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Issuance Date: February 21, 2022.

Bidder's Conference: March 7, 2022, at 14:00 – 15:30 pm Brasilia Standard Time. (Invite-only event, interested applicants to e-mail name of participants).

Deadline for Questions: March 10, 2022, 11:59 pm Brasilia Standard Time.

Deadline for submitting eligibility and due diligence documents: March 14, 2022, 11:59 pm Brasilia Standard Time.

Application Closing Date: March 21, 2022, 11:59 pm Brasilia Standard Time.

CFDA Number: 7200AA19CA00015

RFA: PPA SOLIDARITY: COVID-19 RESPONSE IN THE BRAZILIAN AMAZON REGION PHASE 2 (second round)

Subject: Request for Applications (RFA) – PPA SOLIDARITY: COVID-19 RESPONSE IN THE BRAZILIAN AMAZON REGION PHASE 2 (second round)

Dear Prospective Applicants,

USAID, NPI EXPAND, the Partnership Platform for the Amazon (PPA) and SITAWI Finance for Good have formed a partnership called the PPA Solidarity: COVID-19 Response in the Amazon “PPA Solidarity”. On behalf of this partnership, Palladium, which manages the NPI EXPAND activity, is inviting applications from organizations to support the Phase 2 COVID-19 Response in Brazilian Amazon Region.

Please note that the NPI EXPAND PPA Solidarity Phase 2, second round is requesting full applications, not expressions of interest and/or concept notes. The application closing date is **March 21, 2022**. Incomplete applications and/ or applications sent after the deadline will not be accepted. Applications will be reviewed on a rolling basis and approval is subject to the availability of funding. Eligible sub-recipients will support health systems and communities to become more resilient to COVID-19 prevent and mitigate the health impacts of COVID-19 on vulnerable populations in the Brazilian Amazon Region with funding from the U.S. Agency for International Development-funded program NPI EXPAND, Cooperative Agreement Number **7200AA19CA00015**.

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

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

- Section I – Funding Opportunity Description**
- Section II – Award Information**
- Section III – Eligibility Information**
- Section IV – Submission and Application Information**
- Section V – Application Review Information**
- Section VI – Award and Administration Information**
- Section VII – Palladium Contacts**
- Section VIII – Other Information (checklist)**

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

On behalf of the PPA Solidarity partnership, Palladium/NPI EXPAND may make an award resulting from



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this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offers the greatest value. NPI EXPAND 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.

NPI EXPAND 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 RFA does not constitute an award commitment on the part of Palladium, USAID, PPA or SITAWI. Nor does it commit these parties to pay for costs incurred in the preparation and submission of an application. 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 RFA should be submitted to EXPAND.EOI@thepalladiumgroup.com Please CC: francia.poholchuk@thepalladiumgroup.com; felipe.storch@thepalladiumgroup.com; and igor.albuquerque@thepalladiumgroup.com [use subject line: RFA # 2/ NPI EXPAND BRAZIL PPA Solidarity Phase 2 - NAME OF ORGANIZATION]. The Technical Evaluation Committee (TEC) 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).

Palladium on behalf of PPA Solidarity intends to award a Fixed Amount Award (FAA) 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 RFA for a complete statement of goals and expected results.

Subject to availability of funds, the partnership intends to provide USD 100,000 (approximately BRL 520,000) up to USD 250,000 (approximately BRL 1.3 million) awarded per organization. Organizations may be eligible for multiple grants simultaneously up to USD 250,000 per grant. Applicant budgets should be presented in BRL. Applications may be received in Portuguese or English.

Grants will be awarded on a rolling basis with a performance period up to 12 months.

Applications will be reviewed on a rolling basis, but Palladium requires that applications be submitted electronically (e-mailed) to EXPAND.EOI@thepalladiumgroup.com Please CC: francia.poholchuk@thepalladiumgroup.com; felipe.storch@thepalladiumgroup.com; and igor.albuquerque@thepalladiumgroup.com [use subject line: RFA #2/ NPI EXPAND BRAZIL PPA Solidarity Phase 2 - NAME OF ORGANIZATION] no later than **March 21, 2022, 11:59 pm Brasilia Standard Time**. Applicants will receive notice of the time and log-in details for a virtual bidder's conference to address questions pertaining to the second round of this RFA.

Sincerely,

Francia Poholchuk
Grants Management Director



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Request for Full Applications (RFA)

PPA SOLIDARITY: COVID-19 RESPONSE IN THE BRAZILIAN AMAZON REGION

Phase 2 (second round)

Issuance Date: February 21, 2022.

Bidder's Conference: March 7, 2022, at 14:00 – 15:30 pm Brasilia Standard Time. (Invite-only event, interested applicants to e-mail name of participants).

Deadline for Questions: March 10, 2022, 11:59 pm Brasilia Standard Time.

Deadline for submitting eligibility and due diligence documents: March 14, 2022, 1:59 pm Brasilia Standard Time.

Application Closing Date: March 21, 2022, 11:59 pm Brasilia Standard Time.

CFDA Number: 7200AA19CA00015

RFA: PPA Solidarity: COVID-19 RESPONSE IN THE BRAZILIAN AMAZON REGION PHASE 2 (round 2)



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REQUEST FOR FULL APPLICATIONS (RFA): PPA SOLIDARITY: COVID-19 RESPONSE IN THE BRAZILIAN AMAZON REGION PHASE 2 (round 2)

Section I – FUNDING OPPORTUNITY DESCRIPTION

The purpose of this request for applications is to solicit applications from local organizations that can provide immediate support to targeted vulnerable communities of Brazil’s Amazon to prevent and mitigate the health impacts of COVID-19.

This is the second round of Requests for Full Applications (RFA) for the NPI EXPAND PPA Solidarity: COVID-19 Response in the Brazilian Amazon Region Phase 2. Please note that applications will be received and reviewed on a rolling basis and approval is subject to funding. Incomplete applications and/ or applications submitted after the deadline will be automatically disqualified.

BACKGROUND AND DESCRIPTION OF STRATEGIC AREAS

Background

Since the World Health Organization (WHO) declared the Coronavirus Disease-2019 (COVID-19) a pandemic due to the global spread of SARS-CoV-2 (“COVID-19”), with over 23 million confirmed COVID-19 cases and 621,578 deaths, Brazil is the second most affected country after the United States (Johns Hopkins Coronavirus Resource Center 11/30/2021).

The Brazilian Amazon Region continues to be extremely vulnerable to the devastating effects of the COVID-19 pandemic. The pandemic has shed light on the medical desert that is the Amazon Region, where in addition to profound socioeconomic inequalities, there is a general absence of public health policies, equipment, and human resources. Indigenous, *quilombola*, traditional, riverine, and urban populations are severely affected by

the pandemic, particularly due to the lack of medical supplies, equipment and infrastructure needed to treat more severe cases of COVID-19. As noted in Table 1 below, the Amazon Region has confirmed almost 3 million COVID-19 cases and over 72 thousand deaths. It is also very likely that cases have been dramatically underreported due to lack of testing and treatment. On January 14, Manaus, Amazonas mourned the one-year anniversary of the collapse of the local health system due to the surge in infections caused by the Gamma variant, which led to an increase in hospitalizations and massive demand in oxygen consumption. The city was one of the first hit by this variant of concern, and the city faced a serious shortage of oxygen that led to the deaths of over 60 hospitalized patients, but also of those

	# Casos	# Mortes	% População com apenas 1 dose	% População com esquema vacinal completo*
Brasil	23.215.551	621.578	75,53%	68,73%
Acre	90.299	1.854	61,61%	47,73%
Amapá	130.239	2.032	56,83%	39%
Amazonas	457.408	13.860	64,48%	54%
Maranhão	375.086	10.427	63,79%	51,78%
Mato Grosso	582.373	14.144	71,18%	59,99%
Pará	634.851	17.261	66,82%	61,32%
Rondônia	293.052	6.795	67,65%	58,84%
Roraima	134.053	2.082	53,83%	38,64%
Tocantins	245.897	3.976	65,17%	53,62%
Região Amazônica	2.943.258	72.431	-	-

*Esquema vacinal completo com dose única e/ou com duas doses.

Vacinação no Brasil e Estados Amazônicos atualizado 18 de Janeiro, 2022. Fonte: <https://especiais.g1.globo.com/bemestar/vacina/2021/mapa-brasil-vacina-covid/>

Casos e Mortes por COVID-19 no Brasil e nos Estados Amazônicos atualizado em 18 de Janeiro, 2022. Fonte: <https://especiais.g1.globo.com/bemestar/coronavirus/estados-brasil-mortes-casos-media-movel/>



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undergoing oxygen therapy at home while waiting for vacancies in hospitals. At the time, over 500 patients were rushed to ICUs in hospitals around the country because of the logistical challenges to supply Manaus with oxygen. Gamma and Delta were the predominant variants in Brazil until December 2021. By mid-January 2022, the Omicron variant has become the dominant variant of concern in Brazil, contributing to a new wave of cases, and overwhelming health systems. Country-wide private and public sectors are rapidly running out of rapid antigen tests and also of RT-PCR testing kits.

On November 30, 2021, ANVISA (Brazilian National Agency for Health Surveillance) reported the identification of the first two cases of Omicron variant in Brazil, which were the first cases identified in Latin America. Since then, the Omicron variant of SARS-CoV-2 has led to a spike in infections in Brazil with a rolling average of 69,010 new daily cases reported on 14 January, up from 22,626 a week earlier. Public health specialists indicate that the actual increase is likely to be significantly higher because of insufficient testing and failing public health databases. On 12 January 2022, the Brazilian Association of Diagnostic Medicine (Abramed) issued a communication alerting of test shortage and reinforcing prioritization of frontline workers over patients with few symptoms or asymptomatic for testing.

COVID-19 vaccination efforts have gradually increased in the country but are still lagging. As of January 18, 2022, 75,53 percent of Brazil's population (approximately 162 million people) have been vaccinated with their first dose, and 68,73 percent of the population (approximately 147 million people) are now immunized with either the single dose vaccine and/or two doses. Third dose boosters started being administered in late 2021, with a shorter interval to slow down the spread of new variants in the country.

In the last few months there have been increased efforts to promote vaccination across the Amazon Region states (as noted in Table 1), with more than 50 percent of the population having received their first vaccine dose. Except for Roraima, Amapá and Acre, all other Brazilian Amazon state have over 50 per cent of their population immunized with a single dose and/or two doses. Lack of information, fake news, confusion regarding the intervals between doses, the delay in launching a national immunization campaign, shortage of vaccines, and fear of adverse effects are among the main causes for Brazilians not showing up for their first, second and/ or third and fourth doses. The slow roll-out and uptake of vaccines is particularly concerning with the arrival of new COVID-19 variants in the Brazilian Amazon. This becomes an even greater challenge with the approval of the immunization of children. On December 16, 2022, ANVISA authorized the vaccination of minors with the Pfizer vaccine. On January 5, The Ministry of Health included children aged 5 to 11 years in the National Plan for the Operationalization of Vaccination Against Covid-19. Vaccination of teenagers aged 12 to 17 was already authorized in the last quarter of 2021. Immunosuppressed and the elderly are already eligible for the fourth dose booster.

This RFA seeks partners to expand and intensify COVID-19 responses through joint actions. With the continued burden of COVID-19 in the Amazon Region, state and municipal health agencies need partners to support risk communication and community engagement, contact tracing, vaccine roll-out, and maintenance of essential health services. They also need partners that can provide hospitals and primary care facilities with equipment and supplies to manage the influx of cases that are straining health facilities. Healthcare providers in the region need to improve their knowledge and skills related to complex care for severe and critical illness with evidence-based tools and approaches that can be quickly adapted and translated for the local context. Community health workers need access to tools, approaches, logistics and supplies to promote vaccine roll-out efforts, reduce community transmission, and prevent hospitalization.

This RFA will support local civil society organizations (CSOs) and encourages partnerships and collaboration with private sector organizations, and/or local partners including associations, cooperatives, community-based groups, NGOs, among others, to increase response capacity and prevent vulnerable populations from being



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further at risk to COVID-19. The activity will prioritize infection prevention control measures as well as locally appropriate risk communication campaigns that enable vulnerable households to protect themselves through preventive measures or to access necessary health services (testing, referral, treatment). The activity will support local health systems (hospitals and health units) with supplies and equipment to manage the virus and provide contact tracing and surveillance activities in alignment with federal, state and municipal health guidelines. This RFA will support activities in one or multiple states of the Brazilian Amazon Region: Acre, Amapá, Amazonas, Pará, Rondônia, Roraima, Tocantins, Mato Grosso and Maranhão.

In addition to responding to the health impacts of COVID-19, this RFA will support new and underutilized partners (NUPs) through a combination of grant-making and technical assistance, supporting local organizations to expand the reach of innovative and locally relevant interventions that bolster community-based emergency response efforts and reach more people with lifesaving information, supplies, equipment, and services.

Goal and Objectives

NPI EXPAND will identify new and underutilized partners (NUPs) in the Amazon who are well-positioned to support the COVID-19 health response in the region. NUPs can serve as an extension of the health sector to indigenous and other vulnerable communities. They can create linkages between remote communities while building trust in healthcare workers and COVID-19 vaccination, surveillance, and treatment efforts. The overall goal of this RFA is to support USAID Brazil and the Government of Brazil to provide immediate support to targeted vulnerable communities of the Brazilian Amazon Region to prevent and respond to COVID-19. Activities are expected to collaborate with federal, state, and municipal authorities. Targeted vulnerable communities primarily include indigenous, *quilombola* and other traditional forest-dependent peoples, street populations, female-headed households, crowded and impoverished urban areas, remote rural populations, and Venezuelan migrants. This RFA is intended to provide immediate support to targeted vulnerable communities in the Amazon Region in prevention and response to COVID-19.

The specific objectives include:

- Accelerate widespread and equitable access to and delivery of safe and effective COVID-19 vaccinations.
- Reduce morbidity and mortality from COVID-19, mitigate transmission, and strengthen health systems, including prevention, detection, and response to pandemic threats.

Strategies and illustrative activities

NPI EXPAND is inviting full applications from eligible organizations to support the PPA Solidarity COVID-19 Response in the Brazilian Amazon Region. The new and underutilized partners will implement targeted interventions in support of local health systems responding to COVID-19. Organizations are invited to propose locally led, evidence-based, sustainable solutions under the below listed areas of intervention. Full application do not need to respond to all technical areas/strategies below.

Local organizations may seek funding to work in one or multiple states of the Brazilian Amazon Region: Acre, Amapá, Amazonas, Pará, Rondônia, Roraima, Tocantins, Mato Grosso and Maranhão. NUPs may also identify and collaborate with additional local partners such as, but not limited to associations, cooperatives, community-based groups to increase their capillarity and reach of vulnerable populations. NUPs are also encouraged to seek collaboration and partnerships with private sector donors in the region to increase the impact of their initiatives.



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Successful applications will address the objectives above through one or more of the following **Core Strategies**:

Objective One: Accelerate widespread and equitable access to and delivery of safe and effective COVID-19 vaccinations

Strategy 1: Scale-up COVID-19 vaccine demand generation, risk communication and community engagement (RCCE) activities to reach indigenous, *quilombola* and other vulnerable groups in the nine targeted states

Illustrative Activities

- Coordinate with relevant government authorities to support distribution of government-approved COVID-19 messages and materials (posters, flyers) using relevant community health and response structures.
- Reflect global and local best practices ensuring that populations are equipped with global, evidence-based strategies, job aides, and competencies to generate confidence, and address vaccine hesitancy through a combination of global best practices in messaging that are adapted and translated to the Amazon context.
- Support interpersonal risk communication and community engagement (RCCE). Loud-speaker, drama, key influencer training, and other locally relevant channels will be utilized to increase awareness and trust in local vaccination campaigns.
- Work with federal, state, and municipal authorities, and local community leaders to reduce misconceptions, stigma and discrimination that may arise from fear about COVID-19 vaccines.
- Deploy appropriate communication platforms (radio, text, posters, community health assistants, community health volunteers, social media) that transmit risk communication messages to religious and traditional leaders and other trusted community leaders and health workers to enable them to access up-to-date data, guidance, and best practices in COVID-19 prevention, testing, and treatment.
- Train and/or strengthen the capacity of health care workers and non-health care workers on risk communication and community engagement (RCCE).
- Provide informal education and peer support to alleviate psychosocial stressors exacerbated by COVID-19.

Strategy 2 & 3: Scale up COVID-19 Service Delivery and Human Resources for Health Trainings to reach target groups including the elderly

Illustrative Activities

- Support public and private health sectors with goods (e.g., cold storage kits, fuel, and logistics support, among others), evidence-based trainings on safe vaccination, and identification and management of adverse events following immunization.
- Support municipal public health structures and health worker associations with logistics for roll-out/training of municipal supervisors to oversee vaccination outreach and reporting.
- Respond to local health worker training gaps, while leveraging/adapting existing training resources, complete with competency-based skills exercises to improve health service delivery.
- Support local governments in the delivery of vaccines to reach remote and vulnerable communities, particularly the elderly.
- Support communities with logistics to enhance vaccination outreach to the last mile.
- Train vaccinators in appropriate use of PPE and waste management, post-vaccination counselling and second dose follow-up.



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Strategy 4: Communications and Advocacy

Illustrative Activities

- Support municipalities and emergency operations centres with strategies to help them more effectively provide trusted communications outreach to indigenous, quilombola, elderly, migrants, and other vulnerable groups.
- Inform public health structures about effective messaging, identify potential high-risk areas for infection, and provide two-way communication (rumour tracking) to allow municipal health authorities to mitigate rumours related to vaccine or COVID-19 care and treatment.
- Support vaccinators and mobilize outreach for rural areas as they provide rural health services.
- Link existing structures and fora in communities to health services and build the trust that is needed for effective vaccination and resilience of essential health services.

Objective 2: Reduce morbidity and mortality from COVID-19, mitigate transmission, and strengthen health systems, including prevention, detection, and response to pandemic threats

It will be critical to link NUPs to existing strategies, tools, approaches, and guidance, both from Brazilian Ministry of Health and Emergency COVID-19 Task forces, as well as the deep repository of online tools that have been created, vetted, and tested by USAID, WHO, Palladium’s HP+ Program, UCSF, and other implementing partners.

Strategy 1: Maintaining Essential Health Services

Illustrative Activities

- Strengthen primary health care services via training of frontline health workers with self-directed, off the shelf, rapid assessments (e.g., Hospital Equipment Assessment) and other resources such as training videos on: oxygen therapy, infection prevention control and risk communication.
- Champion mental health programming (e.g., WHO Psychological First Aid) integrated into all training for frontline and community health workers addressing COVID-19.
- Support health worker capacity with basic care guides, as well as using telehealth and/or digital platforms to engage with patients effectively (e.g., non-invasive oxygen, long COVID-19 symptoms, printed posters, and simple treatment algorithms).
- Support community health workers, on Home-Based Care for COVID-19. The digital training on pulse oximetry can be utilized to strengthen household capacity to manage illness and prevent intra-household infection, while knowing when and where to seek care. can be utilized to strengthen household capacity to manage illness and prevent intra-household infection, while knowing when and where to seek care.
- Carry out risk communication for COVID-19, which can include drawing on resources for behavior change for COVID-19 symptoms in malaria endemic environments, technical notes for integrating gender into COVID-19 response (including safeguarding breastfeeding during the COVID-19 pandemic), and the COVID-19 Communication Network for vetted, trusted COVID-19 messaging materials.
- Develop and/or expand existing health services, including at the facility level and/or at the community level.



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Strategy 2: Scale up infection prevention control (IPC) measures to targeted populations in the nine states

IPC is critical to preventing transmission among healthcare workers and community members. Poor IPC practices jeopardize the health and safety of patients as well as health workers. In May 2021, WHO issued a Global IPC study which stressed the need to address poor IPC practices especially in low and medium resource healthcare settings.

Illustrative Activities

- Address IPC effectively through existing videos, job aides, inputs and strategies which discuss the practical aspects of IPC such as: donning/doffing PPE, mediating common mistakes and misperceptions, prioritizing respiratory and cough hygiene while making handwashing facilities accessible between patient exams and more.
- Support healthcare providers to ensure they receive standardized, state-of-the-art IPC and WASH guidance and training that can be scaled up across primary health centers and hospitals.
- Support health facilities with IPC for COVID-19, including WASH, ventilation, patient flow, PPE donning/ doffing, cleaning, etc.
- Support continued provision of refresher training on IPC practices and the use of PPE, and on up-to-date COVID-19 technical content and protocols to assess, triage, test, and treat patients as relevant to roles.
- Procure PPE, cleaning supplies, targeted training on proper ventilation, and patient flow advice to mitigate facility-based infection.
- Adopt quality improvement processes to strengthen IPC and hygiene practices, adapting and translating existing IPC training guides (e.g., HP+ Preventing the Spread of SARS-CoV-2: Practical Guide to Improve Infection Prevention Control Practices in Healthcare Settings; MOMENTUM essential IPC supplies and equipment inventory for health facilities; RISE Case Management & O2 Ecosystem Briefer, etc.) that can be tailored to the Brazilian Amazon context while protecting frontline workers and patients.
- Support and strengthen the capacity of community leaders and/or community health agents in IPC with necessary PPE and other equipment that enable them to respond to COVID-19 infections and/or support vaccination efforts by local health officials.
- Procure and donate non-medical facial masks and distribute hygiene kits to both urban and rural vulnerable populations in the Brazilian Amazon Region.

Strategy 3: Surveillance, rapid response teams, and case investigation

NUPS will work in alignment with local guidance on contact tracing and surveillance, to support local health and surveillance secretaries. This is especially important for states and municipalities neighboring other South American countries including Venezuela, Colombia, Peru, Bolivia, Suriname, Guyana and French Guiana, in addition to rural and remote areas that are not yet experiencing widespread community transmission of new variants.

Illustrative Activities

- Support state and municipal health and surveillance secretaries to carry out surveillance and increase testing and contact tracing services among vulnerable target communities in the nine Amazon States.
- Train municipal and state health staff and community health agents on surveillance and rapid response, including case investigation, contact tracing, and case finding for COVID-19.

SECTION II – AWARD INFORMATION

1. Estimate of Funds Available - Subject to the availability of funds under this RFA, one or more grants



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may be awarded from a minimum of USD 100,000 and up to a maximum of USD 250,000 per grant. This is approximately BRL 520,000 to a maximum of BRL 1.3 million. Applicant budgets should be presented in Brazilian Reais (BRL).

2. Start Date and Performance Period – Awards will be granted on a rolling basis and are expected to begin as early as possible, with a performance period of up to **12 months**.
3. 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.

SECTION III - ELIGIBILITY REQUIREMENTS

Eligible Applicants

To be considered for this subaward, applicants must meet the following minimum eligibility requirements:

- Organizations must be Brazilian non-governmental or private organizations (civil society, foundations, faith-based organizations, community-based organizations or for-profit/non-profit firms) that have received less than \$25 million from USAID in direct or indirect awards over the past five years or have never been a prime (direct) awardee of USAID.
- It is desirable for applicants to bring some level of matching, leverage and/or co-investments funds, inclusive of in-kind support (preferably 1:1). Applicants should specify the cost share in the RFA Summary Budget template.
- Applicants should have the organizational capability to fully execute the proposed activities within the timeframe proposed (should not exceed 12 months).
- Should have the networks and the demonstrated successful track record of supporting vulnerable population groups within the Brazilian Amazon Region and/or territories proposed in application.
- Must have a legal bank account in operation.
- Applicants must submit up to two Reference letter(s) from other donor/ partners.
- Copy of Registration/ certificate of incorporation. Proof that the organization is registered in Brazil under relevant government regulations (as requested on Form B – Capacity Assessment).
- Submit a copy of National tax/ registration number (as requested on Form B).
- Submit a copy of Tax exemption certificate (if applicable).
- Preference will be given to organizations registered for 1+ years.
- Most recent (3 years) audit reports and/or donor financial reviews. *(If audit reports are not available, please justify in writing and present the following certificates: Certidões negativas débitos tributários e fiscais junto aos respectivos Estados e Municípios; Certidão Negativa de Débitos relativos aos Tributos Federais e à Dívida Ativa da União (CND) ou Certidão Positiva com Efeitos de Negativa de Débitos relativos aos Tributos Federais e à Dívida Ativa da União (CPEND); Certificado de Regularidade do FGTS (CRF); and, Relação Anual de Informações Sociais (RAIS).*

SECTION IV – SUBMISSION AND APPLICATION INFORMATION

Point of Contact for this RFA: EXPAND.EOI@thepalladiumgroup.com Please CC: francia.poholchuk@thepalladiumgroup.com; felipe.storch@thepalladiumgroup.com; and igor.albuquerque@thepalladiumgroup.com [use subject line: RFA #2/ NPI EXPAND BRAZIL PPA Solidarity Phase 2 - NAME OF ORGANIZATION].



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- 1) **Submission Date and Time:** March 21, 2022, 11:59 pm Brasilia Standard Time.
- 2) **Bidder's Conference:** Applicants will be notified of a virtual and recorded bidder's conference. This conference will give all prospective applicants an opportunity to learn about the application process, including eligibility requirements, guidance on each template provided and allow for questions and answers.
- 3) **Submission Formatting**
 - i. Written in Portuguese and in 12-point Times New Roman font.
 - ii. Text in tables or charts may be 10-point Times New Roman font.
 - iii. 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, left justification and a footer on each page including a) page numbers, b) date of submission, and c) applicant name. **Please note that there is not a template for the full application technical narrative.**
 - iv. Spreadsheets should be prepared in Microsoft Excel or compatible equivalent, with print areas set to 8.5 x 11-inch, letter-sized paper.
 - v. Official (signed) documents, memoranda, and certifications may be submitted as Adobe PDF files; and
 - vi. All applications must be sent via email to the EXPAND.EOI@thepalladiumgroup.com address. Please CC: francia.poholchuk@thepalladiumgroup.com felipe.storch@thepalladiumgroup.com; and igor.albuquerque@thepalladiumgroup.com [use subject line: RFA/ NPI EXPAND BRAZIL PPA Solidarity Phase 2 - NAME OF ORGANIZATION] no later than **March 21, 2022, 11:59 pm Brasilia Standard Time.**
 - vii. Faxed and hard copy applications are not acceptable.

Detailed Instructions for Submission

To facilitate the review of the applications, applications should conform to the format and templates prescribed below. Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant's risk. Each applicant shall provide the information required by this RFA. Applications consist of two components: technical applications and cost applications. Technical applications shall demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program, and the requirements can be found in Section V – Application Review Information, 1) Evaluation Criteria. An organization may submit one or more applications in response to this RFA. These applications will be evaluated individually. Please note that eligibility to more than one FAA is dependent on the evaluation of Due Diligence, organizational capability and availability of funds, among others.

Both technical applications and cost applications should be specific, complete, and presented concisely. A lengthy application does not constitute a well-thought-out application. Applications that do not substantially meet the requirements of this RFA will not be considered for award.

The application shall be divided into the following sections, with the maximum number of pages given per section as follows:

A. Application Narrative (1-page maximum – no template provided)

1. Cover Page

B. Technical Narrative (5 pages maximum – no template provided)

1. Organizational Capabilities
2. Situation Analysis
3. Program Objectives/Strategy, including Monitoring Evaluation and Learning (MEL) template and expected results



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4. Implementation Plan

C. Budget Template [Annex A provided in Excel and Word]

1. Detailed Budget (no page limit)
2. Summary Budget (no page limit)
3. Budget Narrative (no page limit), including matching co-investments with private sector, where applicable

D. Annexes

The above bullets correspond to the sections of the RFA, as described below, and constitute the general application format. The description of items to be included in the Annexes are described below.

A. Application Narrative

NPI EXPAND does not have a template for the Application Narrative. Please use a Word document or similar and follow the instructions below. The Application Narrative should have the following:

a) Cover Page (1 page maximum)

- The names of the organizations/institutions involved in the proposed application. Proposed sub-awardees are to be listed separately, including a brief narrative describing the unique capacities/skills being brought to the program by each. Any application including sub-awardees must be described within the set page limits for all sections.
- Include information about a contact person for the prime applicant, including this individual's name (both typed and his/her signature), title or position with the organization/institution, address, and telephone and e-mail address. Applicants are to acknowledge whether the contact person is the person with authority to contract for the Applicant, and if not, that person should also be listed.
- Label the strategic areas(s) to be addressed by the application (from the two objectives mentioned in the RFA) and the targeted Amazon Region state(s) of the proposed activities.
- Include the target geography, including a list of municipalities targeted, and, when applicable, names of the protected areas (indigenous territories, quilombola territories, and/or conservation units).

b) Technical Narrative (5 pages maximum)

The Technical Narrative should have the following:

- a) **Organizational Capabilities (estimated one page):** applicants must provide evidence of technical and managerial capacity to carry out the work, including experience working in the Brazilian Amazon region, with traditional and indigenous communities and/or other vulnerable target communities, cooperatives and associations, their sectoral capacity for their proposed action (whether within the organization or through partnerships), and the grant management capacity needed to carry out the work. Information in this section may include a brief description of the organization's history/expertise in the proposed states/municipalities of operation and any previous experience with specific work that is being requested in Objectives 1 and 2 of this RFA.
- b) **Situation Analysis (estimated one page or less):** describe the situation, challenges, opportunities, and needs related to COVID-19 in the proposed geographic area(s) where the applicant proposes to work. Include the description of the population (vulnerability of target population, anticipated number of people that may benefit from the proposed intervention). This section should demonstrate a clear understanding of the local needs, cultural norms, and how to



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best serve target populations, particularly in relation to the objectives proposed in this RFA. This should include a description of how the activities will complement (and not duplicate) other COVID-19 efforts/ activities in the targeted States or municipalities.

- c) **Program Objectives/Strategy and Expected Results (estimated 3 pages)** - applications should identify the project goals, objectives, and activities. The application must identify which of the two objectives and strategies outlined it contributes to and how. A detailed description of the proposed activities is necessary. A description of proposed demographic and geographic targets including key beneficiaries, with a proposed approach to meet their needs, is required. Where applicants will work in indigenous, quilombola or other traditional communities, a clear description of precautions and how government protocols will be followed must be included. For projects directly supporting hospitals, clinics or health services, a clear description of how the project collaborates effectively with health officials is required. The project description should include expected results of the grant.

The application should include a partnership approach with a focus on matching investments, where applicable. The applicant should also identify how proposed activities are aligned with national, state or local priorities, the PPA and/ or USAID Brazil priorities.

Applicants should briefly describe their protocols for protecting project staff, partners, and beneficiaries from COVID-19 throughout project implementation.

- d) **Implementation plan (No more than 1 page, using the Attached Annex B template)** – applications must describe the steps that will be taken to carry out the proposed strategies within the proposed timeframe. As noted in the implementation timeline, program photos and success stories will be required as part of the regular reporting process.

B. Summary Budget

Please use both the Excel Annex A - Budget Template and Word Annex A – Budget Narrative. Applicants must include the following line items in the Budget Summary:

1. Cost of headquarters and field personnel.
2. Cost of transport, storage, and handling.
3. Cost of travel (Brazil only).
4. Direct costs;
5. Indirect costs - Applicants must include substantiating documentation. In accordance with 2 CFR 200.414, eligible applicants may choose to apply a maximum of 10 percent *de minimis* indirect rate (of the total budget request) to their Modified Total Direct Costs. Applicants must include substantiating documentation. In accordance with 2 CFR 200.414, eligible applicants may choose to apply a maximum of 10 percent *de minimis* indirect rate (of the total budget request) to their Modified Total Direct Costs.
6. Budget Narrative - applicants must submit an accompanying budget narrative detailing the basis of estimates for the costs, for example certifying that the salaries to be paid to the personnel are the current salaries, which the personnel have received for the last 12 months. Budget narrative should include proposed leverage, co-investments, matching, cost-share or other support for the activities proposed.
7. No profit/ fee will be paid or considered under any resulting award.



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Application Annexes

- All applicants are required to complete and return the following templates (attached) as part of their application below. No other Annexes will be reviewed.

Annex A	Budget with narrative (using the Template provided with this RFA)
Annex B	Implementation Plan
Annex C	<p>Risk Assessment & Due Diligence Questionnaire(s)</p> <ul style="list-style-type: none"> • Risk Assessment • Form A: Due Diligence • Form B: Capacity Assessment • Form C: Past Performance Report • Form D: Anti-Corruption Questionnaire <p>These templates will be provided by Palladium NPI EXPAND. It relates to the proposed modalities and relevant mitigation measures. 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, including staff, partners, beneficiaries and others.</p>

- Applicants will be required to submit a copy of their accounting manual, compensation and personnel policies, travel policies, and procurement policies. In the event that the applicant does not have any of the above operational requirements, creation of these will be expected as deliverables in the first milestone in the workplan.
- Certain documents are required to be submitted by the applicant in order for the PPA Solidarity Grants Evaluation Committee (GEC) 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.
 - 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.
 - Has a satisfactory record of integrity and business ethics (e.g. code of conduct or ethics manual).



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SECTION V. - APPLICATION REVIEW INFORMATION

Merit Review Criteria

Technical applications and cost applications of each application will be reviewed separately. The technical application will be evaluated in accordance with the Merit Review Criteria 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, the Technical Evaluation Committee will evaluate applications according to criteria described below.

Merit Review Criteria	Maximum Possible Points
A. Organizational Capabilities <ul style="list-style-type: none"> ● Experience with Amazon region ● Experience with traditional and indigenous communities and/or other vulnerable targeted communities ● Sectoral capacity for their proposed action (whether within the organization or through partnerships) ● Grant management capacity 	30
B. Situation Analysis <ul style="list-style-type: none"> ● Clear understanding of the local needs, cultural norms, and how to best serve target populations ● Clear analysis of context/ situation/ issues in relation to the RFA objectives and strategies addressed in application 	15
C. Program Objectives/Strategy <ul style="list-style-type: none"> ● Technical soundness to meet at least one of the two Objectives ● Technical soundness to meet beneficiary communities ● Partnership/matching investments ● Draft MEL approach with expected impact and targets ● Where applicable, alignment with Brazilian Federal Government¹, state or local objectives, PPA and/ or USAID/Brazil priorities 	25
D. Implementation Plan <ul style="list-style-type: none"> ● Clear plan to implement up to a maximum of 12 months 	15
E. Cost Effectiveness/Realism	15
Total Possible Points	100

Review of Cost Application

The cost application will be reviewed if the technical application is acceptable within the criteria listed above. The cost applications will be reviewed to determine if costs are reasonable, allocable, and allowable. If an application is recommended for award following the technical review, Palladium on behalf of PPA Solidarity

¹ must be in cooperation, communication, collaboration, and complying with guidelines that GOB has issued for working with health issues and/or indigenous



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may choose to conduct cost negotiations. Costs will be reviewed for cost reasonableness, allowability, allocability, adequacy of budget detail, and financial feasibility.

Review and Selection Process

After initial selection, the apparent successful applicant(s) will be asked to provide additional information pertaining to any application concerns. This information will be used to make a determination before a grant is issued. The Technical Evaluation Committee shall make the final selection.

Applicants will receive one of three determinations: a) accepted, b) requires further clarification, or c) does not meet eligibility requirements. Applicants receiving a positive determination, will work with the partnership to establish milestones upon which payments will be made.

Applications that require further clarification may be required to work with Palladium to provide further information to support the review process. Milestones would also be developed with the applicant at this stage for review by the Technical Evaluation Committee. Applicants that receive questions and support in responding to those questions will still be subject to a formal review from the Technical Evaluation Committee and are not guaranteed a positive determination. Applicants evaluated as ineligible will not receive further technical assistance in support of their application.

SECTION VI - AWARD ADMINISTRATION

1. Successful applicants will be awarded Fixed Amount Award(s) with specific and defined elements, based on a reasonable estimate of the actual cost of the overall effort defined through milestones.
2. It is essential that 1) the program scope is specific and 2) adequate cost, historical, or pricing data is available to establish a FAA with assurance that the recipient will realize no increment above the actual cost. Palladium pays the recipient a set amount (predetermined) when it verifies and approves an accomplished milestone.
3. ADS 303mat, Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations will apply.
4. Reporting: The Grantee will be required to submit monthly progress reports through the life of the grant.
5. Reporting: Grantees will be required to submit brief progress reports on a monthly basis which track agreed upon indicators established in the Monitoring and Evaluation Plan (MELP). These monthly reports will be emailed to Palladium/NPI EXPAND and use a simple Monthly Report Template to be provided by Palladium at the beginning of the project. The types and frequency of financial and programmatic reports will be consistent with the type of grant (FAA). Additionally, NPI EXPAND will have periodic calls with the Grantee to discuss progress on implementation, specific milestones and/or monitoring of indicators.
6. Palladium will develop and provide a template to successful applicants detailing instructions for how the grantee should ensure environmental soundness and compliance in design and implementation when required by the **22 CFR 216** determination.

In accordance with 22 CFR 216 Palladium/NPI EXPAND received an Initial Environmental Examination Categorical Exclusion. Should the activities described within RFA Number 217773/LR/COVID/RFA/01 not fall within the Palladium/NPI EXPAND Initial Environmental Examination Categorical Exclusion, Palladium/NPI EXPAND will complete the Environmental Review form and issue an Environmental Mitigation and Monitoring Plan for the COVID-19 Activities under RFA Number 217773/LR/COVID/RFA/01.



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SECTION VII - PALLADIUM CONTACTS

The points of contact (POC) for questions pertaining to this RFA are: EXPAND.EOI@thepalladiumgroup.com
Please CC: francia.poholchuk@thepalladiumgroup.com; felipe.storch@thepalladiumgroup.com; and igor.albuquerque@thepalladiumgroup.com [use subject line: RFA #2/ NPI EXPAND BRAZIL PPA Solidarity Phase 2 - NAME OF ORGANIZATION].

SECTION VIII – OTHER INFORMATION (CHECKLIST)

Documents will be received by the deadline: **21 March 2022, 11:59 pm Brasilia time**. Applications will be reviewed on a rolling basis, and early applications are encouraged. Applications that do not submit all documents below by the deadline will be considered incomplete and illegible.

Application Checklist	
Eligibility, Due Diligence & Risk Assessment documents (deadline: March 14, 2022, 11:59 pm Brasilia Standard Time)	
1	Your application should demonstrate your experience in COVID-19 response and/or experience working in one or more of the Brazilian Amazon Region states (Acre, Amapá, Amazonas, Mato Grosso, Maranhão, Pará, Rondônia, Roraima and/or Tocantins).
2	Most recent audit reports (three years) and/or donor financial reviews. (This documentation is mandatory, so if your organization does not have audit reports, please justify, and submit the following documents: <ul style="list-style-type: none"> ✓ <i>Certidões negativas de débitos tributários e fiscais junto aos respectivos Estados e Municípios;</i> ✓ <i>Certidão Negativa de Débitos relativos aos Tributos Federais e à Dívida Ativa da União (CND) ou</i> ✓ <i>Certidão Positiva com Efeitos de Negativa de Débitos relativos aos Tributos Federais e à Dívida Ativa da União (CPEND);</i> ✓ <i>Certificado de Regularidade do FGTS (CRF);</i> ✓ <i>Relação Anual de Informações Sociais (RAIS)).</i>
3	Short bio of technical staff or team to work on the proposed project.
4	Copy of Registration /certificate of incorporation
5	National tax/ registration number
6	Tax exemption certificate (if applicable).
7	Form A – Due Diligence
8	Form B - Capacity Assessment
9	Form C - Past Performance Report
10	Form D - Anti-Corruption Questionnaire
11	Risk Assessment Form
Technical Application documents (deadline: March 21, 2022, 11:59 pm Brasilia Standard Time)	
12	Technical Narrative Document (no template, please follow RFA instructions to develop)
13	Annex A – Budget in Excel
14	Annex A – Budget Narrative
15	Annex B – Implementation Plan (timeframe)
16	Up to two Reference letter(s) from other donors/partners

End.