

## Call for Expression of Interest

### I. Background

The *USAID Open Doors* project, a five-year project funded by the United States Agency for International Development (USAID) through the President's Emergency Plan for AIDS Relief (PEPFAR) is seeking expressions of interest (EOI) from Zambian organizations (NGOs, CBOs, and FBOs) based in the following provinces; Central, Copperbelt, Lusaka, Southern and North-Western.

### II. Scope of the *USAID Open Doors* Project

The purpose of the *USAID Open Doors* project is to increase access to and use of comprehensive HIV prevention, care and treatment services by key populations (KPs) in targeted provinces of Zambia. This project is being implemented by FHI 360 as the prime in Lusaka, Kabwe, Kitwe, Livingstone, Kapiri Mposhi, Chirundu, Chililabombwe, and Solwezi districts and is supported by the Zambia Health Education and Communications Trust (ZHECT), Planned Parenthood Association of Zambia (PPAZ) and Howard University (HU).

The project aims to achieve the following objectives:

- Identify and address the key determinants of risky behavior among KPs in Zambia, particularly in the targeted areas.
- Increase the availability of high-impact HIV and other health services for KPs.
- Strengthen the capacity of local stakeholders to plan, monitor, evaluate and assure the quality of interventions for key populations.

Through these objectives, the *USAID Open Doors* project aims to achieve its vision of strengthened sustainable, interlinked networks of public, private and local NGO services that are trusted, valued and used by the spectrum of KPs in Zambia. By doing this, the project will significantly contribute to PEPFAR 3.0 focusing on sustainable control of the HIV/AIDS epidemic to reach the UNAIDS '90-90-90' goal.

### III. Call for Expressions of Interest

*USAID Open Doors* project is seeking expressions of interest from potential grantees in the eight target districts mentioned above who champion the rights and well-being of KPs. The *USAID Open Doors* project's grants program is designed to work with local partners to implement a comprehensive HIV prevention, care and treatment services for KPs.

### IV. Eligibility Criteria

In order to respond to this EOI, an organization or group must meet *all* of the following eligibility criteria:

- The organization must be not-for-profit.
- The organization has demonstrated experience in the implementation of KPs HIV prevention, care and support interventions especially at community level.
- The organization must currently or has past experience in implementing activities in one or more district in Zambia
- The organization or group has a Board of Directors/Board of Trustees/Advisory Board, three or more full time staff (including program manager, finance/administrative, and monitoring and evaluation staff).
- The organization or group has received more than **K50,000.00** in funding over the last eighteen (18) months.
- Conflict of Interest: The grantee's other relationships, associations, activities, and interests should not create a conflict of interest that could prevent full impartiality in implementation of the grant activities.



## V. Application Instructions

The application should include the following information.

### *Organizational Profile (3 pages maximum)*

- a) Name of the organization/Group and year established.
- b) Contact person and full address (physical, postal, telephone and email).
- c) Type of organization (NGO, FBO or CBO) and indicate if it is a membership organization.
- d) Current geographical coverage (provinces and districts).
- e) Desired geographic coverage under USAID Open Doors project (note: you must be currently implementing or have past experience in this area).
- f) Vision, mission, goal and organizational objectives.
- g) Current and past information on target groups and numbers served. Please emphasize any work that you have done related to HIV prevention with key populations, sexual orientation and gender identity (SOGI), gender-based violence, mental health, alcohol and other drugs, economic strengthening, family planning, gender based violence/intimate partner violence, mental health, stigma and discrimination, reproductive health, advocacy for uptake of health services, human rights and legal literacy.
- h) Sources and funding levels for the last three years.
- i) Board composition, qualifications and experience.
- j) Organizational structure and staffing/membership level including community volunteers where applicable.
- k) Key staff qualifications (e.g., project director/manager, finance manager, program manager).

### **Annexes**

The following annexes should be submitted with the application. These will not count against the page limit.

- Certificate of registration or letter of support/endorsement from a recognized and relevant organization in Zambia or the region (such as a human rights, key population, or HIV/AIDS organization) stating that they are aware of your group, its work and recommend you for funding. This requirement is compulsory.
- Latest audited Financial Statements, if available. (If no recent audit has been conducted, a revenue and expense statement and balance sheet for previous financial year must be attached).

## VI. Submission Deadline: 17:00 pm CAT, Friday, February 24, 2017

### VII. Submission Instructions:

- Applications to be submitted electronically to: [Grants.OpenDoors@fhi360.org](mailto:Grants.OpenDoors@fhi360.org) ▪ USAID Open Doors project is not receiving paper applications for this EOI.
- Any questions to be addressed to: [Grants.OpenDoors@fhi360.org](mailto:Grants.OpenDoors@fhi360.org)
- All applicants to submit their questions by 17:00 pm CAT, Wednesday, January 18, 2017

The email subject line should read “Application for EOI to Support KP HIV/AIDS Interventions – [Name of Organization submitting application]”.

Organizational profile and attachments may be submitted in Microsoft Word or PDF.

Responses to questions will be provided within two business days. All questions and answers will be shared with all interested applicants via email.

**Note:**

*The issuance of the call for EOIs does not constitute an award commitment on the part of USAID Open Doors project or its partners, nor does it commit USAID Open Doors project or its partners to pay for costs incurred in the preparation and submission of an application. All preparation and submission costs are at the applicant's expense.*