



<b>IssuanceDate:</b>	<b>April22,2026,</b>
<b>Bidders'Conference(Blended)</b>	<b>April30,2026</b>
<b>DeadlineforReceiptofQuestions:</b>	<b>May04,2026,</b>
<b>ClosingDateforPhase1Submission:</b>	<b>May08,2026,</b>
<b>ClosingtimeforPhase1Submission:</b>	<b>4:00pmNigerianTime</b>

**PROGRAMTITLE**

TransformingHealthandResilienceforIndividualsThroughVibrant  
Empowerment(THRIVE) Project

**SUBJECT**

RequestforApplication(RFA)forServiceDeliveryin10statesofN/West  
andN/Eastern Zones

**CCCRN/THRIVE) Project**

**1.0 Background**

The United States Government (USG)-funded Transforming Health and Resilience of Individuals ThroughVibrantEmpowerment(THRIVE)activityisafive-yearcooperativeagreementdesignedto contributetosustainedHIVepidemiccontrolinNigeria.Theprojectfocusesonimprovinghealthand well-being outcomes for children living with HIV (CLHIV) while reducing the risk of HIVinfection amongvulnerablechildren,adolescents,youngpeople,andtheir caregivers.

THRIVE delivers a package of essential, high-impact, and life-saving interventions aimed at addressing the multiple and layered vulnerabilitiesaffecting these populations.The activity applies a resilience-focusedapproach,strengtheninghouseholdandcommunitysystemstomitigateriskfactors associated with poor health, social, and economic outcomes. In addition, the project contributes to closingcriticalgapsinNigeria'sPaediatricHIVcareandtreatmentcascadebysupportingchildrenand adolescents living with HIV (C/ALHIV) and HIV-positive caregivers to access and sustain antiretroviraltherapy(ART),improvequalityoflife,andreduceHIV-relatedmorbidity,mortality,and transmission.

THRIVE serves as the USG/Nigeria implementing mechanism for PEPFAR-funded programs targeting Children andAdolescents Living with HIV(C/ALHIV) and HIV-Exposed Infants (HEI). It functions as a delivery platform for integrated, community-based, and sustainable health and social services, with targeted interventions that address key social determinants of health at household and communitylevels.TheprojectbuildsonpriorUSGinvestmentsinvulnerablechildrenprogramming, withanincreasedemphasisonstrengtheningcaregivercapacity,communitysystems,andgovernment

communities, and local authorities to mobilize resources and institutionalize optimal nurturing care practices.

The THRIVE project is aligned with the Joint United Nations Program on HIV/AIDS (UNAIDS) global 95-95-95 targets, with a specific emphasis on Paediatric sub-populations. The project contributes to ensuring that 95% of people living with HIV know their status; 95% of those diagnosed are initiated and maintained on life-saving antiretroviral therapy (ART); and 95% of those on treatment achieve sustained viral suppression, in line with global efforts to end AIDS as a public health threat by 2030.

This Request for Applications (RFA), issued by the Centre for Clinical Care and Clinical Research Nigeria (CCCRN), pertains exclusively to the implementation of the USG-funded Transforming Health and Resilience of Individuals Through Vibrant Empowerment (THRIVE) project across ten northern states: Adamawa, Borno, Jigawa, Kano, Kebbi, Niger, Sokoto, Taraba, Yobe, and Zamfara.

Within this geographic scope, THRIVE will deliver a streamlined, targeted, and integrated package of community-based services that are essential to strengthening the Paediatric HIV response.

The project will implement a phased, data-driven approach to beneficiary enrolment and graduation, with five-year targets adjusted for HIV incidence, program coverage, and transition benchmarks. The target population includes children and adolescents living with HIV (C/ALHIV) and HIV-exposed infants (HEIs), as detailed in the results framework and target tables below.

STATE	CALHIV 5-YR PROJECTED TARGET (Yr 5)	FY26 C/ALHIV TARGET
Adamawa	2,493	1,955
Borno	1,305	1,231
Jigawa	750	532
Kano	1,310	1,260
Kebbi	1,090	1,054
Niger	1,841	1,770
Sokoto	710	686
Taraba	3,175	2,773
Yobe	654	641
Zamfara	590	570
Total	13,918	12,472

The project is implemented through a structured case management system focused on the systematic enrolment of children and households infected and affected by HIV. Enrolled beneficiaries receive individualized, needs-based service packages designed to address identified vulnerabilities, strengthen household resilience, and support progression toward clearly defined graduation benchmarks. At graduation, beneficiaries are expected to demonstrate measurable and sustained self-reliance across key well-being domains.

THRIVE model is aligned with national HIV and social protection priorities, particularly in addressing Paediatric HIV treatment gaps, strengthening multi-sectoral partnerships, and enhancing the capacity of implementing partners and the social service workforce. As an evidence-based programming approach, THRIVE directly addresses vulnerabilities within the Healthy domain, while contributing to cross-cutting outcomes in the Stable, Safe, and Schooled domains.

The result area comprises a set of intermediate results with corresponding outcomes. These include:

- (i) improved household access to essential health and social services;
- (ii) strengthened community capacity to prevent, mitigate, and respond to harmful social norms and practices that increase HIV risk and vulnerability;
- (iii) enhanced state and local government capacity to coordinate, monitor, and mobilize resources for children and adolescents living with HIV (C/ALHIV) and HIV-exposed infants (HEI); and
- (iv) improved HIV prevention outcomes, including case identification, linkage to treatment, retention in care, and viral load suppression.

The project adopts a phased graduation approach, targeting the annual transition of approximately 20% of enrolled children and households upon attainment of established graduation criteria.

Progressive graduation will continue through September 2028, at which point a comprehensive end-line evaluation will be conducted across all beneficiary households to assess program outcomes, sustainability, and readiness for project close-out in September 2029.

Project interventions are evidence-based, contextually adapted, age-appropriate, and integrated across health and social service systems to ensure a continuum of care. The THRIVE project is specifically designed to strengthen integration between HIV and social protection services for key target populations, including children and adolescents living with HIV, TB-infected and TB/HIV co-infected children, HIV-exposed infants, and first-time HIV-positive mothers aged 20–34 years, who represent a significant proportion of new Paediatric HIV infections in Nigeria.

While the project encompasses four core result areas, the initial implementation phase will prioritize Result Area 1, as detailed in the results framework (see Table, page 4). This phased prioritization is intended to consolidate foundational health and service access outcomes while building the systems and community structures required for subsequent scale-up across all result areas, in line with donor requirements.

## **2.0 Purpose for Funding**

To achieve its program objectives, the THRIVE activity seeks to engage qualified community-based organizations (CBOs) and civil society organizations (CSOs) with demonstrated technical and operational capacity to deliver high-quality, community-based, life-saving services to priority sub-

populations, including children and adolescents living with HIV (C/ALHIV) and HIV-exposed infants (HEIs). Eligible organizations must be legally registered and operational within one or more of the following states: Adamawa, Borno, Jigawa, Kano, Kebbi, Niger, Sokoto, Taraba, Yobe, and Zamfara.

Selected organizations will support implementation across 86 Local Government Areas (LGAs), delivering integrated, evidence-based interventions aligned with national HIV response priorities and PEPFAR programmatic requirements. Implementing partners will be expected to demonstrate experience in HIV service delivery, community systems strengthening, case management, and monitoring and evaluation, with the capacity to achieve defined performance targets and ensure service quality, accountability, and sustainability.

The issuance of this Request for Applications (RFA) does not constitute an award, nor does it represent a commitment by the Centre for Clinical Care and Clinical Research Nigeria (CCCRN) to fund any costs incurred in the preparation or submission of applications. Furthermore, this RFA does not supersede, replace, or guarantee continuation of any existing or future funding agreements between CCCRN, the United States Government (USG), or any other governmental or non-governmental entities.

The concept notes shall be developed in a concise and structured PowerPoint format and must not exceed a maximum of ten (10) content slides, excluding the cover/title slide. Submissions that exceed the specified slide limit may be disqualified or subject to administrative review.

Applicants are expected to ensure that each slide presents clear, high-quality, and relevant technical content aligned with the objectives of the Request for Applications (RFA). The concept note should demonstrate coherence, logical flow, and sufficient technical depth to enable assessment of the proposed approach, while maintaining brevity and clarity.

**Organization Details**

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

<b>Project Title</b>	USG/Nigeria’s Transforming Health and Resilience for Individuals Through Vibrant Empowerment (THRIVE)
<b>State/Lot Selected</b>	
<b>Organization Name</b>	
<b>Address</b>	
<b>Website</b>	
<b>Telephone</b>	
<b>Fax</b>	

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

### Sub-Award Program Requirements

CSOs applying for this sub-award must demonstrate proven institutional, technical, and operational capacity to effectively implement project activities across designated service delivery areas. This includes a clear understanding of the local context, epidemiological profile, and socio-cultural dynamics influencing service uptake and outcomes among target populations.

Eligible CSOs are expected to design and implement context-specific, evidence-based, and results-oriented interventions aligned with the THRIVE program framework and national HIV response priorities. Proposed interventions should demonstrate innovation, scalability, and sustainability, while ensuring cost-efficiency and optimal use of resources.

Applicants must also articulate clear implementation strategies across identified thematic areas and result domains, including defined outputs, outcomes, and performance indicators. Emphasis should be placed on integrated service delivery approaches, community systems strengthening, and measurable impact, particularly in improving service access, quality, and retention among C/ALHIV and HEI populations.

<b>Result 1: Prioritized C/ALHIV and HEI subpopulations are provided with services to prevent or manage HIV infection</b>	
<i>Intervention Areas</i>	<i>Expected Results</i>
Integrated Health Care and Nutrition	Output 1.1: C/ALHIV is found, enrolled in treatment, and provided with adherence support services.  Output 1.3: Other sub-populations of children at high risk of HIV infection are identified and enrolled in the Community HIV Pediatric program or linked to services

**I.R1.1–C/ALHIV are systematically identified, linked to care, enrolled on antiretroviral therapy (ART), and provided with comprehensive adherence and retention support services.** Interventions under this intermediate result are designed to strengthen program capacity to: (i) optimize pediatric and adolescent HIV case finding through community- and facility-based approaches; and (ii) ensure timely enrollment of all identified C/ALHIV within supported geographies into sustained HIV treatment and care. These efforts will directly contribute to improved HIV case identification, accelerated ART initiation, enhanced adherence, and retention in care among C/ALHIV and HIV-positive caregivers. The approach is expected to close critical gaps in the pediatric HIV treatment cascade and reduce HIV-related morbidity, mortality, and onward transmission. Effective implementation of this result area will require robust coordination with clinical care and treatment partners, including supported health facilities, to ensure alignment of case-finding strategies, bidirectional referral systems, and joint microplanning. In addition, the program will invest in strengthening the capacity of the community HIV pediatric workforce through standardized training, provision of operational tools, and supportive supervision mechanisms.

Recognizing the critical link between nutrition and HIV treatment outcomes, the project will implement an integrated nutrition response targeting C/ALHIV, HIV-exposed infants (HEIs), and vulnerable household members. This includes prevention and management of malnutrition among children, adolescents, and pregnant and lactating women, as well as referral and linkage to specialized nutrition services for cases requiring advanced care. The integrated approach will address both immediate and underlying determinants of malnutrition, contributing to improved treatment adherence, immune recovery, and overall health outcomes.

#### **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 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.

#### **IR1.2-Other sub-populations of children at high risk of HIV infection are identified and enrolled in the Community HIV Pediatric program or linked to services**

Activities under this intermediate result will strengthen program capacity to systematically identify children and infants at highest risk of HIV infection, conduct standardized risk assessments, and ensure timely linkage to HIV testing services. All individuals identified through risk screening will be linked to appropriate testing modalities, with confirmed HIV-positive cases promptly enrolled into the Community HIV Pediatric program for treatment and care. Note that ONLY the HIV exposed

infants (HEI) sub-type are to be enrolled into the Community HIV Pediatric program without a positive HIV result. The project will also establish and operationalize community- and facility-linked surveillance systems to identify and track new pregnancies among known HIV-positive women. This will facilitate early enrollment into THRIVE services and timely access to PMTCT interventions.

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 advocacy 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 Community HIV Pediatric program for those testing HIV Positive.

### 3.0 Project Sub-Award Coverage

**Applicants are required to submit a proposal for only one (1) Lot.** Preference will be given to applicants with demonstrated presence and operational experience within the proposed geographic area.

To be considered eligible, applicants must provide verifiable evidence of a minimum of two (2) years of programmatic experience within the selected state, **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:

CLUSTER	LOT #	CSO OPERATING BASE	LGA	FY26 CALHIV TARGET	TOTAL CALHIV PER LOT	Award Funding Limit Per Lot***
<b>JIGAWA STATE</b>						
DUTSE	NW/001	DUTSE Town with Liaison Office in GUMEL LGA	Birnin Kudu	45	532	N40,030,000
			Dutse	69		
			Gwaram	39		
			Jahun	37		
			Kiyawa	19		
			Auyo	10		
			Babura	11		
			Biriniwa	1		
			Buji	7		
			Gagarawa	10		
			Garki	9		
			Gumel	27		
Guri	6					

			Gwiwa	2		
			Hadejia	44		
			Kafin Hausa	16		
			Kaugama	9		
			Kazaure	32		
			Kiri Kasama	16		
			Maigatari	12		
			Malam Madori	31		
			Miga	5		
			Ringim	47		
			Roni	6		
			Sule Tankarkar	6		
			Taura	15		
			Yankwashi	1		
		<b>TOTAL</b>	<b>27</b>	<b>532</b>	<b>532</b>	<b>N40,030,000</b>
<b>KANO STATE</b>						
<b>NASARAWA</b>	<b>NW/002</b>	<b>Nasarawa</b>	Ajingi	13	<b>742</b>	<b>85,619,433</b>
			Albasu	3		
			Fagge	179		
			Gabasawa	17		
			Garko	12		
			Gaya	39		
			Gezawa	52		
			Gwale	67		
			Minjibir	10		
			Nasarawa	259		
			Sumaila	20		
			Takai	27		
			Wudil	44		
<b>TARAUNI</b>	<b>NW/003</b>	<b>Tarauni</b>	Bagwai	6	<b>703</b>	<b>81,119,220</b>
			Bichi	26		
			Dambatta	21		
			Dawakin Tofa	14		
			Gwarzo	23		
			Kabo	11		
			Karaye	10		
			Kunchi	11		
			Makoda	10		
			Rimin Gado	8		
			Rogo	12		
			Shanono	7		
			Tarauni	427		
			Tofa	8		
			Tsanyawa	12		
			Ungogo	97		
<b>KANO MUNICIPAL COUNCIL</b>	<b>NW/004</b>	<b>Kano Municipal</b>	Bebeji	21	<b>707</b>	<b>81,580,780</b>
			Bunkure	17		
			Dala	73		
			Dawakin Kudu	24		
			Doguwa	33		
			Garum Mallam	11		
			KMC	298		
			Kibiya	16		
			Kiru	18		
			Kumbotso	89		
			Kura	24		

			Madobi	8		
			Rano	32		
			Tudun Wada	30		
			Warawa	13		
		<b>TOTAL</b>	<b>44</b>	<b>1,260</b>	<b>1,260</b>	<b>162,700,000</b>
<b>KEBBI STATE</b>						
<b>BIRNIN KEBBI</b>	<b>NW/005</b>	<b>Birnin Kebbi with a Liaison Office in Zuru</b>	Aliero	7	<b>1,054</b>	<b>48,000,000.00</b>
			Arewa Dandi	8		
			Argungu	116		
			Augie	10		
			Bagudo	14		
			Birnin Kebbi	234		
			Bunza	13		
			Dandi	121		
			Fakai	7		
			Gwandu	14		
			Jega	55		
			Kalgo	32		
			Koko/Besse	54		
			Maiyama	8		
			Ngaski	11		
			Sakaba	11		
Shanga	1					
Suru	13					
Wasagu/Danko	86					
Yauri	58					
Zuru	181					
		<b>TOTAL</b>	<b>21</b>	<b>1,054</b>	<b>1,054</b>	<b>48,000,000</b>
<b>NIGER STATE</b>						
<b>MINNA</b>	<b>NW/006</b>	<b>Minna</b>	Agaie	36	<b>904</b>	<b>42,084,520</b>
			Bida	249		
			Borgu	6		
			Lavun	1		
			Mokwa	25		
			Wushishi	11		
			Bosso	242		
			Chanchaga	334		
			Katcha			
			Agwara			
			Gbako			
			Edati			
Mashegu						
<b>SULEJA</b>	<b>NW/007</b>	<b>Suleja</b>	Kontagora	54	<b>866</b>	<b>40,315,480</b>
			Lapai	126		
			Magama	10		
			Mariga	12		
			Rafi	21		
			Rijau	3		
			Gurara	87		
Munya	7					

			Paikoro	59		
			Shiroro	52		
			Suleja	315		
			Tafa	120		
		<b>TOTAL</b>	<b>25</b>	<b>1,770</b>	<b>1,770</b>	<b>82,400,000.00</b>
<b>SOKOTO STATE</b>						
<b>SOKOTO</b>	<b>NW/008</b>	<b>Sokoto Town With Liaison Office in Tambuwal LGA</b>	Sokoto North	123	<b>686</b>	52,886,000
			Sokoto south	194		
			Wamakko	93		
			Bodinga	32		
			Dange Shuni	38		
			Yabo	11		
			Shagari	6		
			Tambuwal	29		
			Tureta	3		
			Wurno	15		
			Rabah	7		
			Sabon birni	2		
			Isa	25		
			Goronyo	4		
			Silame	3		
			Binji	7		
			Tangaza	3		
			Gada	8		
Kware	22					
Gwadabawa	9					
Illela	39					
Kebbe	11					
Gudu	2					
		<b>TOTAL</b>	<b>23</b>	<b>686</b>	<b>686</b>	<b>52,886,000.00</b>
<b>ZAMFARA STATE</b>						
<b>GUSAU</b>	<b>NW/009</b>	<b>Gusau with a Liaison Office in Talata Mafara</b>	Anka	21	<b>570</b>	44,320,000
			Bakura	6		
			Birnin Magaji-Kiyaw	3		
			Bukkuyum	4		
			Bungudu	17		
			Gummi	23		
			Gusau	243		
			Kaura Namoda	29		
			Maradun	15		
			Maru	3		
			Shinkafi	36		
			Talata Mafara	56		
			Tsafe	109		
			Zurmi	21		
		<b>TOTAL</b>	<b>14</b>	<b>570</b>	<b>570</b>	<b>44,320,000.00</b>
<b>ADAMAWA STATE</b>						
<b>MUBI</b>	<b>NE/010</b>	<b>Mubi</b>	Gombi	78	<b>620</b>	40,466,496
			Hong	134		
			Maiha	4		
			Michika	124		
			Mubi North	5		

			Mubi South	271		
			Madagali	4		
<b>NUMAN</b>	<b>NE/011</b>	<b>Numan</b>	Ganye	144	<b>640</b>	<b>41,771,867</b>
			Guyuk	41		
			Jada	64		
			Mayo-Belwa	111		
			Shelleng	15		
			Toungo	37		
			Demsa	104		
			Lamurde	39		
			Numan	85		
<b>JIMETA</b>	<b>NE/012</b>	<b>Jimeta (Yola)</b>	Song	86	<b>695</b>	<b>45,361,637</b>
			Yola North	321		
			Fufore	56		
			Girei	59		
			Yola South	173		
		<b>TOTAL</b>	<b>21</b>	<b>1,955</b>	<b>1,955</b>	<b>127,600,000.</b>

### BORNO STATE

<b>MAIDUGURI</b>	<b>NE/013</b>	<b>Maiduguri with Liaison Office in Biu</b>	Maiduguri	669	<b>1,231</b>	<b>57,200,000</b>
			Jere	173		
			Bama	35		
			Konduga	6		
			Mafa	2		
			Abadam	1		
			Askira	41		
			Bayo	11		
			Biu	72		
			Chibok	26		
			Dambo	28		
			Dikwa	1		
			Gubio	1		
			Guzamala	1		
			Gwoza	33		
			Hawul	20		
			Kaga	2		
			Kala/Balge	1		
			Kukawa	14		
			Kwaya Kusar	12		
Magumeri	2					
Marte	1					
Mobbar	7					
Monguno	45					
Ngala	19					
Nganzai	1					
Shani	7					
		<b>TOTAL</b>	<b>27</b>	<b>1,231</b>	<b>1,231</b>	<b>57,200,000.00</b>

### TARABA STATE

<b>JALINGO</b>	<b>NE/014</b>	<b>Jalingo</b>	Jalingo	604	<b>1,662</b>	<b>72,191,814</b>
			Gassol	317		
			Ardo kola	57		
			Bali	194		
			Karim Lamido	96		
			Lau	48		
			Yorro	43		

			Zing	303		
<b>WUKARI</b>	<b>NE/015</b>	<b>Main office in Wukari with Liaison Office in Saduana</b>	Takum	307	<b>1,111</b>	<b>48,258,186</b>
			Donga	116		
			Gashaka	69		
			Ibbi	60		
			Kurmi	119		
			Sardauna	296		
			Ussa	25		
			Wukari	119		
		<b>TOTAL</b>	<b>16</b>	<b>2,773</b>	<b>2,773</b>	<b>120,450,000.</b>
<b>YOBE STATE</b>						
<b>DAMATURU</b>	<b>NE/016</b>	<b>Damaturu with Liaison Office in Potiskum</b>	Damaturu	162	<b>641</b>	<b>49,900,000</b>
			Nangere	5		
			Fune	16		
			Fika	29		
			Potiskum	225		
			Bade	56		
			Bursari	8		
			Geidam	29		
			Gujba	11		
			Gulani	1		
			Jakusko	15		
			Karasuwa	12		
			Machina	3		
			Nguru	51		
			Tarmuwa	1		
			Yunusari	5		
Yusufari	12					
		<b>TOTAL</b>	<b>17</b>	<b>641</b>	<b>641</b>	<b>49,900,000.00</b>
<b>GRAND TOTAL</b>	<b>Total States</b>	<b>Total Lots</b>	<b>Total Target</b>	<b>Total Est Budget</b>		
	<b>10</b>	<b>16</b>	<b>12,472</b>	<b>785,486,000.00</b>		

*Additional notes:*

- *\*\*\*The budgets provided represent estimated annual funding ceilings, with prorated quarterly obligations, subject to availability of funds from the donor.*
- *The sub-awardee 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 sub-awardee offices outside the approved project location based on the preferred Lot.*
- *For Lots requiring the establishment of a liaison office, sub-awardees 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 structured four(4)-phase competitive selection process outlined below:

- Phase 1: Concept Note Submission and Technical Screening.
- Phase 2: Oral Presentation and Technical Defense by the selected Applicants
- Phase 3: Organizational Capacity Assessment (Site visit)
- Phase 4: Co-Creation Workshop and Workplan Development by the selected Applicants

**Phase 1** Phase 1 requires applicants to submit a concept note in a structured PowerPoint slide deck format. Submissions will undergo a preliminary technical review to assess alignment with the objectives, priorities, and thematic areas outlined in this RFA for progression.

Applicants ranked as top-performing in Phase 1 will advance to **Phase 2**, which entails an oral presentation and technical defense of the proposed intervention before a designated Merit Review Committee. This presentation will also be evaluated based on the criteria outlined in the appropriate sections.

Applicants that meet the required threshold in Phase 2 will proceed to **Phase 3**, which involves a comprehensive organizational capacity and systems assessment.

Applicants that satisfy the minimum capacity requirements in Phase 3 will be invited to **Phase 4**, a structured onboarding and co-creation workshop where they will collaboratively develop and 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 Grants and Compliance Unit will undertake a comprehensive pre-award review prior to finalization of any sub-award. This process will include, but is not limited to, **award negotiation, responsibility determination (responsibility assessment), cost and price analysis**, and other applicable due diligence procedures in line with donor and organizational procurement policies. CCCRN reserves the right to request additional clarifications and supporting documentation related to the applicant's **technical approach, institutional capacity, governance and management structures, prior performance, cost proposal, and statutory or compliance certifications**.
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 financial obligation shall be incurred, and no disbursement shall be made, prior to the signing of the Sub Agreement. All costs associated with participation in any stage of the selection process** including oral presentations, capacity assessments/site visits, and proposal developments **shall be borne solely by the applicant. Only costs incurred after full execution of the sub-award agreement and in accordance with approved budget** lines shall be eligible for reimbursement.
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 received by the submission deadline will be subjected to an initial **completeness and compliance** review to **confirm responsiveness** to the RFA instructions and eligibility criteria. Applications that are incomplete, inconsistent with the specified requirements, or otherwise non-compliant with the terms, conditions, and technical specifications of this RFA may be deemed non-responsive and excluded from further evaluation.

## **B. Application Submission Procedures**

All applications submitted in response to this RFA must be received **on or before the submission deadline** specified in the cover letter (or as amended, if applicable). Submissions received after the stipulated deadline **may be considered at the sole discretion of CCCRN**; applicants are **strongly advised to ensure timely submission**,

Applicants bear full responsibility for ensuring successful and complete transmission of their submissions and must retain verifiable proof of submission, including system-generated timestamps or electronic delivery confirmations indicating the date and time of receipt by CCCRN

Applications must be submitted via email to: [cccrngrants@cccr-nigeria.org](mailto: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 email submission** (e.g., "No.

### **Technical Approach:**

#### **A. Concept Slide Deck Guidance**

Applicants should use this 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 conflicts 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
  - A. Government-funded activities and describe strategies for engaging key stakeholder to enhance coordination, alignment, and impact.**

## Concept Format

The Concept note must be **specific, complete, and concise**, to demonstrate the applicant's institutional capacity, technical expertise, and ability to achieve the program objectives. It should reflect a strong understanding of the **program requirements** and address the **merit review criteria** outlined in this RFA.

The concept note shall be submitted in a structured PowerPoint (or equivalent slide-based) format and converted to PDF prior to submission. The slide deck must adhere to the following mandatory formatting and presentation standards:

- Maximum of **ten (10) slides**, excluding any cover/title slide
- Prepared in **English language**
- Font type: **Times New Roman**
- Minimum font size: **12-point**
- All slides must be **clearly numbered** to ensure logical flow and ease of review

Submissions that do not comply with these formatting and presentation requirements may be deemed non-responsive and excluded from technical evaluation.

## 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 (Phase 2). 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](mailto: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 USG THRIVE activity. Identify key challenges you anticipated during implementation, including how you will

ensure program effectiveness in a no-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**

Shortlisted applicants shall field a maximum of five (5) representatives to participate in the oral presentation session. All participants are required to be proposed staff on the project, and seated no later than ten (10) minutes prior to the scheduled commencement time.

The presentation will follow the agenda below:

- Introductions and Opening Remarks – 5 minute
- Applicant Technical Presentation (PowerPoint or similar format) – 40 minutes
- Question and Answer Session – 30 minutes
- Closing and Next Steps – 15 minutes

### **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 detailed description of roles and responsibilities, clearly aligned with the proposed technical approach and implementation structure
- Minimum qualifications, including academic credentials, professional certifications (where applicable), and relevant technical experience
- The curriculum vitae (CV) of the proposed candidate, to be included as an annex to the submission.

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.

### **A. Organizational Capacity Assessment**

Successful applicants will undergo a **comprehensive organizational capacity assessment** conducted

by CCCRN. This assessment will be based on standardized **evaluation tools** developed by CCCRN and tailored to the requirements of the THRIVE program.

At the minimum, the assessment will review the applicant's relevant **documents, systems, and operational procedures**. CCCRN may request supporting documentation during the site visit 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 WORKPLAN DEVELOPMENT**

### **Submission of Full Technical and Business (Cost) Applications**

Following completion of **Phase 3**, the **Apparently Successful Applicant** will be invited 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**

In Phase 4, Applicants must submit **two separate documents**:

- 1. Technical Application**
2. Focused exclusively on the **technical approach** to project implementation.
3. Should address program objectives, methodology, sustainability strategy, national and local gender and inclusion considerations, and monitoring and evaluation plans.
- 4. Business (Cost) Application**
5. Must provide detailed **cost information**, including budget breakdowns, cost assumptions, risk considerations, cost-share contributions (if any), and budget notes.
6. 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](mailto: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**:
    - . Technical content must be submitted in **editable and searchable Word or PDF format**.
    - . 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**

- Must be a local/indigenous non-governmental organization (NGO) formally registered with the Corporate Affairs Commission (CAC) for at least two (2) years.
- Acceptable registration types include Incorporated Trusteeship or Limited by Guarantee.
- Applicants must submit scanned copies of: CAC certificate
- Certified copy of the organization's constitution or memorandum, and articles of association

### **2. Organizational Focus**

- Must be a non-profit organization.
- Must have a mission aligned with the goals of this program, focusing on Community HIV Pediatric or similar thematic areas.

### **3. Experience and Geographic Relevance**

- Must have a proven track record of successful implementation of Community HIV Pediatric-related programs, specifically in the THRIVE project States.
- Must have been actively operating in the HIV sector for at least two (2) consecutive years in either of the THRIVE project States.
- Must have at least two (2) consecutive years of programmatic experience specifically related to Community HIV Pediatric programming in the interest state.

### **4. Financial and Operational Capacity**

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 USG, PEPFAR-funded partners, or other reputable donors.
- Must provide at least two (2) references from prior USG related projects or donors. CCCRN will not issue reference letters to current awardees. However, mention 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. OTHER 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 for 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](mailto:cccrngrants@cccr-nigeria.org)
- ccto: [cccrngrant@gmail.com](mailto: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.

#### **2. Technical Application Specifications**

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

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

Must follow the structure and content guidelines outlined in the RFA

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 support 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, kindly copy and paste the link on your browser to assess the budget template:

<https://docs.google.com/spreadsheets/d/1uUkbZbISMwsytdHtBEuxP1JEozGXBeYk/edit?usp=sharing&ouid=113977248570363771340&rtpof=true&sd=true> .

CCCRN will evaluate the cost application separately for cost effectiveness and realism.

1. 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).
  - a. Calculations and formulas shall be accessible and not hidden or protected by password.
2. 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.
3. 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)
4. 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.
5. 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:
  - f. Salary and Wages - Applicants must propose direct salaries and wages in accordance with their personnel policies.

- a. a. Local transportation—The applicants 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 destination for each proposed trip, the duration of travel, and number for local travel from LGA of operation to State capital (where applicable) to attend THRIVESouth meetings, training and engagement, frequency in a duration of 3 days monthly.
- b. Equipment and Supplies—Estimated equipment (i.e. model number, cost per unit quantity) and office supplies and other related supply items.
- c. Other Direct Costs—Applicants should detail any other direct costs, including the costs of communications, equipment maintenance, office rent, etc.
- d. Cost Sharing (if proposed)—Provide narrative information, in addition to the percentage and total naira amount of the proposed cost-share contribution.
- e. Applicants with no previous experience with USG 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 Phase 1 applications (Concept Note submissions) must be received no later than Friday, 8th May 2026 at 16:00 hours (4:00 PM). Submissions received after the stipulated deadline will not be accepted or reviewed.

### 4. Budget Template Access

In the event that an applicant is unable to access the budget template via the provided Dropbox link, a formal request for the document may be submitted via email.

**cccrngrant@cccr-nigeria.org**  
**cc:cccrngrants@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:

**cccrngrants@gmail.com**

Deadline for submission of questions: **May 4, 2026**

## 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 applicants:**

- 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 oral applications**
- **Make an award without further discussions or negotiations** if deemed in the best interest of the THRIVE project, CCCRN, and/or the donor (e.g., USG/PEPFAR)
- **Modify or cancel the application process** at any stage

## **A. 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, kindly copy and paste the link below to your browser to complete the form:

<https://forms.gle/uj1UkJD8TQQWRcyM7>

**Only organizations that complete the EOI form will receive an official invitation** to attend the Bidder's Conference.

This conference is tentatively scheduled for **April 30<sup>th</sup>, 2026**, 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.

## **A. 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 workplan 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.