

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY HANOI
Notice of Funding Opportunity (NOFO)**

The PEPFAR Coordination Office (U.S. Department of State, U.S. Embassy Hanoi) announces a Limited Competition for six (6) small projects to Vietnamese community-based organizations working in HIV/AIDS. These projects will promote HIV services among PEPFAR's target populations and increase public awareness of the United States' role in supporting the national HIV response in Vietnam. The Period of Performance for these grants will be six months.

The competition is limited to Vietnamese community-based organizations working in HIV/AIDS (either with or without a legal status, and existing in the form of a self-help group, a network, or a structured or semi-structured civil society organization, led by and working for the benefits of people living with HIV and/or key populations). Community-based organizations that do not have a legal status need to indicate clearly in the proposal a representative individual. Eligibility is limited to local community organizations based in Hanoi, Hai Phong, Quang Ninh, Thai Nguyen, Ho Chi Minh City, Dong Nai, Binh Duong, Ba Ria-Vung Tau, Tay Ninh, Long An and Tien Giang with proven work experience in HIV/AIDS.

NOFO Title: PEPFAR Vietnam Small Grants for HIV Public Diplomacy 2023

NOFO Number: PEPFARVietnam-SmallGrants-2023

Total Funding: \$30,000.00 for 6 awards

Anticipated Number of Awards: 6

Funding Amount per award: \$5,000.00 for each award

Period of Performance: 6 months

Type of Solicitation: Limited Competition

Questions Deadline: 11:59 PM on June 16, 2023.

Application Deadline: 11:59 PM on June 23, 2023.

Anticipated Awarding: July 2023

Questions and applications shall be submitted to: PEPFAR_Vietnam@state.gov

A. Background

The PEPFAR Small Grants Fund for HIV/AIDS Public Diplomacy, part of the PEPFAR program in Vietnam, supports HIV/AIDS-related public affairs activities aligned to PEPFAR's Country Operational Plan strategic priorities. Small grants will be awarded to support small community organizations (of and for people living with HIV and key populations) that promote HIV services among PEPFAR's target populations and increase public awareness of the United States Government's support of the national HIV response in Vietnam and Vietnam's goal to achieve the UNAIDS 95-95-95 targets. These projects also aim to strengthen civil society organizations ownership in the fight against HIV, specifically HIV testing, linkage to services, pre-exposure Prophylaxis (PrEP), Undetectable equals Untransmittable (U=U), and stigma and discrimination reduction in the community. Special emphasis will be placed on funding health diplomacy-related events that further the fast track for epidemic control in the Northern Economic Zone (NEZ) and Ho Chi Minh City (HCMC) Metro region. Funded groups should be ready to showcase their work publicly and to work with PEPFAR to demonstrate the impact of the projects. It is expected that funded groups will be able to identify other resources to co-fund the proposed activities and to support future similar programs.

B. Program Objectives

Objective 1: Strengthen the community-based organization's ownership and capacity in HIV/AIDS programs (either service delivery, monitoring or other support to their own constituency).

Objective 2: Raise public awareness of publicly available HIV services.

Objective 3: Showcase the United States Government's support of HIV programs in Vietnam, with emphasis on PEPFAR's 20th Anniversary in 2023.

C. Expected Results

A program that:

- develops the group's ownership and builds its capacity in HIV/AIDS programs,
- increases public awareness of publicly available HIV services nationwide or in the group's province,
- recognizes the United States Government's role in supporting HIV programs in Vietnam.

D. Main Activities

- Public communication campaigns (online or offline),
- Public events,
- TV shows,

- Films or other mass media products.

E. Performance Indicators

The following are required indicators. Applicants are free to add other indicators relevant to the primary objectives and expected results of the project.

	<i>Outcome Indicators</i>	<i>Targets</i>
Output 1.	<p>How is the group's ownership and capacity strengthened? What actions were taken and how do they demonstrate increased capacity?</p> <p>How many members are involved and trained in capacity building activities?</p> <p>How does the project help facilitate the group's institutional development in working with stakeholders and clients?</p>	TBD

The following are suggested indicator/s for this project:

	<i>Outcome Indicators</i>	<i>Targets</i>
Output 2.	<p>What HIV services are promoted through the project? How many people are reached through the project and what is the intended outcome?</p>	TBD

The State Department takes into consideration the quality of data reported by recipients as part of the award activities, therefore applicants should be aware that recipients will be subject to data quality assessments.

F. Application

Form of Application Submission

- All documents are in English and all costs are in U.S. Dollars.

Application Contents and Requirements

1. **Cover Page/Executive Summary** (not to exceed two (2) pages). Include the organization name, project title, target province/provinces, and name and contact information for the application's main point of contact.
2. **Proposal Narrative*** (not to exceed ten (10) pages).

The Proposal Narrative must include the following:

- **Introduction to the Organization:** A description of past and present operations, showing ability to carry out the project, including information on all relevant or similar type projects from previous grants from the U.S. Embassy and/or U.S. Government agencies.
- **Program Objectives:** The intermediate accomplishments and measurable targets to achieve a goal.
- **Program Activities:** Describe specific actions taken under each Objective. All activities should be clearly developed and sufficiently explain the resource and time requirements (inputs) and things done or produced (outputs). Activities should detail: target areas, participant groups or selection criteria for participants; how relevant stakeholders will be engaged; and actions taken by local partners as appropriate/relevant.
- **Program Management Plan:** Describe the proposed management structure for this project. Include a description of the responsibilities of all principal organizations and staff involved, reporting relationships, authority, and lines of communication within and between each of these organizations.
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees, if applicable.
- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable. Include ways program activities will ensure sustainability.
- **Risk Analysis*** - identify the internal and external risks associated with the proposed project, rate the likelihood of the risks, rate the potential impact of the risks on the project, and identify actions that could help mitigate the risks.

3. **Timeline** (not to exceed one (1) page, preferably as a Word Document or Excel Sheet). The timeline of the overall proposal should include activities and monitoring and evaluation efforts outlined in either in a monthly or quarterly format.

Activities, Monitoring & Evaluation, Etc.	July-Aug 2023	Sep-Oct 2023	Nov-Dec 2023
Activity X	X	X	
Indicator Y	X	X	X
Activity Z		X	X

Etc.			
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4. **Detailed Budget** (must be an Excel workbook) that includes three (3) columns containing the request to U.S. Embassy Hanoi for U.S. share of cost, any cost sharing contribution, and the total budget. Please use the Detailed Budget template (*Budget Guidance and Template for New Awards (FY2023)*) attached.
5. **Key Personnel Summary:** (not to exceed two (2) pages, preferably as a Word Document). Include short bios that highlight relevant professional experience. Provides names, titles, roles, and experience/qualifications of key personnel involved in the program. Note the location where key staff will be based and percentage of their time (level of effort) that will be used in support of this program.
6. **Additional Attachments:**
 - Letters of support from program partners describing the roles and responsibilities of each partner, if applicable/pre-identified
 - Official permission letters, if required for project activities
 - Letter of Disclosure for proposed consultants/personnel (if applicable) of potential conflicts of interest, employment with government of Vietnam entity of a PEPFAR IP.

G. Award Administration Information

Notices

U.S. Embassy Hanoi will provide a separate notification to applicants on the result of their applications. Successful applicants will receive a notification via email requesting that the applicant respond to the Merit Review Panel's conditions and recommendations. This notification is not an authorization to begin activities and does not constitute formal approval or a funding commitment.

Final approval is contingent on the applicant successfully responding to the review Merit Review Panel's conditions and recommendations; being registered in required systems; and completing and providing any additional documentation requested by U.S. Embassy.

Reporting

Applicants should be aware that U.S. Embassy Hanoi awards will require a financial report and performance report by the end of each program. An assessment of the overall project's impact should be included in each performance progress report.

Recipient is responsible for monitoring the activities, performance, and expenditures of any subrecipient(s). Recipient must have monitoring tools in place to ensure that subaward(s) is used for authorized purposes, and that the subrecipient(s) is complying with applicable regulations and the terms and conditions of the subaward (2 CFR §200.332).

H. OTHER INFORMATION

Applicants should be aware that U.S. Embassy Hanoi understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information. However, applicants are advised that U.S. Embassy Hanoi cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.

The information in this NOFO is binding and may not be modified by any U.S. Embassy Hanoi representative. Explanatory information provided by U.S. Embassy Hanoi that contradicts this language will not be binding. Issuance of this NOFO does not constitute an award commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. Government reserves the right to reject any or all proposals received.

Additional background information on U.S. Embassy Hanoi and its efforts can be found on U.S. Embassy Hanoi's website <https://vn.usembassy.gov/>.

Attachment:

- Detailed Budget - *Budget Guidance and Template for New Awards (FY2023)*