Issuance Date:	June 13, 2025,
Bidders' Conference (Blended)	June 19, 2025
Deadline for Receipt of Questions:	June 23, 2025,
Closing Date for Phase 1 Submission:	June 27, 2025,
Closing time for Phase 1 Submission:	4:00 pm Nigerian Time

PROGRAM TITLE

Transforming Health and Resilience for Individuals Through Vibrant Empowerment (THRIVE) Project

SUBJECT

Request for Application (RFA) for Service Delivery in Akwa Ibom, Bayelsa, Cross River, Edo, and Lagos states

CCCRN/THRIVE) Project

1.0 Background

The USAID- funded Transforming Health and Resilience of Individuals Through Vibrant Empowerment (THRIVE), is a five-year cooperative agreement that contributes to achieving sustained epidemic control by improving the health and well-being of children living with HIV and reducing the risk of HIV infection among vulnerable children, adolescents, young people, and their caregivers. The activity will provide essential and life-saving services that serve to build resilience and mitigate the multiple, layered vulnerabilities faced by these sub-populations. The activity will also contribute to closing gaps in Nigeria's pediatric care and treatment cascade, supporting children and adolescents living with HIV (C/ALHIV) and HIV positive caregivers to access continuous treatment, improve their quality of life, remain on HIV treatment, and reduce the risk of HIV transmission. THRIVE is USAID/Nigeria's mechanism for implementing PEPFAR-funded programs for Orphans and Vulnerable Children (OVC) and its delivery arm for community-focused, sustainable health services, with targeted interventions to address some social determinants of health outcomes among beneficiary households and their communities. THRIVE will build on previous USAID investments in improving the health, protection, and prospects of vulnerable children, emphasizing the urgency of caregivers, communities, and local authorities to sustainably mobilize resources and practice optimal nurturing care.

The THRIVE project will continue to contribute to achieving the Joint United Nations Program on HIV/AIDS' (UNAIDS) 95-95-95 global target with particular focus on children ensuring that 95% of people with HIV are diagnosed, out of which 95% of them are placed on lifesaving antiretroviral therapy

(ART), and 95% of these achieve HIV viral suppression towards ending HIV as an epidemic by 2030. This request for application from Centre for Clinical Care and Clinical Research (CCCRN) is **exclusively** for the USAID-funded Transforming Health and Resilience of Individuals Through Vibrant Empowerment (THRIVE) in five (5) southern states of Akwa Ibom, Bayelsa, Cross River, Edo and Lagos states. THRIVE project shall at this time, provide a streamlined, targeted and integrated community-based package of services that is considered essential and lifesaving, directly contributing to Pediatric HIV response in these states. A 5-year target adjusted for incidence and graduation, comprising of children and Adolescents living with HIV (CALHIV) and HIV-exposed infants (HEIs) are presented in the table below.

STATE	CALHIV TARGET (@Yr 5)	CURRENT OVC_CALHIV(FY24Q4)
Akwa Ibom	6,463	4,006
Bayelsa	642	489
Cross River	2,716	1,840
Edo	2,041	1,593
Lagos	3,568	2,479
Total	15,430	10,407

The project is implemented through a case management system that will focus on the enrolment of children and households infected and affected by HIV, who will be provided with comprehensive services based on their needs so that they can build resilience against vulnerabilities and at graduation, demonstrate measurable and sustainable self-reliance. THRIVE aligns with national priorities by closing paediatric HIV treatment gaps, strengthening partnerships, and building capacity among program partners and the social workforce. It continues the proven OVC programming model, directly addressing vulnerabilities across the Healthy domain, while indirectly contributing to achieving objectives across the Stable, Safe, and Schooled domains. Each result area comprises of a set of intermediate results, with associated outcomes, of improved household access to basic health and social services, improved community capacity to influence, prevent and resolve harmful community practices, improved state and local capacity to effectively coordinate, monitor and mobilize resources for OVC, and increased Human Immunodeficiency Virus (HIV) prevention, case- finding, retention and viral load suppression.

The project targets progressively graduating an average of 20% of all the enrolled children following their attainment of the graduation benchmarks and transitioning annually until September 2028 when a holistic evaluation will be carried out on all beneficiary households in preparation for project closure in September 2029.

Project interventions are evidence-based, culturally responsive, age-appropriate, integrated, and designed to foster resilience. The THRIVE project was designed to build strong integration between social and HIV services so that a continuum of care is provided for Children and Adolescents living with HIV, TB infected or TB-HIV co-infected children, HIV Exposed Infants and first time HIV positive mothers aged 20 to 34 who continue to contribute the highest to HEIs and new pediatric HIV infection in Nigeria.

Although there are four (4) Result Areas of interest, in the initial phase the priority shall be the first two, outlined clearly in the designated table on **page 4.**

2.0   Purpose for Funding

To this end, THRIVE is seeking community-based organizations (CSOs) who are based in Akwa Ibom, Bayelsa, Cross River, Edo, or Lagos States with requisite experience to deliver quality lifesaving services to the OVC priority sub-population in 86 Local Government Areas (LGAs).

Issuance of this RFA does not constitute an award or a commitment on the part of CCCRN to pay for costs incurred in the submission of an application. In addition, this RFA is not intended to replace any current or future funding agreements of organizations with CCCRN, USAID, or with any government department.

INSTRUCTIONS: The whole concept note should not be more than **10 slides**, not counting the cover slide.

Organization Details

INSTRUCTIONS: Complete the following table with details of the organization submitting the concept note.

Project Title	USAID/Nigeria's Transforming Health and Resilience for Individuals Through Vibrant Empowerment (THRIVE)
State/Lot Selected	
Organization Name	
Address	
Website	
Telephone	
Fax	

Primary Contact Person	Name:
	Telephone:
	Mobile phone:
	Email:
Registration Details	Type of organization:
	Level of Registration:
	Year:
	Registration Number:
Proposed sub-recipients, collaborating organizations or partnerships, if any	
Submission Date	
Submission Method	

Sub-Award Program Requirements

CSOs applying for the sub-award should demonstrate capacity and understanding of the context in implementing across these project service areas. CSOs are expected to develop innovative, effective and sustainable interventions that demonstrate cost efficiency in identified thematic areas and results.

Result 1: Prioritized OVC subpopulation are provided with services to prevent or manage HIV infection	
Intervention Areas	*Expected Results*
Integrated Health Care	Output 1.1: CLHIV are found, enrolled in treatment, and provided with adherence support services. Output 1.2: Other sub-populations of children at high risk of HIV infection are identified and enrolled in the OVC program or linked to services
Result 2: HOUSEHOLDS HAVE INCREASED RESOURCES AND ACCESS TO SERVICES NEEDED TO CARE FOR OVC	
Nutrition and Food Security	Output : Households are food secure and economically stable

I.R 1.1 – CLHIV are found, enrolled in treatment, and provided with adherence support services
Activities under this intermediate result will strengthen the program's capacity to (i) support case finding in the pediatric and adolescent populations, and (ii) find and enroll all CLHIV in the geographies where the program is being implemented. These efforts will contribute directly to ramping up diagnosis, enrollment in, and adherence to ART of CLHIV and HIV positive caregivers, closing gaps in the pediatric treatment cascade, and reducing the risk of HIV transmission. Achieving this result will require close coordination with care and treatment partners and the health facilities they support, joint planning of case finding efforts, and the appropriate capacity development and equipping of the OVC program's social workforce.

Illustrative Activities

> Set up enrolment committees at the community level, including care outlets, health facilities, and coordinate the enrolment of households with C/ALHIV
> Equip the social workforce with SOPs, tools, and training to screen, identify, and enroll households with C/ALHIV
> Set up adherence support groups for C/ALHIV and equip the social workforce to facilitate these groups
> Set up parenting groups to mentor and support caregivers of C/ALHIV

IR 1.2 - Other sub-populations of children at high risk of HIV infection are identified and enrolled in the OVC program or linked to services

Activities under this intermediate result will strengthen the program's capacity to find children at highest risk of HIV infection are risk-assed and linked to HIV testing and enrolment of those testing HIV positive. Note that ONLY the HIV exposed infants (HEI) sub-type are to be enrolled into the OVC program without a positive HIV result. Proposed strategies will also establish surveillance mechanisms to detect new pregnancies among already known HIV positive woman for enrolment into THRIVE. These efforts will maximize the THRIVE Activity's prevention contribution to HIV epidemic control by ensuring the optimization of the Prevention of Mother to Child Transmission (PMTCT) cascade to reduce HIV seroconversion among these infants by a significant percentage year on year.

Achieving this result will require soliciting meaningful participation from community leadership and continuous advocacies to influence and modify sociocultural factors that affect the uptake of perinatal services within the communities, especially for first-time mothers with unknown HIV status while harnessing methodologies that effectively sustain community structures that drive demand and uptake.

Illustrative Activities

> Set up PMTCT committees at local level that include community leadership and local CSOs surveillance teams to coordinate effective identification and referrals of pregnant and breastfeeding women for PMTCT uptake.
> Develop an effective strategy and tools for identifying and enrolling HEIs.
> Equip the social workforce with SOPs, tools, and training to identify, and screen children at highest risk of HIV, providing Same-Day linkage to ART and OVC program for those testing HIV Positive.

Set up procedures for identifying and immediately linking survivors of abuse to violence response and counseling.

I.R 2 - Households are food secure and economically stable

The complex interconnection between adequate nutrition and good treatment outcomes is well established for both CALHIV and HEI infants. Activities under this intermediate result will offer an integrated Nutrition strategy that enables caregivers to meet the nutritional needs of their households through integrated nutrition response for the prevention and treatment of malnutrition among children, adolescents, pregnant and lactating women, in addition to identifying and linking those requiring emergency nutritional support for the required care.

Illustrative activities:

Promote appropriate Maternal Infant and Young Child Nutrition (MICYN).

Implement an integrated WASH and Nutrition program to address and prevent malnutrition by improving hygiene practices, reducing the risk of diarrheal diseases, and ensuring access to clean and safe water and sanitation.

Implement social behavior change communication (SBCC) to support the prevention of malnutrition, as well as the promotion and maintenance of good nutrition

Enhance the capacity of health systems to deliver effective nutrition services at all levels, including outreach programs.

3.0 Project Sub-Award Coverage –

Applicants are required to apply for only one Lot. Preference will be given to those applying for locations where they have current or previous work experience. To qualify, applicants must have at least **two years of experience** in the selected location or a similar or comparable terrain or environment.

Details of award for the first year of implementation, distributed by state, zone, LGA, CALHIV target, and funding limits are provided below.

Akwa Ibom State						
Zone	**LGA**	***CSO Operating Base**	****Lot Number**	**Target**	**Total Target per LOT**	*****Award Funding Limit per LOT (Naira)**
A	Uyo			420		
	Itu			78		
	Uruan			163	1,218	
	Etinan			105		

Zone	LGA	*CSO Operating Base	**Lot Number	Target	Total Target per LOT	***Award Funding Limit per LOT (Naira)
	Ibesikpo Asutan	Uyo	Lot A/001	174		72,754,961.36
	Nsit Ibom			132		
	Nsit Ubium			146		
B	Ibiono Ibom	Ikot Ekpene	Lot B/002	61	603	35,950,283.53
	Ini			66		
	Obot Akara			51		
	Ikot Ekpene			250		
	Ikono			67		
	Essien Udim			108		
C	Abak	Etim Ekpo	Lot C/003	97	395	23,528,704.76
	Etim Ekpo			62		
	Ika			50		
	Ukanafun			79		
	Oruk Anam			107		
D	Eket	Eket	Lot D/004	328	1,199	71,571,953.86
	Esit Eket			138		
	Eastern Obolo			119		
	Onna			149		
	Mkpat Enin			97		
	Ibeno			177		
	Ikot Abasi			191		
E	Nsit Atai	Oron	Lot E/005	63	996	59,478,988.29
	Okobo			251		
	Oron			200		
	Mbo			255		
	Udung Uko			121		
	Urueoffong/Oruko			106		

Bayelsa State						
Zone	LGA	*CSO Operating Base	**Lot Number	Target	Total Target per LOT	***Award Funding Limit per LOT (Naira)
F	Yenagoa	Yenagoa– (Brass Liason Office)	Lot F/006	338	538	62,668,047.49
	Southern Ijaw			29		
	Kolokuma/Opokuma			25		
	Ekeremor			12		
	Sagbama			14		
	Nembe			13		
	Brass			75		

	Ogbia			32		

Cross River State						
Zone	LGA	*CSO Operating Base	**Lot Number	Target	Total Target per LOT	***Award Funding Limit per LOT (Naira)
G	Calabar south	Calabar	Lot G/007	229	832	64,323,616.39
	Calabar Municipal			330		
	Bakassi			28		
	Akpabuyo			77		
	Akamkpa			101		
	Odukpani			67		
H	Yakurr	Yakurr-(Ikom Liaison Office)	Lot H/008	110	**565**	43,733,252.42
	Biase			46		
	Abi			58		
	Obubra			62		
	Ikom			131		
	Etung			2		
	Boki			156		
I	Ogoja	Ogoja	Lot I/009	231	628	48,497,964.74
	Yala			128		
	Obanliku			54		
	Bekwarra			6		
	Obudu			209		

Edo State						
Zone	LGA	*CSO Operating Base	**Lot Number	Target	Total Target per LOT	***Award Funding Limit per LOT (Naira)
J	Egor	Benin	Lot J/010	402	1,124	85,778,433.33
	Ikpoba Okha			105		
	Oredo			508		
	Orhionmwon			53		
	Ovia North East			24		
	Ovia South West			23		
	Uhunmwode			9		
K	Esan Central	**Uromi**	Lot K/011	6	280	21,339,590.66
	Esan North East			119		
	Esan South East			41		
	Esan West			91		

Zone	LGA	CSO Operating Base	Lot Number	Target	Total Target per LOT	Award Funding Limit per LOT (Naira)
	Igueben			23		
L	Etsako East			41		
	Etsako Central			6		
	Etsako West	Auchi	Lot L/012	242	417	31,757,343.58
	Owan East			30		
	Owan West			29		
	Akoko-Edo			69		

Lagos State						
Zone	LGA	*CSO Operating Base	**Lot Number	Target	Total Target per LOT	***Award Funding Limit per LOT (Naira)
M	Agege	Mainland (Liaison Office in Agege)	Lot M/013	337	819	59,640,136.35
	Kosofe			119		
	Lagos Mainland			276		
	Shomolu			87		
N	Lagos Island	Lagos Island	Lot N/014	380	899	65,491,923.92
	Apapa			101		
	Ajeromi Ifelodun			323		
	Surulere			95		
O	Ojo	Badagry (Liaison Office in Ikorodu)	Lot O/015	147	821	59,880,620.77
	Badagry			275		
	Ikorodu			399		

Additional notes:

> *The CSO project office charged to this sub-award must be located within the operational area of the Lot bided for. CCCRN will not cover rental or operational costs for any CSO offices outside the approved project location based on the preferred Lot.*
>
> *For Lots that require a liaison office, CSOs should only budget for a single office space incorporating the cost of renting the liaison office, with the understanding that a limited number of project staff will operate from this base to serve all areas within the Lot's coverage.*
>
> *Applicants must clearly indicate the Lot Number in both the application title and the email subject line. Applications that do not properly include the Lot Number will be disqualified.*
>
> *The total budget must not exceed the designated funding limit for the selected Lot. Indirect costs—including personnel, office supplies, and administrative expenses—must be kept within 35% of the total funding limit.*

Technical Application Guidelines

This RFA will follow a 4-phase process as described below:

- Phase 1: Submission of Concept Note
- Phase 2: Participation in an oral presentation/defense by the selected Applicants

- Phase 3: Organizational Capacity Assessment (Site visit)
- Phase 4: A co-creation workshop with a full work plan development by the selected Applicants

*Phase 1 requires applicants to submit a **concept note in the form of a slide deck presentation**. Submissions will be reviewed for alignment with the RFA objectives and thematic areas as outlined in this RFA.*

***Top-rated applicants** from Phase 1 will advance to **Phase 2**, where they will deliver an **oral presentation** of their proposed plan to the Merit Review Committee. This presentation will also be evaluated based on the criteria outlined in the appropriate sections.*

*Applicants who succeed in Phase 2 will move on to **Phase 3**, where an **evaluation team will conduct an organizational capacity and systems assessment**.*

*Applicants who meet the required capacity standards in Phase 3 will be invited to **Phase 4**, the onboarding workshop where they will submit a **full work plan and budget narrative** after the workshop.*

General Content and Form of Application

A. General Information on the Award

1. The **CCCRN Grant and Compliance unit** will conduct a thorough review process before finalizing any sub-award. This review will include **award negotiation, responsibility determination, cost and price evaluation**, and any other necessary steps. CCCRN may also request additional information from applicants regarding their **technical approach, organizational capacity, management structure, past performance, cost proposal**, and **required certifications**, as needed.

2. If an agreement cannot be reached with the **initially selected Successful Applicant**, **CCCRN reserves the right** to consider other applicants from **Phase 2 or 3** of the selection process.

3. **No funding will be disbursed prior to the signing of the Sub Agreement.** Applicants are solely responsible for any costs incurred during the **oral presentation**, **site visits**, or the development of their **technical and cost applications**. Costs can only be incurred once the **sub-award agreement has been fully executed**.

4. Applicants are expected to **thoroughly review and comply with all requirements of this RFA**. Failure to do so may result in disqualification due to non-responsiveness. Applicants should also keep a copy of the **submitted concept note and all related documents** for their records.

5. All applications submitted by the stated deadline will be reviewed for **completeness and responsiveness** to the RFA guidelines. Incomplete applications or those not aligned with the stated terms, conditions, and specifications may be deemed **nonresponsive** and excluded from further consideration.

B. Application Submission Procedures

All applications in response to this RFA must be submitted **no later than the deadline** stated on the cover letter (or as amended, if applicable). **Late submissions may be considered at CCCRN's discretion**, but timely submission is strongly encouraged.

Applicants are responsible for retaining **proof of timely delivery**, such as system-generated confirmation showing the **date and time of receipt**.

Applications must be submitted via **email to: cccrngrants@cccr-nigeria.org.** The **email subject line** must include both the **RFA number** and the **applicant's name**.

If the application is submitted in **multiple emails**, the subject line of each email must also clearly indicate the **content** (e.g., *Concept Slide Deck*) and the **sequence of the emails** (e.g., "No. 1 of 4").

Technical Approach:

A. Concept Slide Deck Guidance

Applicants should use the section of the Concept Slide Deck to address the points below. Each point should be addressed concisely using the number of pages as specified.

1. **Strategy and Proposed Activities:** Describe the overall strategy to achieve the project's objectives. Clearly outline the proposed activities and how they will contribute to the intended results. Applicants are to specify LGA-specific implementation plans in their proposals.

2. **Partners:** Identify potential community structures and your coordination strategies working with them. Clearly define each partner's role in project start-up and implementation.

3. **Beneficiary Population:** Describe the target beneficiary population. Include how they will be identified, prioritized, and reached through project activities. Address any specific considerations related to access and coverage.

4. **Geographic Coverage:** List the key criteria that will guide the selection of project sites within the selected priority LGAs and communities.

5. **Social, Cultural, and Demographic Considerations:** Identify relevant social, cultural, or demographic factors that may affect project planning and implementation including conflict sensitivity, and relevant government policies.

6. **Expected Impact:** Summarize the expected outcomes and impacts of the project. Describe the mechanisms or tools that will be used to measure, monitor, and evaluate progress, achievement, and sustainability.

7. **Strategic Partnership Management and Stakeholder Engagement:** Outline the approach to building and maintaining sustainable, effective partnerships. Highlight plans to leverage existing U.S. Government-funded activities and describe strategies for engaging key stakeholders to enhance coordination, alignment, and impact.

Concept Format

The Concept must be **specific, complete, and concise**, clearly demonstrating the applicant's **capability and expertise** in achieving the goals of this program. It should reflect a strong

understanding of the **program requirements** and address the **merit review criteria** outlined in this RFA.

The Concept should be submitted as a **PowerPoint or similar slide deck presentation**, saved in **PDF format**. The Concept Slide Deck must meet the following formatting requirements:

> Maximum of **10 slides**
> Written in **English**
> Use **Times New Roman** font (no smaller than **12-point** font size)
> Slides must be **numbered**

B. Oral Presentations/Defense

Based on CCCRN's merit review of concept submissions, only the highest-rated applicants will be invited to deliver oral presentations of their proposed concepts. Selected applicants will be promptly notified of their scheduled in-person presentation date.

All costs associated with preparing for and attending the oral presentation — including travel and lodging —are the sole responsibility of the applicant. Issuance of this RFA does not obligate CCCRN to cover any expenses related to the preparation or submission of an application.

The oral presentation will be delivered to the Selection Committee (SC) convened by CCCRN.

Applicants must submit all presentation materials (e.g., PowerPoint or similar format) via email

to
cccrngrants@cccr-nigeria.org by the deadline specified in the invitation notification . This invitation will also include clarification questions based on the submitted concept. Applicants are required to submit written responses to these questions along with the presentation materials by the stated deadline.

Presentation materials must be organized according to the structure provided below and should include the following information:

Oral Presentation Content Requirements

Applicants invited to the oral presentation must organize their materials to address the following three key areas:

A. Technical Approach: Provide an overview of your proposed approach, anticipated results, and expected outcomes. Clearly explain how your proposal aligns with the objectives and requirements outlined in the RFA Program Description for implementing the USAID THRIVE activity.

Identify key challenges you anticipate during implementation, including how you will ensure program effectiveness in a donor harm context, particularly considering social and political sensitivities.

B. Strategic Partnerships and Stakeholder Engagement: Demonstrate your ability to establish **sustainable and effective partnerships**. Emphasize strategies for building **constructive working relationships** that will enhance coordination and **maximize project outcomes**. Highlight how partnerships will be leveraged to strengthen implementation and achieve program goals.

C. Organizational Management and Staffing Plan Present your **management structure** and **staffing plan** and explain how they will support the technical approach and contribute to successful project implementation. The staffing plan must include details on the **proposed Key Personnel positions,** as outlined in the RFA. Clearly show how the selected team will be equipped to deliver the required results.

Oral Presentation Participants and Agenda

Selected applicants are encouraged to include up to five (5) participants in the oral presentation. All participants must be seated at least ten (10) minutes before the scheduled presentation start time.

The presentation will follow the agenda below:

> Introductions – 5 minutes
> Applicant Presentation (PowerPoint or similar format) – 40 minutes
> Questions and Answers (based on the presentation)–30 minutes
> Adjournment and Next Steps - 15 minutes

Key Personnel

 Key Personnel Requirements

Key Personnel are individuals considered essential to the successful implementation of the activity. Selected applicants must identify up to five (5) Key Personnel positions. For each position, the applicant must provide:
> A description of the roles and responsibilities
> The minimum qualifications required
> The CV of the proposed candidate (to be included in the annex)

Key Personnel must possess the relevant skills and experience necessary to carry out the objectives and methodology outlined in the Program Description.

Applicants are also encouraged to specify the level of effort (LOE) for each proposed staff member and include any applicable cost-share contributions.

Please note: CCCRN/THRIVE will not be responsible for any costs incurred in the recruitment, retention, or engagement of personnel prior to the formal signing of a sub award agreement with successful applicants.

C. Organizational Capacity Assessment

Organizational Capacity Assessment

Successful applicants will undergo a **comprehensive organizational capacity assessment** conducted by CCCRN. This assessment will be based on a **standardized evaluation tools** developed by CCCRN and tailored to the requirements of the THRIVE program.

At a minimum, the assessment will review the applicant's relevant **documents, systems, and operational procedures**. CCCRN may request supporting documentation during the site visits to verify the applicant's organizational readiness and capacity to implement the program.

Only applicants who **meet the required standards** during this assessment will proceed to the final phase of the selection process.

PHASE IV- FULL APPLICATION AND WORK PLAN DEVELOPMENT

Submission of Full Technical and Business (Cost) Applications

Following completion of **Phase 3**, the **Apparently Successful Applicant** will be invited by the Grant and Compliance unit to submit a **Full Technical Application** and a **Business (Cost) Application**. These documents will be evaluated to ensure the proposal adequately incorporates all feedback received during **Phases 1, 2, and 3**.

CCCRN will evaluate the Full Technical Application as either **"Acceptable" or "Unacceptable"**, based on how well the submission addresses prior guidance and meets the program's technical requirements.

Application Structure

Applicants must submit **two separate documents**:

1. **Technical Application**
   - Focused exclusively on the **technical approach** to project implementation.
   - Should address program objectives, methodology, sustainability strategy, gender and inclusion considerations, and monitoring and evaluation plans.
2. **Business (Cost) Application**
   - Must provide detailed **cost information**, including budget breakdowns, cost assumptions, risk considerations, cost-share contributions (if any), and budget notes.
   - Include **unlocked Excel spreadsheets** for all budget schedules.

Cover Page Requirements (for both submissions)

Each application must include a **cover page** with the following information:

> **Organization name**
> **Name and contact information of authorized contact person(s)**
> **Signature of authorized representative**
> **Program name and RFA number**
> **List of proposed sub-recipients or partners** (clearly identifying any **local entities**)

Submission Guidelines

All applications must:

> Be submitted **via email** to: **cccrngrants@cccr-nigeria.org** by the deadline indicated in the RFA or invitation.
> Be written in **English**, using **12-point Times New Roman** font with standard formatting.
> Respect **page limits and formatting requirements**:
> - o Technical content must be submitted in **editable and searchable Word or PDF format**.
> - o Cost schedules must be submitted in **unlocked and editable Excel format**.
> Include **properly authorized signatures**, with all edits **initialed**, and evidence of the signatory's authority to act on behalf of the applicant.

Important Notes

> Failure to comply with any of the above requirements may result in **disqualification** or a **reduced evaluation score**.
> CCCRN will initiate **cost negotiations** following submission, which may include clarifications or revisions to the cost proposal.

MINIMUM ELIGIBILITY

A. ELIGIBLE RECIPIENTS

To be considered for this award, applicants must meet **all** the eligibility requirements listed below. Applications that do not fully comply with these criteria may be disqualified from further consideration.

1. **Legal Status and Registration**
   - o Must be a **local/indigenous non-governmental organization (NGO)** formally registered with the **Corporate Affairs Commission (CAC)** for **at least five (5) years**.
   - o Acceptable registration types include **Incorporated Trusteeship** or **Limited by Guarantee**.
   - o Applicants must submit scanned copies of:
     > CAC certificate
     > Certified copy of the organization's **constitution or memorandum, and articles of association**

2. **Organizational Focus**
   - o Must be a **non-profit** organization.
   - o Must have a mission aligned with the goals of this program, focusing on **orphans and vulnerable children (OVC)** or similar thematic areas.

3. **Experience and Geographic Relevance**
   - o Must have a **proven track record** of successful implementation of OVC-related programs, **specifically in the THRIVE project States.**
   - o Must have been **actively operating in the HIV/OVC sector** for **at least three (3) consecutive years** in **either of the THRIVE project States.**
   - o Must have **at least two (2) consecutive years** of programmatic experience **specifically related to OVC programming in the interest state**.

4. **Financial and Operational Capacity**
   - o Organizations with **audited financial statements** will have an added advantage.

- Must provide a **letter of reference** from the organization's **current operating bank**, confirming an **active account**, dated no later than (September 2024).
- Must have the minimum **necessary equipment** in place to implement the project (e.g., computers, projectors, generators, etc.).
- Must be **willing to operate under a performance-based financing model**, using the **Cost Reimbursable (CR)** mechanism.

5. **Previous Funding and Institutional References**
   - Must have **previously received funding** from **USAID, PEPFAR-funded partners**, or other **reputable donors**.
   - Must provide **at least two (2) references** from prior **USAID or OVC-related projects or donors**. CCCRN **will not** issue reference letters to current awardees. However, men tion of an existing sub-award and description of achievement on such projects are allowed.
   - Must give **consent for CCCRN to contact listed references directly**.

6. **Governmental Recognition and Compliance**
   - Must have **up-to-date registration** with the relevant **State Ministry/Ministries** maintained for **at least two (2) consecutive years**.

7. **Commitment to Program Standards and Participation**
   - Must be **directly responsible** for project preparation and implementation, **not acting as an intermediary or consultant**.
   - Must be willing to comply with all **technical and financial reporting requirements**, including documentation, communication strategies, and capacity development activities.
   - Must be willing to participate in any **assessments, trainings, workshops**, or related activities identified by CCCRN to support project implementation and organizational capacity strengthening.

8. **Other Requirements**
   - Must meet all **submission guidelines** and eligibility documentation requirements as specified in this RFA.

B. APPLICATION AND SUBMISSION INFORMATION

Application Submission Guidelines

Applicants are required to submit their applications in **both electronic and hard copy formats**. **Failure to comply with these submission requirements may result in disqualification.**

1. Format and Content Requirements

Electronic Copies

Must be submitted in **Microsoft Office-compatible formats**:
- **Word** for the technical application
- **Excel** for the cost/budget application

Scanned PDF submissions or **faxed applications** will **not** be accepted.
Send electronic copies via **email to**:

- **cccrngrants@cccr-nigeria.org**
- **cc** to: **cccrngrant@gmail.com**

The email subject line **must clearly state**:
- **Name of the CBO**, **State**, and **Lot Number**

Note: CCCRN will only review applications that are submitted in both hard copy and electronic formats.

Hard Copies

Must include:
- **Three (3) printed hard copies** of the Technical Application
- **One (1) USB flash drive** containing the electronic version

Must be **submitted in sealed envelopes**, clearly labelled on the front of each envelope with:
- **Name of the Organization**
- **State**
- **Lot Number**
- Clearly indicate either: **"Technical Application"** or **"Cost Application"**

Submit hard copies **via courier** or **hand delivery** to the CCCRN address specified in the RFA.

2. Technical Application Specifications

Must be **typed**, using **Times New Roman, 12-point font**, with **one-inch margins** on **A4-size paper**

Maximum length: **15 pages**, **excluding cover page and appendices**

Must follow the structure and content guidelines outlined in the RFA

Cost Application Guidelines

The Cost Application is to be submitted under separate cover from the technical application. Grants will be issued up to a limit of as specified in section IV for each **LOT** per year. Grant agreements will be reviewed annually subject to project performance and availability of funds.

The following sections describe the documentation that applicants must submit to CCCRN prior to award. While there is no page limit for this portion, applicants are encouraged to be as concise as possible, but still provide the necessary detail to address the following:

1. A budget with an accompanying budget narrative which provides in detail the total costs for implementation of the project being proposed by the Applicant. The budget should be structured according to Section I - PROJECT DESCRIPTION and have a breakdown by objective, project elements and sub- activity. The budget narrative must provide detailed budget notes and supporting justification of all proposed budget line items. It must clearly identify the basis of all costs, such as market surveys, price quotations, current salaries, historical experience, etc.

2. The cost application must be completed separately from the Applicant's technical application and submitted using CCCRN standard **budget template**. You can download the standard budget template using this link: Please copy this link onto your browser
https://docs.google.com/spreadsheets/d/1UFuOI4Lynidh6_p1Ej7pdw8W8cuVi
Nao/edit?usp=sharing&ouid=113977248570363771340&rtpof=true&sd=true
CCCRN will evaluate the cost application separately for cost effectiveness and realism.

3. The applicant must provide an electronic copy of a budget (in Microsoft Excel), with calculations shown in the spreadsheet, and an electronic version of the budget narrative that discusses the costs for each budget line item (preferably in Microsoft Word). Calculations and formula shall be accessible and not hidden or protected by password.

4. The cost application must be for the period of one year. If the applicant proposes to charge any training costs -it must clearly identify them.

5. The applicant's proposed budget should provide estimates of the project based upon the total estimated costs for the preferred LOT. Applicants should minimize their administrative and support costs for managing the project to maximize the funds available for project activities in the ratio of 35% (administrative and support costs: such as laptops, printer, generator) to 65% (project activities)

6. The cost application should describe the applicant's procedures for financial reporting and the management information procedure(s) to ensure accountability for the use of U.S. Government funds. Applicants must describe fully project budgeting, financial and related project reporting procedures.

7. Applicants must provide detailed budget and supporting notes and justifications or narrative for all costs, and explain how they derived costs, consistent with the following guidance on required information.
   a. The breakdown of all costs associated with the project.
   b. The breakdown of any financial and in-kind contributions.
   c. Potential contributions of private and commercial donors to the grant.
   d. The cost drivers of any proposed "training" should be clearly described in the budget narrative,

e. Applicants must provide the following cost element details:
   a. Salary and Wages – Applicants must propose direct salaries and wages in accordance with their personnel policies.
   b. a. Local transportation – The applicant should indicate the number of trips, domestic and estimated as necessary to carry out the proposed scope of work, and their estimated costs. Applicants must specify the

origin and destination for each proposed trip, the duration of travel, and number of individuals who would be traveling. Applicants should also base per- diem calculations on their current policies and procedures. Applicants should budget for inter-LGA travel of within a day with no layout cost of accommodation and perdiem. We will also recommend applicants to budget for local travels from LGA of operation to State capital (where applicable) to attend THRIVE South meetings, trainings and engagement, frequency in a duration of 3 days monthly.

    c. Equipment and Supplies – Estimated equipment (i.e. model number, cost per unit quantity) and office supplies and other related supply items.
    d. Other Direct Costs – Applicants should detail any other direct costs, including the costs of communications, equipment maintenance, office rent, etc.
    e. Cost Sharing (if proposed) – Provide narrative information, in addition to the percentage and total naira amount of the proposed cost-share contribution.
    f. Applicants with no previous experience with USAID projects will be requested to submit evidence of financial capability which shall consist of financial audits for the past three years; personnel, travel, purchasing, and property management policies; and past performance references

3. Application Deadline

All applications must be **received** by **June 27th, 2025, no later than 16:00 hrs (4:00 PM) Late applications will not be accepted**

4. Budget Template Access

If your organization is **unable to access the budget template** from the provided Dropbox link, you may request a copy via email.
Send your request to:

cccrngrants@cccr-nigeria.org
cc:**cccrngrant@gmail.com**
Specify the name of your organization and Lot number in the subject line.

5. Applicant Records and Support

Applicants are encouraged to **retain a copy** of their full application and all supporting documents for their records.
For any **questions or clarifications** regarding the RFA content, submit your inquiries in writing to:
    ○ **cccrngrant@gmail.com**
Deadline for submission of questions: **June 23, 2025**

APPLICATION REVIEW PROCESS
Proposal Review and Selection Process

All proposals submitted **on or before the application deadline** will undergo an **Administrative Compliance Review** to determine whether they meet the **minimum requirements** and **submission specifications** outlined in this RFA.

Applications found to be **incomplete** or **non-compliant** with the stated requirements will **not proceed** further in the selection process.
Applicants that **do not pass** the administrative review will be formally **notified**.

Pre-Award Assessment

Applications that meet the administrative requirements will proceed to a **Pre-Award Assessment**. This assessment will evaluate the applicant's:

Organizational capacity
Financial and management systems
Technical capabilities
Compliance with donor requirements

Applicants who successfully pass the pre-award assessment will be **notified and considered for award negotiations**.

Important Notices

The issuance of this **Request for Applications (RFA) does not constitute** a commitment by the **THRIVE Project** or **CCCRN** to make an award.
CCCRN and its donor partners are **not responsible for any costs incurred** by applicants in the preparation and submission of applications.
CCCRN **reserves the right** to:
- Reject **any or all applications**
- Make an award **without further discussions or negotiations** if deemed in the **best interest of the ICHSSA project**, CCCRN, and/or the donor (e.g., USAID/PEPFAR)
- Modify or cancel the application process at any stage

D. BIDDERS CONFERENCE REQUIREMENTS

Bidder's Conference Participation

All interested applicants are **strongly encouraged to attend the Bidder's Conference** to gain a deeper understanding of the RFA objectives, application expectations, and selection process.
To participate, organizations must complete a short **Expression of Interest (EOI) form** available at the following link:

https://forms.gle/uj1UkJD8TQQWRcyM7

Only organizations that complete the EOI form will receive an official invitation to attend the Bidder's Conference.
The conference is tentatively scheduled for **June 19th, 2025**, and may be conducted in **multiple batches**, depending on the number of interested applicants.
Details regarding the **venue, time, and format (virtual or in-person)** will be communicated in the invitation email.

Organizations are encouraged to register early, as **participation in the conference may inform the clarity and competitiveness** of their application.

E. APPENDICES

Required Supporting Documents Applicants are to attach all relevant supporting documents as part of their application package. Incomplete documentation may result in disqualification or a lower evaluation score. The required documents include, but are not limited to, the following:

Organizational Documentation:

> **Certificate of Incorporation** (issued by the Corporate Affairs Commission)
> **Evidence of registration** with:
> - **State Ministry of Women Affairs**
> - **State Ministry of Economic Planning and Development**
>
> **Proof of UNIQUE ENTITY IDENTIFICATION (UEI) number registration**
> **Most recent audited financial report** (preferably within the last fiscal year)

Personnel and Staffing:

> **Curriculum Vitae (CVs)** for all proposed **Key Personnel**, highlighting relevant qualifications and experience

Technical and Programmatic Attachments:

> **Detailed Work Plan** with clear activities, responsible parties, and timelines
> **Monitoring & Evaluation (M&E) Plan**, including indicators, targets, and data collection methods
> **Letters of Support** from relevant stakeholders, partners, or collaborators (if applicable)
> **Two (2) Reference Letters** from **previous funders or donors**, preferably **within the last 1–2 years**, attesting to the applicant's performance and reliability

Financial Documents:

> **Detailed Budget**, broken down by cost categories and aligned with the proposed work plan
> **Budget Narrative**, explaining the basis of all cost estimates and assumptions used

Submission Notes:

> All documents must be included **as separate attachments** in the submission package
> Ensure that attachments are **clearly labelled** and in **editable, searchable formats** (Word, Excel, or PDF)
> Missing or poorly labelled attachments may result in **delays or disqualification**

Applicants should attach supporting documents that include CVs of key staff, certificate of incorporation, most recent audit report, letters of support, evidence of UEI number registration, registration with State Ministry of Women Affairs and State Ministry of Planning and Economic Development. Other essential documents are the budget, budget narratives, detailed workplan with timelines, M&E Plan and 2 reference letters from previous funders within the last 1-2 years.