



Issuance Date:	July 5 th 2024
Closing Date/Time:	July 19 th 2024, 11:59pm (Harare time)

**Request for Application (RFA) for Zimbabwe Constitutional Movement (ZICOMO)
Award: 72061321RFA00009 - Promoting Constitutionalism Activity**

Dear Prospective Applicant:

Veritas Zimbabwe, under the *ZICOMO* USAID Agreement No. 72061321RFA00009, is issuing a Request for Applications (RFA) from qualified entities to implement the Promoting Constitutionalism Activity. Eligibility for this award is restricted to local organizations. The organization should have structures that reach all or some of the 10 provinces in Zimbabwe especially rural women and marginalized communities. Organizations that have the capacity to reach the Diaspora community are also requested to apply.

The *ZICOMO* project seeks to foster a culture of rule of law and respect for and implementation of the Constitution and the rights therein. Zimbabwe is a Constitutional Democracy. This can broadly be defined as a system of governance under which the power of the government is limited by the rule of law. Constitutionalism recognizes the need to curtail the power of other arms of government to protect the rights of groups and individuals. Zimbabwe's constitution is the foundational document for how the government is structured and functions and is the standard by which all laws, policies, and practices are measured in order to sustain a free, democratic society.

Veritas Zimbabwe, on behalf of *ZICOMO*, is pleased to invite interested and qualified Organizations specialized in democracy, governance, and human rights activities to apply for funding as a sub-partner under the conditions stipulated in this RFA. Applicants must present a holistic activity that addresses at least one or all three objectives and any attendant sub-objectives.

Applications must be submitted **electronically by email and must** consist of the following: (a) Technical Application and (b) Cost Application. The body of the Technical Application should not be longer than 5 pages, excluding the cover page and appendices. Applications must be typewritten in a 12-font size, Times New Roman for the text of the Technical Application and use size A4 paper with one-inch margins, with 1.15 line spacing. For the Cost Application, please refer to the Cost Application Instructions in section 1.3 of the RFA for budgeting guidance. Applications must be submitted with the name and address of the applicant and award number **72061321RFA00009** Applicants should retain a copy of their applications and accompanying enclosures for their records.

QUESTIONS: Prospective applicants who have questions concerning the contents of this targeted RFA should submit them in writing via email by 5pm, July 10th, 2024. If necessary, Veritas will provide answers to all relevant questions received and an amendment that will be shared on July 15th, 2024. All the questions and documents required for this targeted RFA should be submitted through admin@veritaszim.net.

Electronic submission: admin@veritaszim.net. Please include “ZICOMO sub partner: Promoting Constitutionalism Activity in the subject line.

DUE DATE: Applications must be received by the closing date and time identified in this solicitation. **NO** late applications will be accepted under any circumstance. Electronic copies are requested in Microsoft Office compatible formats (Word and Excel). Applicants will receive an automatic reply acknowledging receipt of their electronic submission. Incomplete applications and applications that do not meet the provided specifications will **NOT** be considered.

This RFA does not obligate Veritas to execute a sub-award, nor does it commit Veritas to pay any costs incurred in the preparation and submission of the proposals. This includes the completion of all required documents for Veritas and U.S. Agency for International Development (USAID) awards. Furthermore, Veritas reserves the right to reject any and all proposals, if such action is in the best interest of Veritas.

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List of Acronyms

LIP	Local Implementing Partner
IP	Implementing Partner
M&E	Monitoring and Evaluation
NAYO	National Association of Youth Organizations
NGO	Non-Governmental Organization
RFA	Request for Application
USAID	United States Agency for International Development
ZICOMO	Zimbabwe Constitutional Movement

Request for Applications

RFA # ZICOMO - AID-72061321RFA00009

For the provision of

Promoting Constitutionalism Activity

Awarding Entity:

Veritas Zimbabwe

Funded by:

United States Agency for International Development (USAID)

Prime Agreement Number AID-72061321RFA00009

ETHICAL AND BUSINESS CONDUCT REQUIREMENTS

Veritas is committed to integrity in procurement, and only selects bidders based on objective business criteria such as reasonable costs, relevant strategies, and technical merit.

Veritas does not tolerate fraud, collusion among bidders, falsified proposals/bids, bribery, or kickbacks. Any organization or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Veritas and implementing partners (IPs) are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Veritas will inform USAID and the Office of the Inspector General of any bidder who offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

1. INSTRUCTIONS TO APPLICANTS

1.1 Background, Scope of Work, Deliverables, and Deliverables Schedule

Background of the Project

The Zimbabwe Constitutional Movement (ZICOMO) project is a U.S. Agency for International Development (USAID) funded 5-year (2021-2026) project being implemented by **Veritas Zimbabwe**, in partnership with the National Association of Youth Organizations. The project is currently being implemented in various districts across Zimbabwe's 10 provinces, namely, Bulawayo and Harare (Harare urban and Chitungwiza), Manicaland (Chipinge, Mutasa and Mutare), Mashonaland Central (Bindura and Mbire), Mashonaland East (Murewa, Seke, Marondera and Mutoko), Mashonaland West (Kadoma, Kariba and Makonde), Masvingo (Chiredzi, Mwenezi and Chivi), Matabeleland North (Hwange, Binga and Tsholotsho), Matabeleland South (Beitbridge, Plumtree and Gwanda) and Midlands (Gweru, Gokwe and Shurugwi). Since its inception, this project has contributed towards (i) increasing civil society advocacy approaches for constitution-driven reform, (ii) enhancing citizen access to information on constitutional issues for demanding constitution-driven reform, and (iii) increasing the capacity of local and State institutions to advance the implementation of the Constitution.

Issues Background

With the adoption of the 2013 Constitution, Zimbabwe committed itself to guarantee enumerated rights to its citizens and adopt processes critical to democratic governance. The 2013 Constitution enshrines fundamental civil and political rights, gender equality, and a framework for transitional justice. It includes greater checks and balances among the branches of government, improved systems for accountability, devolved government, and guarantees of individual rights and freedoms associated with a free, democratic society. Since the national referendum adopting the 2013 Constitution, the government has largely failed to implement it. To do so requires significant policy, regulatory, and legislative reform. In 2013, the government identified approximately 400 laws needed to be aligned or harmonized with the Constitution through legislative amendment and enactment. Of the 400 laws, there are still approximately 80 significant laws that still need amending. Of those, *only* 20 have been amended as of February 2021¹. The quality of the laws coming through the alignment process is another challenge. Many 'alignment' efforts aimed at enhancing strong democratic foundations and achieving the noblest aspirations of the Constitution have not succeeded thus far.

Progress on the alignment of laws has been halted due to political and economic challenges, low political will, and, to a lesser degree, lack of technical capacity within the ministries, particularly limited legislative drafting skills. Pressure from civil society is therefore essential to accelerate the reform process, setting priorities as well as helping to shape the reforms themselves. According to a Civic engagement and Constitutional Literacy survey, 2018, Zimbabwean's knowledge of the provisions of the Constitution are low. Almost half of respondents reported never having heard of the Constitution. Lack of knowledge is higher among women than men, similarly higher among young people. Such low levels of awareness could be the result of the low civic engagement levels the country has experienced.

The Promoting Constitutionalism activity will build on prior support for civil society advocacy for constitutional alignment and implementation through multiple awards. Through this solicitation, Veritas seeks to sharpen and deepen its future constitutional awareness and reform programming, consolidate gains as well as sustain or increase momentum around political, social, and economic

¹ <https://www.veritaszim.net/node/2053>

reforms. Veritas also looks to encourage meaningful and substantial involvement of women and youths in constitutional awareness and demand for constitution driven reform. Veritas encourages a gender sensitive and youth inclusive approach to promoting constitutionalism to enhance societal awareness and participation in constitution driven processes.

Scope of Work

Veritas seeks to recruit applicants who can strengthen the social contract between citizens and the State to uphold the provisions of the Constitution and allow citizens to enjoy the progressive realization of their rights as outlined in the Bill of Rights. Veritas intentionally presents the programmatic objectives and anticipated results below in a broad framework to leave room for the applicants to present their own understanding of the problem. Veritas encourages Applicants to submit innovative and creative ideas for how to advance the activity's goal and measure their outcomes. Veritas invites Applicants to propose a theory of change that reflects the approach and methodology they will pursue if they are selected to implement the activity. Applicants should include a description of how they will monitor the technical approach proposed and provide a list of indicators for each objective and sub-objective.

Objectives and Anticipated Results

Applicants will achieve the following objectives:

Objective 1: Increase Civil Society Advocacy for Constitution-Driven Reform

This objective seeks to support civil society to influence the alignment of legislation with the Constitution and advance the implementation of key provisions in the Constitution through innovative and reinforcing advocacy action. Applicants are invited to propose robust, multipronged policy and advocacy, and other strategies that seek to influence the ongoing implementation of the Constitution.

Applicants are invited to propose themes or foci consistent with the theory of change and approaches proposed for this activity. Applicants should present a holistic strategy for achieving results. This strategy should pair themes or foci with appropriate approaches or interventions. Veritas recognizes the wide array of opportunities available to civil society in advancing constitutional alignment and implementation. This includes engagement and advocacy at local, regional, and international tribunals and movement-building through popularizing the Constitution so that citizens can know and use the supreme law. Additionally, Applicants are invited to propose approaches that leverage and improve upon past or existing civil society efforts along this vein.

To support these advocacy efforts and the overall implementation of this activity, Applicants will be required to track the status of the alignment process and the quality of implementation of the Constitution on an ongoing basis, drawing on multiple sources of information, and regularly report to Veritas and publicly, as safety and security permits.

Where relevant, the activity may also support research and knowledge generation to enable evidence-based advocacy and best practices in citizen engagement, education, and outreach.

Anticipated results:

- *Identification and implementation of innovative approaches to achieve constitutional alignment.*
- *Reform of institutions, laws, policies, and administrative practices in line with the Constitution.*
- *Enhanced civil society capacities and coordination to achieve implementation of the Constitution*

Objective 2: Increase Citizen Awareness of and Demand for Constitution-Driven Reform

Citizen engagement is at the heart of democratic governance, predicated upon the existence and exercise of fundamental rights and freedoms. The Constitution includes a strong bill of rights, obliging the government to guarantee the freedoms of expression, assembly, association, and belief, along with the right to demonstrate and to enshrine gender equality. Before citizens can exercise those rights, however, they must be aware of them. In addition, the Constitution established new roles and responsibilities for State Institutions and public officials. Greater awareness of these roles and responsibilities would increase the extent to which citizens can exercise their constitutional rights, demand services, and hold their government accountable for both violating and failing to protect and promote rights.

This objective seeks to cultivate a culture of respect for the constitution and rule of law by supporting interventions that increase citizen awareness of their constitutional rights, roles, and responsibilities; strengthen public discourse on democratic reform; and increase citizen demand and pressure for the enjoyment of rights and the advancement of constitutional reforms. “Knowledge is power,” as the saying goes, and it is a necessary building block for an engaged citizenry, but the power in knowledge does not by itself effect change; power needs to be activated. Veritas expects Applicants to increase knowledge while also creatively converting that knowledge into meaningful reform. Applicants are invited to propose effective approaches to increase citizens’ awareness of their constitutional rights and the means of enforcing those rights, including strengthened referral pathways to relevant remedies through state and non-state actors such as the Zimbabwe Human Rights Commission. This includes activities that creatively targets groups such as youth, women, linguistic minorities, and other marginalized communities or groups. Applicants are encouraged to leverage existing civil society efforts including constitutional education manuals, toolkits, and other materials already in the public domain.

Veritas also expects Applicants to embed gender equality throughout the activity to heighten awareness and increase demand for the actualization of the gender equality clauses in the Constitution of Zimbabwe. The process of implementing the Constitution is a complex one in which citizens' voices along with expert opinions need to be taken into consideration at every level. This objective empowers and amplifies citizens’ demand for the implementation of key reforms and legislative changes needed to effectuate key constitutional provisions as well as accountability for enjoyment of the constitutionally guaranteed rights. This may be linked to civil society actions pursued under Objective 1.

Anticipated results:

- *Improved access to constitutional information particularly for women and youth.*
- *Increased citizen awareness of the Constitution and understanding of rights and responsibilities.*
- *Increased citizen demand for respect for the Constitution.*
- *Increased citizen awareness of and oversight over constitutional alignment and implementation.*

Objective 3: Strengthen Local Institutions’ Capacity to advance implementation of the Constitution

The 2013 Constitution provides progressive rights and guarantees across a broad spectrum of subject areas, many of which are already the subject of civil society organizations’ advocacy. Civil society plays an important role in increasing citizen awareness of rights and responsibilities and in amplifying citizen voices for rights, inclusive development, and greater oversight, accountability, and transparency. On the other hand, government officials and state institutions have positive mandates

enshrined in the Constitution. Public officials must be aware of their roles and responsibilities created under the Constitution and they must possess the relevant capacities required in order to fulfill them.

This objective seeks to develop both demand- and supply-side capacities and responsiveness to implement both the spirit and letter of the Constitution. This objective aims to increase organizations' ability to use and operationalize the Constitution to deepen democracy and citizen rights and participation.

3a. Civil Society Capacities Enhanced

This activity seeks to support civil society to use the Constitution as it articulates and advocates for citizen interests. This includes efforts to educate active civil society organizations across all sectors on relevant constitutional provisions, boosting their ability to link desired development outcomes or advocated-for reforms to constitutional guarantees. The activity will also strengthen civil society capacity to effectively implement constitutional awareness and to enhance rights-based advocacy for citizens' most pressing concerns. Recognizing commonalities in constitutional development or constitutional provisions in the region, applicants should find creative ways to leverage comparative learning and collaboration from other jurisdictions such as South Africa, Kenya, and others on both procedural and substantive undertakings. Where possible, the Applicant should draw on and utilize comparative lessons, advocacy efforts and development outcomes.

3b. Strengthened Willingness of State Actors and Institutions to Uphold and Protect the Constitution

This activity seeks to find innovative ways to target relevant 'supply-side' deficiencies, challenges, and blockages that hinder the alignment of legislation and the implementation of constitutional provisions. This would entail identifying capacity gaps and constraints as well as finding incentives for progressive actions to implement the Constitution. Applicants should offer innovative approaches using the findings of such political economy analyses to address identified blockages and operationalize incentives for reform. This activity also seeks avenues to enforce and institutionalize the government's responsibility to promote awareness of the Constitution in line with requirements of Section 7 of the Constitution.

Interventions may include strategic research, collaboration, recommendations for advocacy and for policy and/or changes in practice, curricula, and resource allocation as necessary. Interventions proposed should be in line with Activity Parameters and USG policy on engagement with the Government of Zimbabwe. The activity could support the participation of these officials in various meetings, workshops, conferences, and training workshops, which will serve as a platform for discussing policy and draft legislation or facilitating CSO and public consultation at any stage of the lawmaking process.

Anticipated results:

- *Strengthened civil society capacity to use relevant constitutional provisions in advocacy and awareness efforts.*
- *Increased capacity and responsiveness of targeted state actors to implement and uphold the Constitution.*
- *Targeted state actors and institutions implement Section 7 of the Constitution.*

Timing of Programming

ZICOMO will work with the selected organization/s for 2 years from August 1st 2024 to September 30th 2026.

1.2 Technical Application Guidelines

The technical application must NOT exceed 5 pages. It should be specific, complete and concise and should fully respond to the issues raised in the RFA. Detailed information should be presented only when required by specific RFA instructions. The approach should demonstrate the Applicant's understanding and technical expertise relevant to promoting constitutional awareness and should propose clear strategic approaches to achieving the projects' goals and deliverables. The technical application must identify specific service areas for implementation as informed by this RFA. The technical application is expected to contain the following sections:

- A. Cover Page
- B. Organizational Background and Capacity to Implement Programming
- C. Past Performance
- D. Problem Statement
- E. Program Description
- F. Monitoring and Evaluation Plan
- G. Appendices, including Organization's registration documents, e.g., Certificate of incorporation, and other relevant supporting documents

A. Cover Page

On the cover page, please include the following information: (The cover page is excluded from the page count)

- Project title
- Implementation district(s) (if not included in the project title)
- Implementation ward(s) (if not included in the project title)
- Organization name
- Physical location of organization's main office in Zimbabwe
- Physical location of organization's offices in the proposed district if any
- Name, title, telephone number, and email address of the Applicant's primary contact regarding this proposal

B. Organizational Background and Capacity to Implement Programming (15% points)

The Applicant's technical application must include an organizational capacity statement highlighting the organization's background and mission, current portfolio, recent (within the last 3 years) experience in relevant areas and their current capacity to implement the proposed award. In summary:

- Description of the type of organization (faith-based organization, community-based organization, NGO, private company, etc.)
- Applicant's mission, vision, and guiding principles. Organizational history (when and why it was established, key aspects of its growth and development)
- Overview, in an appendix, of Applicant's major projects implemented within the last three years, key achievements, and sources of support. (a maximum of 3 pages or less). This should include:
 - Donor and project name
 - Amount received
 - Project duration
 - Key achievements
 - Description of the Applicant's governance structure (Board of Directors, volunteers, etc.)
 - Description of the Applicant's management structure (include an organizational chart as an appendix)

- Description of the Applicant's current size (in terms of personnel, finances, and geographic coverage)

C. Past Performance (10% points)

In evaluating past performance, Veritas may contact the references provided by the applicant and consult other sources of information, including but not limited to donors, local government agencies, program implementation partners (if any), and local or international clients. Veritas reserves the right to verify past performance and evaluate any past performance information gathered from sources listed above. Veritas will also carry out an organizational pre-award assessment to inform award decisions. Assessment of applicants' past performance will include but is not limited to:

- Applicant's responsiveness to requested information in this section (organizational capacity).
- Experience with democracy, governance, and human rights service delivery programs in the proposed district(s).
- Experience and/or presence in proposed zones.
- Experience in achieving results through working in partnerships with civil society, districts, ward, donors, networks, and communities of practice.

D. Problem Statement (15% points)

Applicants should provide a brief description of the key problems they will address and summarize how the proposed project will address or mitigate the identified problems for the benefit of communities. Applicants should describe any efforts to ensure district or ward involvement in program design and implementation, as well as any partnerships with other institutions or organizations that will be involved in achieving program results.

E. Program Description (35% points)

This section of the proposal should describe the proposed project itself. Applicants should present the overall purpose(s) of the project and the target district(s), ward(s), communities, and numbers of clients the Applicant proposes to reach. Applicants should describe the strategies that will be used to achieve the objectives of the project. Reference can be made to the scope of work in this RFA for guidance on suggested services areas and strategies that applications can align with. Applicants should also describe the activities that have been proposed that will be conducted to achieve the objective of this RFA.

F. Monitoring and Evaluation (M&E) Plan (10% points)

The Applicants must describe their proposed Monitoring and Evaluation (M&E) section as part of their proposal. The M&E section/table should include illustrative indicators, targets, and data collection methods. The successful candidate/s will be required to submit a M&E plan which aligns with the project's overall goal and objectives.

1.3 Cost Application Guidelines (15% points)

The Cost Application is to be submitted together with the Technical Application. Certain documents are required to be submitted by an Applicant for Veritas to make a determination of organization's responsibility. Please note that the proposal should not exceed \$200,000 United States Dollars which is subject to review upwards or downwards.

The following sections describe the documentation that Applicants must submit to Veritas prior to the 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. Include a budget with an accompanying budget narrative which provides in detail the total costs for implementation of the program your organization is proposing. The budget should be structured according to Section I - PROGRAM DESCRIPTION and have a breakdown as described in the RFA. 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, historical experience, etc.
2. 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 narrative that discusses the costs for each budget line item (preferably in Microsoft Word). Calculations and formulas shall be accessible and not hidden or protected by password.
3. The Cost Application must be for the period of two years. All training costs must clearly be described.

The Applicant's proposed budget should provide estimates of the program based upon the total estimated costs for the Agreement. Applicants should minimize their administrative and support costs for managing the project to maximize the funds available for project activities. The budget should indicate the ratio of administrative and support costs to project activities. The ratio should not exceed 10% administrative costs.

1. 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 program budgeting, financial and related program reporting procedures.
2. Applicants must provide a 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 program;
 - b. The costs, if any, associated with external technical assistance;
 - c. The breakdown of any financial and in-kind contributions;
 - d. Potential contributions of private and commercial donors to the grant;
 - e. The costs proposed for "training" must be itemized within the budget narrative, so that they may be subsequently negotiated and included in the appropriate category in the standard budget template;
 - f. Procurement plan for commodities if needed; and
 - g. Closeout costs: Applicants must include in the required projected organizational budget any costs associated with terminating programmatic activities when the grant is concluded.
7. Applicants must provide the following cost element details:
 - a. Applicants must propose personnel and/or consultancy fees in accordance with their personnel policies.
 - b. Travel and Transportation – The Applicant should indicate the number of domestic as necessary to carry out the proposed activities, 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. International travel should not be budgeted for.
 - c. Equipment and Supplies (excluding vehicles)– 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, report preparation, etc.

- e. Applicants with no previous experience with USAID programs will be requested to submit evidence of financial capability which may consist of personnel, travel or purchasing policies; and/or past performance references.

2. APPLICATION REVIEW PROCESS

Applications submitted by July 19th, 2024, 11:59pm (Harare Time), will be reviewed for compliance with all stated requirements in this RFA and for completeness of the submission. Applicants that do not pass this stage will be notified. Applications that pass the Administrative Compliance Review will be forwarded to a Technical Review Committee (TRC) for technical assessment. The TRC will evaluate all competitive applications and proposals to ensure the proposed activities support ZICOMO’s goals and objectives. After the technical review, successful applicants will be notified.

Criteria for Administrative Compliance Review		
<i>Review Criteria</i>	<i>Maximum Points</i>	<i>Weight</i>
Technical Application Guidelines		
I. Organizational Background and Capacity to Implement Programming		
The technical capacity of the applicant to successfully carry out the program description and selected objectives in a timely manner, and to produce the targeted results. This includes an evaluation of the track record and demonstrated commitment of the applicant to implement proposed activities, and the ability to deliver results in a short time frame. The vision, mission, and objectives of the organization as well as areas of operation.	15	15%
II. Past Performance		
Experience with democracy, governance, and human rights program delivery. Past performance in achieving positive results when implementing activities similar to those proposed. Experience working with donor funds and ability to meet reporting and accountability requirements. Demonstrated ability to gather and analyze data on program outcomes.	10	10%
III. Problem Statement		
Applicants should show an understanding of the key problems the project seeks to address and summarize how the proposed project will address or mitigate the identified problems for the benefit of communities. Applicants should describe any efforts to ensure district or ward involvement in program design and implementation, as well as any partnerships with other institutions or organizations that will be involved in achieving program results.	15	15%
IV. Program Description		
The degree to which the application and proposed actions or activities are responsive to this RFA and project scope. The potential of the proposed actions to successfully and efficiently achieve the ZICOMO objectives and anticipated results. The target groups and areas of operation should be clearly stated as well as any links with community stakeholders, local authorities and community leaders highlighted. The number of interventions to be carried out should be included.	35	35%
V. Monitoring and Evaluation (M&E) Plan		
The ability to demonstrate how project implementation will be monitored and results tracked.	10	10%
Cost Application Guidelines		
The budget must be complete, including budget notes and costs allocated to appropriate budget categories. The budget should maximize the impact of the available resources and the proposed activities as well as demonstrate a clear and direct relationship between proposed activities and the proposed use of funds.	15	15%
Total Technical Score	85	85%
Total Financial Score	15	15%
Final Score	100	100%

Please note that issuance of this Request for Applications does not constitute an award commitment on the part of the ZICOMO program or Veritas, nor does it commit to pay for costs incurred in the submission of an application. Veritas may give one award or several small awards depending on an organization’s area of expertise. Furthermore, Veritas reserves the right to reject any and all applications, or to make an award without further discussion or negotiations if it is in the best interests of the ZICOMO program and Veritas Zimbabwe.

2.1 Ethical Conduct and Guidelines

Veritas does not tolerate fraud, collusion among bidders, falsified proposals/bids, bribery, or kickbacks. Any organization or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

The sub-award recipient must have written policies and procedures in place to prevent personal conflicts of interest and to prevent its officers, employees, or agents from using their positions for personal gain or presenting the appearance of a personal conflict of interest. A personal conflict of interest is a situation in which an officer, employee, or agent of the recipient has a financial interest, personal activity, or relationship that could impair the employee’s ability to act impartially when performing under the award.

As part of the recipient’s internal controls and standards of employee conduct, the recipient must ensure that its employees adhere to these standards of conduct in a manner consistent with the standards for United Nations (UN) employees in Section 3 of the UN Secretary-General’s Bulletin - Special measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13).

2.2 RFA Timelines

Invitation to applicants to submit applications	July 5, 2024
Deadline for submitting clarification requests to Veritas	July 10, 2024
Date when the Project will issue clarifications	July 15, 2024
DEADLINE FOR SUBMITTING APPLICATIONS	11:59 pm July 19, 2024
Evaluation of applications	July 20 -25, 2024
Notification to successful and unsuccessful applicants	July 29, 2024
Grant award notification to successful applicants	August 5, 2024
Grant agreement signing	August 12, 2024

Please note that the award date is subject to change