing access to services; gender; and gender-based violence; addressing legal reforms.
- Sources and funding levels for the past three years. Indicate if the sources are private/foundation or government (United States, Namibia, other).
- Organizational structure and staffing/membership level.

B. Technical Proposal (5 pages maximum)

Applicants should detail the following in the technical proposal:

B.1 Technical Approach and Key Activities

In this section, applicants should describe in more detail the objective and specific activities that they will conduct and the proposed approaches to ensure their success.

Note, no single applicant will be expected to comprehensively address every objective from Table 1; rather, applicants may focus on the objectives and activities that are the best match for their reach, mission, and capacity. For example, an applicant could propose an activity in Objective 1, two activities in Objective 2, and two activities in Objective 3. During the EOI process, EpiC/Namibia will be responsible for coordinating between applicants to ensure that all of the objectives and geographies are covered.

Applicants should organize this section as follows:

1. Describe the population groups the applicant's program intends to target (LGBTQI+ and KP) and provide a rationale for selection.
2. Indicate the proposed geographic area/s in which the applicant will implement this project.
3. Describe the overall technical approach to conducting activities, including what strategies the applicant will use to ensure success. Where applicable, clearly indicate how strategies will differ based on the target population or geographic region.
4. List and describe activities according to the objectives. (Keep in mind applicants are not required to address all objectives or all activities within a specific objective. Applicants are free to focus on a sub-set of activities.)

Applicants are free to present the information above in narrative or table format.

B.2 Management Approach and Institutional Capabilities

In this section applicant should describe the management and staffing structure that will ensure the successful implementation of the project.

B.3 Monitoring and Evaluation Plan

Applicants should include the following in this section:

- A description of how the applicant's monitoring and evaluation (M&E) system will support the implementation of the project.
- A description of how the applicant will use M&E data for continual project improvement.
- Information on the applicant's current capacity to collect and analyze data; and monitor and evaluate project performance.
- You should select up to three indicators and identify targets for each. You can include these proposed indicators for this work:
 - Number of interventions to prevent human rights violations of all, including marginalized populations.
 - Number of USG-assisted civil society organizations (CSOs) that participate in legislative

- proceedings and/or engage in advocacy with national legislature and its committees.
- Number of human rights defenders trained and supported.

C. Illustrative Budget (no page limit)

Applicants should prepare and submit a detailed budget and accompanying budget narrative in accordance with their proposed interventions for the Anticipated period of Performance. Applicants must submit the budget in Excel format. No profit/fee will be paid or considered under any resulting award.

If an application contains indirect costs, applicants must include substantiating documentation. In accordance with 2 CFR 200.414, eligible applicants may choose to apply a 10 percent de minimis rate to their Modified Total Direct Costs. This rate is subject to substantiation and review and may be set lower than 10 percent. Please note this is only for those applicants which have never received a Negotiated Indirect Cost Rate Agreement (NICRA).

D. Annexes (no page limit)

- In the annex, applicants should submit Copies of Certificate of Registration or Incorporation Papers.
- The applicant may include additional information if deemed necessary; however, technical applications should be specific, complete, and concise. A lengthy application does not in and of itself constitute a well-thought-out application. Therefore, applicants must avoid unnecessary documentation.
- All applicants are required to complete an analysis of risks as it relates to the proposed modalities and relevant mitigation measures. Specifically, the assessment should examine potential risk related to fraud, corruption and mismanagement. Applicants should demonstrate that due consideration has been given to ensuring the security and protection of all participants.
- Important: If applicants are proposing an indirect cost rate percentage, then each applicant must include a copy of its organization's most recent Negotiated Indirect Cost Rate Agreement (NICRA) issued by its organization's audit agency (USAID or another agency of the U.S. Government). If applicants are proposing an indirect cost rate percentage but do not have an established NICRA, they must then submit supporting financial/auditing information to support any of the proposed indirect costs as recovered by a percentage method and certification by an accountant stating that the costs are calculated with the exclusion of all unallowable costs as defined by applicable cost principles under 2 CFR 200 or FAR 31.
- Certain documents are required to be submitted by the applicant in order for Palladium to make a determination of **responsibility**. Applicants shall submit any additional evidence of responsibility to support this determination. The information submitted should substantiate that the applicant:
 - Has adequate financial, management, and personnel resources and systems, or the ability to obtain such resources, as required during the performance of the award.
 - Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, non-governmental and governmental.
 - Applicants shall submit any additional evidence of responsibility, as requested, to support the determination pertaining to adequate financial, management, and personnel resources and systems; ability to comply with the award conditions; satisfactory record of

- performance, integrity and business ethics; and/or qualifications and eligibility to receive a grant under applicable laws and regulations.
- For Apparent Successful Applicants only, past performance supporting documentation, including the Past Performance Reference Questionnaire which will be sent to Apparent Successful Applicants only; and
- Has a satisfactory record of integrity and business ethics.

VI. Application Submission Process and Timeline

Questions on this call for EOIs may be submitted to EpiCNamibia@thepalladiumgroup.com. Questions must be received by **5pm Central African Time (CAT) on January 10, 2024**.

Palladium will hold a bidder’s conference from **3:30 pm–4:30 pm Central African Time CAT) on December 15, 2023 and January 15, 2024**. The bidder’s conference will be held by teleconference, and during this time Palladium will respond to questions on the call for EOI, including those submitted to the above email address. Information for joining the teleconference by phone is provided below. Responses to questions will also be shared immediately following the bidder’s conference. **IMPORTANT Information for Bidders Conference: All organizations intending to bid on this opportunity should email their intent to apply to EpiCNamibia@thepalladiumgroup.com to be registered to join the bidders conferences (Dec 15 and Jan 15).**

Completed EOIs are due to Palladium by **5:00 pm CAT January 31, 2024**. Applications must be submitted by email to EpiCNamibia@thepalladiumgroup.com to be considered. Microsoft Word, Excel (for the budget) and Adobe Acrobat (PDF) files are all acceptable. Please do not include attachments over 15 MB.

In the subject line of the email, please indicate “EpiC/Namibia EOI – [name of your organization or consortium]”. Only one application may be submitted per organization or consortium.

After the EOI review process, Palladium may contact applicants with questions to clarify aspects of their EOIs. Table 3 provides a summary of key dates in this process.

Table 3. Key dates for EOI process

Milestone	Dates
EOI issue date	December 8, 2023
Bidder’s conference #1	December 15, 2023
Questions on EOI due to EpiCNamibia@thepalladiumgroup.com	January 11, 2024
Bidder’s conference #12 and responses to submitted questions	January 15, 2024
EOIs due to EpiCNamibia@thepalladiumgroup.com	January 31, 2024

EOI review and post-submission clarifications	February 5-9, 2024
Notification of decisions to applicants	February 12, 2024
Pre-award assessments and subaward development with selected applicants to complete subaward documentation	February 12-21, 2024
Submission of final subaward package(s)	February 22, 2024

VII. Evaluation Criteria

1. Merit Review Criteria

Technical applications and cost applications of each EOI will be reviewed separately. The technical application will be evaluated in accordance with Table 4 set forth below. Thereafter, the cost application of all applicants submitting a technically acceptable application will be reviewed for general reasonableness, allowability, and allocability in accordance with applicable cost principles (2 CFR 200 Part E for non-profit institutions and FAR 31 for for-profit companies). To the extent that they are necessary (if award is not made based on initial applications), negotiations and/or interviews will then be conducted with all applicants whose application, after discussion and negotiation, has a reasonable chance of being selected for award. Awards will be made to eligible, responsible applicants whose applications offer the greatest value, cost-effectiveness, and other factors considered. After it is determined that the minimum eligibility requirements have been met, a Selection Committee (SC) will evaluate applications according to criteria described below.

Table 4. Evaluation criteria for applications

Criteria	Points
<p>ORGANIZATIONAL BACKGROUND:</p> <ul style="list-style-type: none"> • The application includes all components detailed above. • The applicant meets minimum eligibility criteria. • The applicant’s organizational vision, mission, goals, and objectives are in line with the EpiC/Namibia project. • The applicant has implemented similar projects in the past in the geographical areas indicated and has included clear examples. • The applicant has successfully managed donor funds. • The applicant is LGBTQI+ and/or KP-led or led by ally organizations with LGBTQI+ and/or KP sub-recipients and demonstrates the ability to reach LGBTQI+ and/or KP communities and social networks in the selected regions 	20
TECHNICAL PROPOSAL	
<p>TECHNICAL APPROACH:</p> <ul style="list-style-type: none"> • The technical approach is clear, complete, and responsive to the EpiC/Namibia objectives and the requirements of this EOI. 	35

<ul style="list-style-type: none"> ● The technical approach is innovative, based on best practices, and is likely to achieve the project’s objectives. ● The applicant demonstrates an understanding of the context and expertise on the subject matter described in this EOI. ● The technical approach clearly articulates what activities will be conducted, how, where, and by whom and with a clear timeline 	
MANAGEMENT APPROACH: <ul style="list-style-type: none"> ● The application sets forth a management structure and team that are capable of rapid project startup and achievement of the grant project’s objectives 	15
DEMONSTRATE COLLABORATION and/or PARTNERSHIPS	10
SAFETY AND SECURITY RISK MITIGATION PLAN	10
MONITORING AND EVALUATION PLAN: <ul style="list-style-type: none"> ● The M&E approach responds to the technical strategy. ● The applicant proposes effective and high-quality methods for monitoring activities, measuring results and using M&E data to improve performance. ● The applicant demonstrates current capacity to collect and analyze data and monitor and evaluate project performance 	10
TOTAL	100

2. Review of Cost Application

The cost application of all applicants submitting a technically acceptable application will be reviewed to determine if costs are reasonable, allocable, and allowable. If an application is recommended for award following the technical review, Palladium may at its option conduct cost negotiations.

Costs will be reviewed for cost reasonableness, allowability, allocability, adequacy of budget detail, and financial feasibility.

3. Review and Selection Process

After initial selection, the apparent successful applicant will be asked to provide additional information pertaining to any application concerns. Applications will be reviewed by human rights and enabling environment technical and programming experts with specific expertise in LGBTQI+ and key populations. This information will be used to make a determination before a grant is provided. Palladium shall make the final selection.

Successful applicants will receive the following templates for completion. The Annexes below are not required unless the applicant receives notice of a successful application.

- Annex A Certifications and Representation
- Annex B Due Diligence Questionnaire(s)
- Annex C Business Partner Code of Conduct
- Annex D Past Performance Reference Questionnaire

VIII. Additional Information and Disclaimers

This information is provided to aid applicants in the preparation of their applications.

a) CONTRACT MECHANISM

Palladium anticipates awarding one or more fixed amount award grant(s) (FAAs), subject to renewal. ADS 303mat, Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations will apply (<https://www.usaid.gov/sites/default/files/documents/1868/303mat.pdf>).

b) DISCLAIMERS

- Applicants will not be reimbursed for the cost incurred in preparation and submission of an application. All preparation and submission costs are at the applicant's expense.
- Palladium may cancel EOI and not award.
- Palladium may reject any or all responses received.
- Issuance of EOI does not constitute award commitment by Palladium.
- Palladium reserves the right to disqualify any offer based on applicant's failure to follow EOI instructions.
- Palladium will not reimburse applicants for costs incurred in preparation and submission of an application.
- Palladium reserves the right to independently negotiate with any applicant, or to issue award based on initial evaluation of offers without further discussion.
- Palladium may choose to award only part of the activities in the EOI, or issue multiple awards based on the solicitation activities.
- Palladium reserves the right to check an applicant's donor references; and
- Palladium reserves the right to waive minor application deficiencies that can be corrected prior to award determination to promote competition.

c) CALL FOR EXPRESSIONS OF INTEREST NOT AN OFFER

This call for EOI represents only a definition of requirements. It is merely an invitation for submission of applications and does not legally obligate Palladium to accept any of the submitted applications in whole or in part, nor is Palladium obligated to select the lowest priced application. Palladium has no contractual obligations with any applicants based upon issuance of this call for EOI. It is not an offer to contract. Only the execution of a written award shall obligate Palladium, in accordance with the terms and conditions contained in such award.

d) DISCUSSIONS AND AWARD

Palladium reserves the right to seek clarifications, enter into discussions or negotiations, or to make award on initial submissions without discussions or negotiations of any kind. Palladium reserves the right to exclude from further consideration any applications at any time, including after discussions or negotiations have been entered into.

e) FALSE STATEMENTS IN OFFER

Applicants must provide full, accurate and complete information as required by this call for EOI and its attachments. At any time that Palladium determines that an applicant has provided false statements in the EOI, Palladium may reject the EOI without further consideration. This call for EOI and any resulting award shall be interpreted in accordance with the laws of the U.S. Government except in cases where they contradict local law. The English language version of this call for EOI and any resulting award shall

govern, and all notices pursuant to the provisions of this call for EOI and any resulting award shall be in English.

f) OFFER VERIFICATION

Palladium may contact applicants to confirm contact person, address, bid amount and to confirm that the bid was submitted for this call for EOI.

g) RESERVED RIGHTS

- All call for EOI responses become the property of Palladium and Palladium reserves the right in its sole discretion to disqualify any offer based on applicant failure to follow solicitation instructions.
- Palladium reserves the right to waive any deviations by applicants from the requirements of this call for EOI that in Palladium's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
- Extend the time for submission of all call for EOI responses after notification to all applicants.
- Terminate or modify the call for EOI process at any time and re-issue the call for EOI to whomever Palladium deems appropriate.
- Palladium reserves the right to issue an award based on the initial evaluation of offers without discussion.
- Award only part of the activities in the call for EOI or issue multiple awards based on call for EOI activities.
- The awardee must have or be in the process of obtaining a UEI number. Additional assistance will be provided, as needed, during negotiations with prospective awardees.
- Palladium reserves the right to request audited financial statements from the selected applicant(s).
- At the conclusion of the evaluation process, any selected firm will be required to complete a Financial Pre-Award Assessment in order for Palladium to ascertain that the organization has the capacity to perform successfully under the terms and conditions of the proposed grant. As part of the Pre-Award Assessment process the firm will also be requested to submit their incorporated papers, certificate of registration and/or Tax ID number (TIN), audit reports and/or financial statements. Applicants may be asked to submit additional documentation to illustrate that the organization has the financial capacity to implement the grant. Site visits may be conducted by Palladium staff to evaluate the organization in these areas.

h) CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

(a) The applicant certifies that--

- 1) The prices in this EOI have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other applicant, including but not limited to subsidiaries or other entities in which applicant has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
- 2) The prices in this application have not been and will not be knowingly disclosed by the applicant, directly or indirectly, to any other applicant, including but not limited to subsidiaries or other entities in which applicant has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive call for EOI) unless otherwise required by law; and
- 3) No attempt has been made or will be made by the applicant to induce any other concern or individual to submit or not to submit an application for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the application (if any) is considered to be a certification by the signatory that the signatory--

- 1) Is the person in the applicant's organization responsible for determining the prices being offered in this application, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- 2) Has been authorized, in writing, to act as agent for the principals of the applicant in certifying that those principals have not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- 3) As an authorized agent, does certify that the principals of the applicant have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- 4) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) Applicant understands and agrees that --

- 1) violation of this certification will result in immediate disqualification from this call for EOI without recourse and may result in disqualification from future solicitations; and
- 2) discovery of any violation after award to the applicant will result in the termination of the award for default.

i) CALL FOR EXPRESSION OF INTEREST FIRM GUARANTEE

All information submitted in connection with this call for EOI will be valid for three (3) months from the call for EOI due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your firm is awarded a grant, all information in the call for EOI and negotiation process is contractually binding.

j) GOVERNING LAW AND LANGUAGE

This call for EOI and any resulting award shall be interpreted in accordance with the laws of the U.S. Government except in cases where they contradict local law. The English language version of this solicitation and any resulting contract or grant shall govern, and all notices pursuant to the provisions of this solicitation and any resulting award shall be in English.

k) WITHDRAWALS OF EXPRESSIONS OF INTERESTS

Applicants may withdraw EOIs by written notice via email received at any time before award. EOIs may be withdrawn in person by an applicant or his/her authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

Application Template

A. Organizational Background (2 pages maximum)

1) Cover Page	
Name of Organization	
UEI (if available)	
Contact Person and Full Address (<i>Physical, Postal, Telephone, and Email address</i>)	
Current geographical coverage (communities, hot spots, health centers). Please note any current or past presence in the targeted regions.	
Organizational vision, mission, goal and objectives.	
A list of current and recently completed projects. Please include for each project the technical and geographic areas of focus, the groups served, and numbers reached. Please emphasize any work that you have done related to LGBTQI+ and KP groups; human rights; stigma and discrimination; increasing access to services; gender; and gender-based violence; addressing legal reforms.	
Sources and funding levels for the past three years. Indicate if the sources are private/foundation or government (United States, Namibia, other).	
Organizational structure and staffing/membership level.	
Contact person signature	

B. Technical Proposal (5 pages maximum)

Applicants should detail the following in the technical proposal:

B.1. Technical Approach and Key Activities

In this section, applicants should describe in more detail the objective and specific activities that they will conduct and the proposed approaches to ensure their success.

Note, no single applicant will be expected to comprehensively address every objective from Table 1; rather, applicants may focus on the objectives and activities that are the best match for their reach, mission, and capacity. For example, an applicant could propose an activity in Objective 1, two activities in Objective 2, and two activities in Objective 3. During the EOI process, EpiC/Namibia will be responsible for coordinating between applicants to ensure that all of the objectives and geographies are covered.

Applicants should organize this section as follows:

1. Describe the population groups the applicant's program intends to target (LGBTQI+ and KP) and provide a rationale for selection.
2. Indicate the proposed geographic area/s in which the applicant will implement this project.
3. Describe the overall technical approach to conducting activities, including what strategies the applicant will use to ensure success. Where applicable, clearly indicate how strategies will differ based on the target population or geographic region.
4. List and describe activities according to the objectives. (Keep in mind applicants are not required to address all objectives or all activities within a specific objective. Applicants are free to focus on a sub-set of activities.)

Applicants are free to present the information above in narrative or table format.

B.2. Management Approach and Institutional Capabilities

In this section applicant should describe the management and staffing structure that will ensure the successful implementation of the project.

B.3 Monitoring and Evaluation Plan

Applicants should include the following in this section:

- A description of how the applicant's monitoring and evaluation (M&E) system will support the implementation of the project.
- A description of how the applicant will use M&E data for continual project improvement.
- Information on the applicant's current capacity to collect and analyze data; and monitor and evaluate project performance.
- You should select up to three indicators and identify targets for each. You can include these proposed indicators for this work:
- Number of interventions to prevent human rights violations of all, including marginalized populations.
- Number of USG-assisted civil society organizations (CSOs) that participate in legislative proceedings and/or engage in advocacy with national legislature and its committees.

- Number of human rights defenders trained and supported.

C. Illustrative Budget (no page limit)

Applicants should prepare and submit a detailed budget and accompanying budget narrative in accordance with their proposed interventions for the Anticipated period of Performance. Applicants must submit the budget in Excel format. No profit/fee will be paid or considered under any resulting award.

If an application contains indirect costs, applicants must include substantiating documentation. In accordance with 2 CFR 200.414, eligible applicants may choose to apply a 10 percent de minimis rate to their Modified Total Direct Costs. This rate is subject to substantiation and review and may be set lower than 10 percent. Please note this is only for those applicants which have never received a Negotiated Indirect Cost Rate Agreement (NICRA).

D. Annexes (no page limit)

- In the annex, applicants should submit Copies of Certificate of Registration or Incorporation Papers.
- The applicant may include additional information if deemed necessary; however, technical applications should be specific, complete, and concise. A lengthy application does not in and of itself constitute a well-thought-out application. Therefore, applicants must avoid unnecessary documentation.
- All applicants are required to complete an analysis of risks as it relates to the proposed modalities and relevant mitigation measures. Specifically, the assessment should examine potential risk related to fraud, corruption and mismanagement. Applicants should demonstrate that due consideration has been given to ensuring the security and protection of all participants.
- Important: If applicants are proposing an indirect cost rate percentage, then each applicant must include a copy of its organization's most recent Negotiated Indirect Cost Rate Agreement (NICRA) issued by its organization's audit agency (USAID or another agency of the U.S. Government). If applicants are proposing an indirect cost rate percentage but do not have an established NICRA, they must then submit supporting financial/auditing information to support any of the proposed indirect costs as recovered by a percentage method and certification by an accountant stating that the costs are calculated with the exclusion of all unallowable costs as defined by applicable cost principles under 2 CFR 200 or FAR 31.
- Certain documents are required to be submitted by the applicant in order for Palladium to make a determination of responsibility. Applicants shall submit any additional evidence of responsibility to support this determination. The information submitted should substantiate that the applicant:
 - Has adequate financial, management, and personnel resources and systems, or the ability to obtain such resources, as required during the performance of the award.
 - Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, non-governmental and governmental.

- Applicants shall submit any additional evidence of responsibility, as requested, to support the determination pertaining to adequate financial, management, and personnel resources and systems; ability to comply with the award conditions; satisfactory record of performance, integrity and business ethics; and/or qualifications and eligibility to receive a grant under applicable laws and regulations.
- For Apparent Successful Applicants only, past performance supporting documentation, including the Past Performance Reference Questionnaire which will be sent to Apparent Successful Applicants only; and
- Has a satisfactory record of integrity and business ethics.

ANNEX A - SUBGRANTEE BUDGET NARRATIVE

According to your organization's official and approved rates and policies please complement the budget Excel template information with this budget narrative. Successful applicants, post award, will be required to provide proof of costs referring for personnel, travel, and fringe.

Personnel

Local In-Country Staff

Staffing structure here

Name	Position (% time)	Monthly cost of staff (already including benefits)	Briefly explain Role in relation to project activities

Fringe Benefits

Please customize based off of your organization's application of fringe benefits.

Sample local fringe benefits are budgeted as follows:

Benefit	Base of application
Life Insurance	XX% of salaries
Provident Fund	XX% of salaries
Severance/End of Service Gratuity	XX% of salaries
Health Benefits	L\$ xxx per Full Time Equivalent Position

Travel, transport and per diem

[Explain travel assumptions here e.g. # of trips to project sites, duration of trips, purpose of trips in relation to project activities (e.g. workshops, community engagement, dissemination of supplies etc.)]

benefits / salary	Basis for calculation (insert below a brief explanation about the salary and benefits policy of your organization)
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Airfare (if applicable):	Example: For this project, we will make XXX trips, from YYY people, to ZZZ places, with the cost of WWW etc.
Per diem (according to your organization's approved travel policy)	Example: For this project, we will use XXX nights, in the unit value of YYY, according to our policies, giving an overall value of ZZZ.
Ground / Boat Transportation:	Example: For this project, we will use boat trip from city YYY to ZZZ.
Taxis To and From Airport (if applicable):	Example: For these trips and monitoring of the project in places of activity, we will use XXX with taxi and other transport.

Contractual

Local Independent Consultants:

Consultant Name	Position	Daily Rate Proposed	Total Level Effort (# of days worked in the project in a given month)	Job Responsibilities

Sub-awards/Contracts:

(If applicable, describe any sub-award to additional organizations and purpose of the sub-award/ role in activities proposed).

Procurement Costs (Equipment and Supplies):

Briefly explain what equipment and supplies are needed and why

Other Direct Costs

Insurance/Travel:

Travel Insurance (if applicable)

Activities: Briefly explain what training, workshops, conference, meetings etc. are needed and why, how and where they intend to be held

Examples: Training, Workshops, Conferences, etc.

Project Office Costs

Examples: office supplies

Communication Costs

Telephone/Internet

Monthly mobile phone top-up

Postage and Shipping

Printing/Photocopying

Other Costs

Indirect Costs

[Grantees may choose one of the following indirect cost methods: 1) You can charge up to 10% indirect de minimus rate on MTDC without any backup documentation; 2) You can charge any indirect rates above 10% you must provide 3rd party audited indirect rates; 3) or you may also choose to charge operations costs based on well-defined method of allocation.]

Provide your organization's indirect costs.

Total Estimated Project Costs:

Period of Performance:	1 Year	mm/dd/yy	mm/dd/yy
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Budgets should be submitted in local currency

SUMMARY BUDGET	Year 1	Total
Personnel	\$ -	\$ -
Local In-Country Staff	\$ -	\$ -
Fringe Benefits	\$ -	\$ -
Local Staff	\$ -	\$ -
Travel and Transportation	\$ -	\$ -
Local and Domestic Travel	\$ -	\$ -
Procurement or Rental of Goods (Equipment & Supplies)	\$ -	\$ -
Equipment	\$ -	\$ -
Supplies	\$ -	\$ -
Contractual	\$ -	\$ -
Sub-awards/Contracts	\$ -	\$ -
Local Consultants	\$ -	\$ -
Other Direct Costs	\$ -	\$ -
Operation Costs	\$ -	\$ -
Activities: Trainings, Workshops, Conferences, etc.	\$ -	\$ -
Project Office Costs	\$ -	\$ -
Communication Costs	\$ -	\$ -
Other Costs	\$ -	\$ -
Total Direct Costs	\$ -	\$ -
Indirect Costs	\$ -	\$ -
TOTAL PROJECT COSTS	\$ -	\$ -

Period of Performance:	1 Year	mm/dd/yy	mm/dd/yy
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CORE			
Local In-Country Staff			
Country TBD			
Local Staff Position #1	TBD	-	-
Local Staff Position #2	TBD	-	-
Local Staff Position #3	TBD	-	-
Local Staff Position #4	TBD	-	-
Local Staff Position #5	TBD	-	-
Local Staff Position #6	TBD	-	-
Local Staff Position #7	TBD	-	-
Local Staff Position #8	TBD	-	-
Local Staff Position #9	TBD	-	-
Local Staff Position #10	TBD	-	-
Subtotal, Name:		-	-
Consultants			
Local Consultants			
<i>Independent Consultants - Local</i>			
Local Consultant 1	TBD	-	-
Local Consultant 2	TBD	-	-
Subtotal, Local Consultant Staff		-	-
TOTAL PERSONNEL		-	-

Period of Performance: 1 Year

TOTAL ESTIMATED COST

DETAILED BUDGET

Line Item / Description	Name	Unit	YEAR 1		
			Units	Cost/Unit	Cost
PERSONNEL					
Local In-Country Staff					
<u>Country TBD</u>					
Local Staff Position #1	TBD	/day	-	\$ -	\$ -
Local Staff Position #2	TBD	/day	-	\$ -	\$ -
Local Staff Position #3	TBD	/day	-	\$ -	\$ -
Local Staff Position #4	TBD	/day	-	\$ -	\$ -
Local Staff Position #5	TBD	/day	-	\$ -	\$ -
Local Staff Position #6	TBD	/day	-	\$ -	\$ -
Local Staff Position #7	TBD	/day	-	\$ -	\$ -
Local Staff Position #8	TBD	/day	-	\$ -	\$ -
Local Staff Position #9	TBD	/day	-	\$ -	\$ -
Local Staff Position #10	TBD	/day	-	\$ -	\$ -
Subtotal, Country TBD:			-	\$ -	\$ -
TOTAL PERSONNEL			-		\$0.00
FRINGE BENEFITS					
<u>Local In-Country Staff Fringe Benefits</u>					
<u>Local In-Country Staff Fringe Benefits -XXX</u>					
Life Insurance			0.00%	\$ -	\$ -
Provident Fund			0.00%	\$ -	\$ -
Severance/End of Service Gratuity			0.00%	\$ -	\$ -
Health Benefits			0.00%	\$ -	\$ -
Holiday Bonus			0.00%	\$ -	\$ -
Subtotal, Local In-Country Staff Fringe Benefits -XXX:				\$ -	\$ -
TOTAL, FRINGE BENEFITS:					\$0.00
TRAVEL, TRANSPORTATION, AND PER DIEM					
<u>Local Travel</u>					
Local Travel		/month			
a. [Enter Trip Title]		Days/Trip			
Per Diem	[Enter Per Diem City Here]	Days	-	\$ -	\$ -
Ground Transportation		Days	-	\$ -	\$ -
Miscellaneous		Days	-	\$ -	\$ -

Period of Performance: 1 Year

TOTAL ESTIMATED COST

DETAILED BUDGET

Line Item / Description	Name	Unit	YEAR 1		
			Units	Cost/Unit	Cost
b. [Enter Trip Title]					
Per Diem	[Enter Per Diem City Here]	Days/Trip	-	\$ -	\$ -
Ground Transportation		Days	-	\$ -	\$ -
Miscellaneous		Days	-	\$ -	\$ -
<i>Subtotal, Local Travel:</i>					\$ -
TOTAL, TRAVEL, TRANSPORTATION, AND PER DIEM					\$0.00
PROCUREMENT OR RENTAL OF GOODS (EQUIPMENT AND SUPPLIES)					
<u>Equipment</u>					
Equipment #1		/each		\$ -	\$ -
Equipment #2		/each		\$ -	\$ -
Equipment #3		/each		\$ -	\$ -
Equipment #4		/each		\$ -	\$ -
Equipment #5		/lot		\$ -	\$ -
<i>Subtotal, Equipment :</i>					\$ -
<u>Supplies (does not include office supplies)</u>					
		/each		\$ -	\$ -
		/each		\$ -	\$ -
		/each		\$ -	\$ -
		/each		\$ -	\$ -
		/lot		\$ -	\$ -
<i>Subtotal, Supplies (does not include office supplies):</i>					\$ -
TOTAL, PROCUREMENT OR RENTAL OF GOODS (EQUIPMENT AND SUPPLIES)					\$0.00
CONTRACTUAL					
<u>Sub-awards/Contracts</u>					
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
<i>Subtotal, Sub-awards/Contracts:</i>					\$ -
<u>Independent Consultants - Local</u>					

Period of Performance: 1 Year

TOTAL ESTIMATED COST

DETAILED BUDGET

Line Item / Description	Name	Unit	YEAR 1		
			Units	Cost/Unit	Cost
Country TBD					
Local Consultant 1	TBD	/day	-	\$ -	\$ -
Local Consultant 2	TBD	/day	-	\$ -	\$ -
Subtotal, Country TBD:			-		\$ -
TOTAL, CONTRACTUAL			\$0.00		
OTHER DIRECT COSTS (ODCs)					
Operation Costs					
		/month		\$ -	\$ -
		/month		\$ -	\$ -
		/month		\$ -	\$ -
		/month		\$ -	\$ -
Subtotal, Operation Costs:					\$ -
Activities: Training, Workshops, Conferences, etc If any					
Activity 1: Brief title		/year	-	\$ -	\$ -
Activity 2: Brief title		/year	-	\$ -	\$ -
Activity 3: Brief title		/year	-	\$ -	\$ -
Activity 4: Brief title		/year	-	\$ -	\$ -
Activity 5: Brief title		/year	-	\$ -	\$ -
Activity 6: Brief title		/year	-	\$ -	\$ -
Activity 7: Brief title		/year	-	\$ -	\$ -
Activity 8: Brief title		/year	-	\$ -	\$ -
Activity 9: Brief title		/year	-	\$ -	\$ -
Activity 10: Brief title		/year	-	\$ -	\$ -
Subtotal, Country Office Activities: Training, Workshops, Conferences, etc.:					\$ -
Project Office Costs					
			-	\$ -	\$ -
			-	\$ -	\$ -
			-	\$ -	\$ -
			-	\$ -	\$ -
Subtotal, Country Office Project Office Costs:					\$ -
Communication Costs					

Period of Performance: 1 Year

TOTAL ESTIMATED COST

DETAILED BUDGET

Line Item / Description	Name	Unit	YEAR 1		
			Units	Cost/Unit	Cost
Telephone/Internet		/month	-	\$ -	\$ -
Monthly mobile phone top-up		/month	-	\$ -	\$ -
Postage and Shipping		/month	-	\$ -	\$ -
Printing/Photocopying		/month	-	\$ -	\$ -
<i>Subtotal, Country Office Communication Costs:</i>					\$ -
Other Costs					
		/month	-	\$ -	\$ -
		/month	-	\$ -	\$ -
			-	\$ -	\$ -
<i>Subtotal, Country Office Other Costs:</i>					\$ -
TOTAL, OTHER DIRECT COSTS:					\$0.00
TOTAL DIRECT COSTS					\$0.00
INDIRECT COSTS*					
Indirect Costs		%	0.00%	\$ -	\$ -
Grantees may choose one of the following indirect cost methods: - You can charge up to 10% indirect de minimus rate on MTDC without any backup documentation, - You can charge any indirect rates above 10% you much provide 3rd party audited indirect rates; - or you may also choose to charge operations costs based on well-defined method of allocation.					
TOTAL, INDIRECT COSTS					\$ -
TOTAL ESTIMATED COST					\$0.00