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Subject: Round 04 -Nepal Early Recovery, Risk Reduction, and Resilience (ER4) Activity under BHA Multi-Year Base Annual Program Statement (MYAPS) 720BHA23APS00002

Program Title: BHA MYAPS: Round 04-Nepal ER4 Activity

Federal Assistance Listing Number: 98.001

Introduction

Interested Applicants:

PLEASE NOTE: This Notification of Funding is Round 04 for concept notes under existing “Multi-Year Annual Program Statement No. 720BHA23APS00002”.

All interested organizations should carefully review both this Round AND the Base MYAPS, which can be found here: [GRANTS.GOV](https://www.grants.gov). Important information contained in the full Base MYAPS is not repeated in this specific Round 04 documentation.

Round 04 of the Multi-Year Annual Program Statement (MYAPS) No. 720BHA23APS00002 (referred to as Round 04) Nepal ER4 Activity is requesting the submission of concept notes focused on building the capacity of Nepal’s most vulnerable, disaster-prone communities to mitigate, withstand, and recover from disasters.

USAID anticipates issuing one award under Round 04. Unless otherwise stated herein, all terms and conditions of the MYAPS apply.

Please refer to the base document of the MYAPS for additional information. While this Round is intended to be an elaboration of the information provided in the MYAPS base document, should there be differences between the two, **this Round will supersede information in the base document**. As such, both documents should be read in conjunction to ensure all application requirements are met.

Thank you for your interest in USAID programs.

Sincerely,

RENEE REED
NEWTON (affiliate)

Digitally signed by RENEE REED
NEWTON (affiliate)
Date: 2024.10.09 12:18:04 -04'00'

Renee Newton
Agreement Officer

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SECTION A: Program Description

This funding opportunity is authorized under the Foreign Assistance Act (FAA) of 1961, as amended. The resulting award will be subject to 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and USAID’s supplement, 2 CFR 700, as well as the additional requirements found in Section F.

1. Overview of Office/Division sponsoring the round

The United States Agency for International Development (USAID) Bureau for Humanitarian Assistance (BHA) works to save lives, alleviate human suffering, and reduce the impact of disasters by helping people in need become more self-reliant. BHA is responsible for planning, coordinating, developing, achieving, monitoring, and evaluating international humanitarian assistance falling into two conceptual areas: 1) humanitarian response during emergencies and 2) Early Recovery, Risk Reduction, and Resilience (ER4) activities to address longer-term recovery after emergencies.

The Office of Asia, Latin America, and Caribbean (ALAC) designs, provides, and assesses humanitarian assistance, including assistance related to responding to, recovering from, and reducing the risk of human-made and natural hazards, while linking with other USAID investments that build resilience. This program will be sponsored by the South Central Asia (SCA) Division within ALAC, while activity management will be managed by the BHA Unit within the USAID/Nepal Environment and Resilience Office (ERO).

2. Program Overview

Overview of BHA Risk Reduction Programming

Disasters are increasing in frequency and intensity, exacerbated by climate change and increased climate variability, increased risk exposure as well as lack of governance, rapid and unplanned urbanization, population growth, degradation of natural resources. The Sendai Framework for Disaster Risk Reduction: 2015-2030 (SFDRR), adopted by USG in 2015 and supported by USAID BHA, marked a clear shift in focus to an integrated and anticipatory disaster risk management approach and anticipatory actions; from managing disasters to managing the processes that create risks. As the lead bureau in USAID on Disaster Risk Reduction (DRR), BHA has been a champion of addressing and adapting a systemic risks and multi-hazard vulnerabilities approach by integrating the drivers and complexities of systemic risk, vulnerabilities and capacities into risk reduction programming. BHA programs have shifted from a need to raise awareness for why planning, preparedness, and risk reduction matters, to understanding the drivers of systemic risk and how to better manage and mainstream disaster risk reduction across sectors. This work on DRR aligns with the USAID Climate Strategy 2022-2030 and includes looking at climate risks, how these risks are changing or worsening, and how our programs can be more resilient and better prepare communities to address these risks.

BHA defines risk reduction as the prevention of new risk, reduction of existing risk, and management of residual risk, all of which contribute to strengthening resilience. USAID is committed to designing its disaster risk reduction and resilience programming to fulfill the goal of the SFDRR:

“Prevent new and reduce existing disaster risk through the implementation of integrated and inclusive economic, structural, legal, social, health, cultural, educational, environmental, technological, political, and institutional measures that prevent and reduce hazard exposure and vulnerability to disaster, increase preparedness for response and recovery, and thus strengthen resilience.”

Risk reduction strategies are those that help people prepare for and respond to shocks and hazards; they increase the ability of vulnerable populations to reduce new or manage existing risks, including climate risks. Risk reduction strategies are preventive in nature and are implemented ex ante – that is, before a shock or hazard occurs. Examples include: community-based DRR; early warning systems for early action; neighborhood approach to reduce disaster risk; diversifying livelihoods; using drought-tolerant or flood-resistant crop varieties; nature-based solutions for flood management; using insurance products; strengthening health services; using household savings and social capital in order to access social safety nets; and improving DRR strategies, policies, and disaster preparedness and contingency planning at all levels (e.g., community, local, national). The USAID Resilience Policy 2024 expands USAID’s resilience efforts to focus beyond community-level programming. The policy emphasizes investing more in host-country and local systems, with an eye toward development diplomacy and policy solutions such as expanding social protection systems, enabling displaced persons to access jobs, and reforming national policies to better serve marginalized groups.

Risk Reduction Requirements

Applicants must address the risk of recurrent natural hazards throughout the application. It is important that applicants consider interventions that strengthen people’s capacity to anticipate, cope with, and recover from future shocks by addressing the underlying drivers of risk affecting them. Applicants are encouraged to use risk-informed approaches for all interventions and identify key hazards, vulnerability and exposure, and risk reduction strategies in the overall activity design. Interventions should meet immediate risk reduction needs and focus on community-level programming while increasing the ability of people and the host government entities to handle future crises including the consideration of systemic risks. Applicants should refer to Base Annual Program Statement (APS) Sections A.2.1 and A.3 as well to address the following:

- Explain how specific interventions will serve to strengthen disaster risk management (DRM) capacities, policies, plans, or lead to strategies on any/all levels.
- As appropriate, describe how to integrate relevant governmental and disaster management agencies into the interventions and contribute to national risk reduction plans or strategies promoting institutionalization and sustainability.

Overview of Resilience Programming

USAID defines resilience as “the ability of people, households, communities, countries, and systems to mitigate, adapt to, and recover from shocks and stresses in a manner that reduces chronic vulnerability and facilitates inclusive growth.” Efforts which invest to improve the absorptive, adaptive, and transformative capacities of people, households, communities, and nations, and help them become more resilient over time, are at the heart of BHA’s ER4 programming efforts. Resilience capacities can be cumulative and sequential; programs that invest to strengthen multiple capacities through integrated, layered, and sequenced activities create more transformative change than programs which invest only

to strengthen one type of capacity. Capacity building is also at the heart of risk reduction and early recovery, ensuring that all populations and countries can control their own disaster management.

Absorptive Capacity

Sometimes called “coping capacity,” absorptive capacity refers to the ability to minimize exposure and sensitivity to shocks and stresses through preventative measures to avoid permanent, negative impacts. ER4 programs and activities may increase absorptive capacity by reducing risk through preparedness, mitigation, and prevention, including disaster risk financing or other financial interventions. Absorptive capacity can also be addressed through helping people build their savings and assets, through resource transfers, and through other interventions, to increase the ability of a household to manage shocks or weather a crisis.

Adaptive Capacity

Adaptive capacity refers to the ability to make proactive, informed choices and changes in livelihood and other strategies in response to longer-term change, as well as to adjust or adapt to shocks and stresses. Important avenues to increase adaptive capacity include the availability of economic opportunities, varied livelihood strategies, innovative and resilient construction practices and settlement planning, adequate nutrition and health services, access to education, and conservation of the environment. BHA-funded ER4 programs and activities strengthen adaptive capacity for vulnerable communities within all of our ER4 program components.

Transformative Capacity

Transformative capacity occurs when the necessary conditions or enabling environment for systemic change is in place. Transformative capacity refers to the ability of a household, community, or system to holistically and fundamentally change, so their capacities can be reconstructed, reconfigured, or enhanced. Transformative capacity allows for long term, sustainable improvements to systems and communities. BHA’s ER4 programs and activities focus on increasing transformative capacity and provide initial support to the systems and structures and lead to long-term change, either following a disaster or for vulnerable populations. These activities, which often support longer-term development programming, can be transformative if they are part of a local, sub-national, or national development agenda, or have strong buy-in or commitment from the national government, including National Disaster Management Authorities. For BHA, retaining a strong focus on targeting those most vulnerable to shocks and stresses and working specifically on capacities that build resilience to recurrent shocks distinguishes our programs from those funded by our development colleagues.

Resilience Requirements:

Applicants must articulate how their proposed activities will achieve positive outcomes, significant impacts, or the potential for systemic change despite recurrent shocks—whether by building capacities at the local level or through transformation of sub-national institutions. Applicants will articulate how the activity is structured as a multi-year investment, built on long-term planning, and should demonstrate how later stages of the activity will evolve and build strategically upon earlier stages.

Cross-cutting Elements and Guidance

There are several technical areas that cut across many of the sectors and have requirements specific to each sector. For details on areas which require additional plans submitted as Annexes, see Base APS Section D.6. For guidance on cross-cutting issues which you must mainstream into sector and sub-sector

descriptions, see Emergency Application Guidelines [Sector Requirements](#), Section 2, Mandatory Cross-Cutting Requirements.

3. Background

Country Context

Nepal is one of the most seismically active and hazard-prone countries in the world, with earthquakes, landslides, storms, flooding, lightning strikes, and widespread forest fires that result in death, injury, displacement, and an estimated \$218 million in economic losses from disasters annually. The high prevalence of natural hazards coupled with limited disaster resilience and absorptive capacity of millions in underdeveloped communities results in high vulnerability to natural hazards, some of which—such as floods and wildfires—are increasing in severity and frequency due to climate change. While Government of Nepal (GoN) response capacity has increased since 2015, response and preparedness coordination challenges, difficult operational terrain, and limited tactical response capacity limit effective response, further escalating the country’s most vulnerable populations’ risk exposure. Since 2022, Nepal has experienced numerous seismic events greater than 5.0 magnitude, hundreds of landslides, inundations of water in the terai (low lying southern areas), flash floods in hilly and mountainous areas, and wildfires, which have cumulatively displaced thousands of people and destroyed hundreds of thousands of hectares of land, upending livelihoods for some of Asia’s lowest-income households and creating a heightened risk of landslides due to destabilized terrain.

Hazard profile

The geographical diversity of Nepal lends itself to a broad variety of natural hazards, including earthquakes, storms, floods, landslides, avalanches, forest fires, droughts, and Glacial Lake Outburst Floods (GLOFs). Exposure, risk, and coping capacity vary significantly throughout the country due to its diverse agro-ecological zones, populations, gender, caste and ethnicity, and local circumstances. While hydrometeorological-related hazards such as floods, droughts, and heatwaves have always existed in Nepal, they are expected to increase in frequency and intensity in part due to climate change. With increased frequency and intensity of extreme weather events, communities may have a reduced ability to withstand the greater risks they face and their food security, livelihoods, and coping abilities may be diminished.

- **Seismic hazard:** Owing to at least 92 active fault lines, Nepal ranks among the most seismically prone countries in the world, with numerous earthquakes occurring annually resulting in casualties, loss of life, and destruction of property. The high levels of seismic hazard—or prevalence of seismic events—combined with vulnerability caused by the poor structural integrity of buildings and infrastructure due to insufficient building code enforcement, leads to heightened probability of acute humanitarian conditions in the wake of an earthquake and/or increased threat to lives due to earthquake-induced landslides. The majority of the buildings in Nepal are extremely vulnerable to earthquakes, and while existing legislation makes compliance to building codes mandatory, many municipalities lack the appropriate mechanisms and capacities necessary to strictly implement building codes. On average, only two engineers are available to a municipality that issues approximately 400 new building permits each year. Effective building code implementation is one of the most effective ways to reduce the risk of earthquake damage. For this, appropriate interventions are necessary to ensure that safer construction practices become the norm. Moreover, household behavioral change is needed

with those most vulnerable to reduce the risks associated with this high seismic hazard. Increased household behavioral change to reduce risks would complement ongoing initiatives for training masons and local governments to follow building codes. While seismic hazard is significant across the nation, the highest seismic risk lies in Karnali and Sudurpaschim provinces, where a seismic gap (significant accumulation of tectonic pressure due to absence of major seismic events) of more than 500 years persists, while human development indicators there are the lowest in the country.

- **Floods:** In recent years, rainfall variability in Nepal has increased along with subsequent flooding and/or drought, which has changed the nature of the yearly monsoon season from May to September. Historically regular and predictable, monsoon season now can start as early as March and can go as late as October, with dry spells intermittently occurring during the season. The season regularly results in death, displacement, and the damage and destruction of property and infrastructure, particularly due to flash floods in the hills and inundations of standing water in the southern Terai region. The monsoon season brings approximately 55 inches of rainfall annually, accounting for 80 percent of yearly precipitation, which is vital to the nearly 62 percent of Nepalis who depend on agriculture as a principal livelihood source. It is estimated that annual flooding affects approximately 157,000 people, with an annual negative impact on GDP of \$218 million, which is expected to increase in future years due to population growth and climate change. In 2021 alone, heavy monsoon rains late in the season are estimated to have cost \$93 million in lost revenue for Nepali businesses. In October 2022, one month after the end of the traditional monsoon season, Nepal was hit by its heaviest rainfall of the season. Lumbini, Karnali, and Sudurpaschim—Nepal’s most economically underdeveloped provinces—were most severely impacted, with seven straight days of rain resulting in approximately 7,200 people displaced, 4,000 structures damaged or destroyed, at least 36 deaths, and several injuries.
- **Landslides, Avalanches, and GLOFs:** Heavy precipitation and seismic events cause instability of terrain in Nepal, which is only second to Bhutan in steepest elevation gain globally. This results in landslides, avalanches, and GLOFs. Landslides are most prevalent during the monsoon season and are one of Nepal’s deadliest hazards given their frequency and the relatively high percentage of the population exposed to them. Avalanches occur frequently in Nepal, but primarily at higher altitudes where population density is relatively small. Still, these communities tend to be relatively poorer and less able to cope with natural shocks. GLOFs, while less frequent than avalanches, are still numerous in Nepal and present a significant disaster risk to downstream communities.
- **Dry Spells, Droughts, & Forest Fires:** Increasing unpredictability of rainfall has resulted in prolonged dry spells and droughts in certain regions of Nepal, even during monsoon season. As a result, water resources are under stress, with many rivers and streams experiencing significantly decreased water flow over the past decade. While this has not resulted in an emergency humanitarian situation, it has increased the vulnerability of populations whose livelihoods and food security depend on agriculture, as well as exacerbated challenges to accessing safe drinking water. It also increases the risk of forest fires, which causes major damage and destroys 400,000 hectares of forest area on average across Nepal annually. In addition to recurrent destruction of property and loss of lives from forest fires, wildfire smoke exacerbates poor air quality conditions, leading to Air Quality Index (AQI) ratings in excess of 200, posing major health issues for affected populations.

Vulnerability

Structural underdevelopment, poverty, and economic precarity are the overarching drivers of vulnerability in Nepal, compounded by the relatively high level of risk communities face with regard to natural hazards. Although Nepal has made significant progress in poverty reduction in recent years, it remains one of the poorest countries in Asia, ranking just behind Bangladesh according to the United Nations Development Programme (UNDP) Multidimensional Poverty Index (MPI). In addition, nearly 17 percent of Nepal (4.91 million people) are food insecure, according to the World Food Program (WFP). Within Nepal, Karnali and Sudurpaschim provinces in western Nepal have the highest MPI scores and also have some of the highest food prices due to poor infrastructure and relatively limited market access, consequently resulting in these provinces experiencing the highest levels of food insecurity. Of these, Karnali province consistently has the highest levels of food insecurity and costs of key staple food, particularly in the northern districts of the province.

While Food Consumption Scores (FCS) are relatively high across Karnali province, reduced Coping Strategy Index (rCSI) scores demonstrate a concerning reliance on negative coping strategies during lean periods, such as borrowing money or food, reducing portion size, and selling assets. Food insecurity is primarily driven by global and macroeconomic factors, but it is exacerbated by climatic impacts on agricultural productivity. More than half of Nepal's agricultural production is rainfed, making it very sensitive to increasingly irregular rainfall patterns. Unseasonal rains not only destroy crops, but also cause damage to agricultural lands and critical market infrastructure, including roads. Apart from direct damage from storms, climate change also affects Nepal's agriculture sector by increasing risks related to water resource availability, soil health, and the incidence of pests and crop diseases.

GoN preparedness and response capacity

While the GoN has made marked progress in building emergency preparedness, response capacity, and disaster mitigation since the ratification of its new constitution in 2015, there remain significant challenges at the sub-national level that impede the timeliness and effectiveness of preparedness and response efforts. Lack of equipment, training, staffing, and funding inhibit local and provincial governments and their respective Local Emergency Operations Centers (LEOC) and Provincial Emergency Operations Centers (PEOC), from fulfilling their responsibilities as GoN sub-national authorities for disaster preparedness and response, as detailed in the 2015 constitution and the 2017 Disaster Risk Reduction Management (DRRM) Act. Having been the sub-national disaster response authority under the previous constitution, the district governments fill the capacity gap left by the local and provincial governments, but are also insufficiently empowered to meet emergent humanitarian needs. Given the strong legacy role of the districts and the constitutional mandate of the provinces and local governments in preparedness and response, there is a need to build the capacity of the local and provincial governments, improve coordination and information management between these tiers of government, including district and address the widespread lack of understanding about the national level laws, regulations, and policies dictating the responsibilities of sub-national governments in disaster preparedness and response.

United States Government (USG) support and priorities

Supporting disaster preparedness has been a focus of the USG in Nepal for decades, with USAID, the Department of Defense (DoD), the US Forest Service (USFS), and other agencies investing significantly in GoN preparedness and response capacities. [USAID/Nepal's Country Development Cooperation Strategy \(CDCS\) 2020-2025](#) supports disaster preparedness, mitigation, and response capacity building through

Development Objective 4 (DO 4): *More Equitable & Improved Natural Resources & Disaster Risk Management* and Intermediate Result (IR) 4.3: *Disaster Management Systems Strengthened*. USAID/BHA's strategic priority in Nepal is to prepare for humanitarian response via the following strategic objectives:

1. *Build resilience of Nepal's most vulnerable, disaster-prone communities to mitigate, withstand, and recover from disasters.*
2. *Increase disaster preparedness and response capacity of the GoN at all tiers of government in line with the country's constitution as well as relevant GoN DRRM legislation and policy.*
3. *Maintain an emergency response network to provide rapid support to populations in need of humanitarian assistance.*

Capacity Strengthening

In line with USAID/BHA's goals to increase local engagement and build capacity of local actors, this activity will also incorporate a "transition awards" approach to localization, in accordance with ADS 303.3.6.5.d and ADS 303mbb. Under this activity, it is envisioned that the prime recipient will develop the capacity of their local subrecipients to become more capable of receiving a direct award from USAID or other donors. The recipient will be required to recommend local subrecipient(s) for a potential future award to a local partner at the end of the award term. No potential new award to a local actor is guaranteed as all award-making decisions are subject to future availability of funding.

4. Theory of Change

If USAID/BHA helps to build the capacity of Nepal's most vulnerable, disaster-prone communities to mitigate, withstand, and recover from disasters in targeted geographic communities where vulnerability and risk exposure are the greatest; and if local governmental entities are able to lead the response and establish linkage with the provincial and federal government for surge capacity; then Nepal's poorest communities will reduce their own disaster risk, thrive, and become more resilient.

This theory of change focuses on two groups: local governmental entities and populations that face high disaster risk exposure. This two-fold approach will enable longer-term capacity building initiatives with the GoN at the local and provincial levels to sustainably build capacity to prepare for and respond to disasters. It will also serve to empower communities with high risk exposure to independently reduce their disaster risk and prepare for emergencies in the absence of timely and effective GoN support.

While such interventions could be of immense value in numerous localities across Nepal, the need is the greatest in Sudurpaschim and Karnali provinces due to the high prevalence and impact of hazards there as well as the heightened vulnerability of populations in these areas due to higher levels of both human and structural underdevelopment. Within this geography, the areas with the lowest level of GoN preparedness and response capacity and the most remote and disaster-risk-exposed communities are the greatest priority.

5. Activity Goal, Purpose, and Focus

Overall Activity Goal

- To reduce disaster risk and increase the disaster management capacity of the GoN as well as highly vulnerable disaster-prone communities in Nepal to mitigate, withstand, respond to, and recover from disasters.

Activity Purposes

Purpose I

- To support DRR, resilience, and preparedness interventions in the most risk-exposed, vulnerable, and remote communities of Nepal to reduce mortality, injury, and economic loss.
- A multi-sectoral and bottom-up approach will increase disaster resilience of vulnerable populations, strengthening their absorptive, adaptive, and transformative capacities while reducing their chronic vulnerability and facilitating inclusive growth. Examples of illustrative interventions include:
 - Hazard, risk, vulnerability and capacity mapping;
 - Early warning system development and support;
 - Building emergency responder capacity (planning, first aid, resource availability);
 - Reducing risk exposure with new agricultural practices that make food security and livelihoods more resilient to shocks; and
 - Emergency response assessment trainings.

Purpose II

- To sustainably build the preparedness and response capacity of sub-national GoN entities, reinforce their linkages with other tiers of government, and use successful examples to catalyze improvements in GoN disaster management at the sub-national level.
- Work directly with wards, local governments, and provincial governments to increase their capacity to independently manage disaster preparedness and response through material support, technical guidance, reinforcement of existing legislation and policies, and other initiatives. Examples of illustrative interventions include:
 - Development of emergency response Standard Operating Procedures (SOPs);
 - Co-funding the establishment of relief stockpiles;
 - Linking national early warning systems to local action;
 - Support setting up mechanisms across different tiers of government for sharing disaster information;
 - Demonstrate best practices to upscale at the provincial and federal level; and
 - Disaster response and preparedness exercises with multiple tiers of GoN.

Geographic Focus and Approach

Given the diverse array of hazards, high vulnerability of the population due to undevelopment, significant seismic risk, and limited capacity of sub-national GoN entities in the west, this activity will target Sudurpaschim and Karnali provinces. Within these provinces, BHA is amenable to supporting interventions in localities with the highest disaster risk, and where the applicants see opportunity for

layering and sequencing with related activities to achieve program outcomes, as justified by the applicant. The implementing organization will take a multi-sectoral and integrated systems approach with a focus on institutional capacity-building. Additionally, it will be crucial for the implementing organization to closely coordinate with USAID/Nepal development activities to ensure complementarity and sustainability.

USAID/BHA envisions this program being five years in duration and encourages international and local applicant organizations, as well as those operating under a consortium model.

Capacity Strengthening and Transition Award

Applicants must demonstrate how they plan to constructively build the capacity of sub-awardee organizations, rather than simply delegating tasks, as well as leverage their contextual understanding to better achieve the goal of this activity.

- The technical application must address how the offeror intends to accomplish the outcomes related to a potential future transition award to a subawardee as per ADS reference 303mbb. Note: A transition award cannot be guaranteed; all USAID awards are subject to availability of funds.
- The applicant must demonstrate their institutional capability and organizational experience to develop the capacity of subrecipients.
- The recipient should strengthen the capacity of at least two local subrecipients for each targeted province and notify USAID/BHA when the organizations have met the requirements for potential transition awards.

SECTION B: Federal Award Information

1. Estimate of Funds Available and Number of Awards Contemplated

Subject to funding availability, USAID intends to provide up to \$12 million in total USAID funding over a five-year period over two phases.

Phase 1 (Project Years 1 to 3): Initial award up to \$9 million

Phase 2 (Project Years 4 to 5): Budgeted at \$3 million. Final amount to be determined in the programmatic review and may be lower or higher depending on the situation.

Actual funding amounts are subject to availability of funds. USAID reserves the right to fund any or none of the applications submitted.

USAID intends to award one Cooperative Agreement pursuant to this notice of funding opportunity.

Renewal Award

Provisions in the Cooperative Agreement award will include an option for the renewal of this award after an initial period of three years which will allow BHA to extend the life of the award up to five years total without further competition. USAID/BHA may exercise a renewal award option at its discretion. Funding of any renewal period or expansion of activities is contingent on the following:

- Availability of funds;
- Satisfactory progress towards meeting the awards objectives;

- Submittal of required reports; and
- Compliance with the terms and conditions of the awards, including the conditions for renewal.

BHA anticipates an initial award period of three years for \$9 million (FY 2025-FY 2027). The award recipient will be expected to submit a renewal application at least 60 days prior to the end of the initial award period.

The projected funding for FY 2028 and FY 2029 is approximately \$3 million in additional funding for a total ceiling of \$12 million under this five-year award. However, the renewal period amount may be higher or lower, depending on funding levels and overall activity results/performance.

Additional requirements and renewal evaluation

A renewal application will be evaluated using the same criteria set forth in Section E. below. Before the AO can approve the renewal, the AOR must review the renewal application and document that:

- The recipient has met performance and progress in a satisfactory way and still merits support;
- Program activities are still relevant to USAID's objectives;
- The renewal will support either the same work, or work that is within the programmatic activities of the current award or is closely related to the current programmatic activities;
- The renewal supports the same activity goal, with new specific targets, milestones, outputs or indicators; and
- The recipient meets the required risk-assessment requirements.

2. Expected Performance Indicators, Targets, Baseline Data, and Data Collection

This Round falls under BHA’s Emergency Application Guidelines (EAG) Disaster Risk Reduction Policy and Practice (DRRPP) sector and related subsectors, as well as the Climate keyword. All award(s) for this Round will have the expected outputs described in Table B.2 below.

Table B.2 Expected Outputs for Purpose I and Purpose II

Expected Output or Indicator	When Due	Description	End-of-Activity Target
Annual Work Plan	Finalized post-award with substantial involvement of USAID/BHA. Final draft submitted no later than 30 days post-award	The work plan must include a brief description of the discrete efforts being undertaken with a timeline for those efforts. Starting with year 2, annual work plans should also include a review of accomplishments; challenges encountered; progress towards achieving specified results; and a dissemination plan, including proposed channels	1 per year
Monitoring and Evaluation Plan	Draft submitted during application, finalized post-award.	Monitoring approach includes robust data collection methods, strategies for remote and context monitoring, and mechanisms for ensuring data quality, data protection and beneficiary feedback. Adequate resources and budget allocation should also be demonstrated to effectively support the monitoring plan. Evaluation approach includes the evaluation's purpose, proposed types, key evaluation questions, and the methodologies to be employed, along with other relevant details.	1 per year
Collaboration and Learning Plan	Finalized post-award	Approach to engaging with BHA and other partners throughout the project	1 per year
Baseline	Final draft due 90 days after the award start date	Includes the study's methods, data sources, analysis plan, timeframe, responsible person responsible, locations, and limitations.	1 per activity
Mid Term Evaluation	Draft due two (2) years after award start date	Discusses findings from data collection and analysis to strengthen implementation. Includes integration and triangulation of quantitative and/or qualitative findings	1 per activity
Final Evaluation	Scope of Work (SoW) due 6 months before award end date. Draft due 45 days after the estimated completion date of implementation; final draft due 90 days after award end date.	Discusses findings from data collection and analysis to assess its overall effectiveness and determine if the intended outcomes were achieved. Includes integration and triangulation of quantitative and/or qualitative findings. External evaluation conducted by an internal team led by an experienced team leader, who is external to the organization, or by an external firm. Partner staff who are not substantially engaged in the design or implementation of the activity under evaluation may participate in the evaluation. USAID staff may also participate in the evaluation.	1 per activity

3. Start Date and Period of Performance for Federal Awards

The anticipated total period of performance is five years (an initial period of three years with an option for a two-year renewal in year three). The estimated start date will be on/or about October 2025.

4. Substantial Involvement

Per Section B.4 of the Base APS and in accordance with the [ADS 303.3.11](#), the cooperative agreements awarded through this Round will require the following elements of substantial involvement by the Agreement Officer's Representative (AOR):

- Approval of the recipient's annual work plans and monitoring plans
- Approval of key personnel
- Approval to permit specific activities within the scope of the project description
- Approval to respond to emergencies in the country
- Approval of subaward recipients and the substantive provisions of proposed subawards or contracts

See base APS section B.4 for additional guidance on Substantial Involvement.

5. Authorized Geographic Code- See Base APS Section B.5

6. Nature of the Relationship between USAID and the Recipient - See Base APS Section B.6

SECTION C: Eligibility Information

1. Eligible Applicants

Eligibility for this MYAPS round is not restricted. See Base APS Section C.1. for additional information.

Because this award will use International Disaster Assistance (IDA) account funding, authorized in the Foreign Assistance Act, applicants must be a U.S. or non-U.S. non-governmental organization (NGO) or a Public International Organization (PIO). USAID defines an NGO as any nongovernmental organization or entity, whether non-profit or profit-making, including hospitals, universities, and for-profit corporations.

Further, the organization must be a legally recognized, organizational entity under applicable law, legally registered in Nepal.

2. Cost Sharing or Matching

Cost sharing is not required under this MYAPS round.

3. Additional Requirements for New Applicants

USAID encourages applications from potential new partners (i.e., those who have not received any USAID funding previously) and local organizations. Applicants are highly encouraged to propose approaches that include local contributions demonstrating strong commitment to sustainability and self-reliance. This may include private sector engagement that supports the activity's goal and purposes.

As for all applicants, new applicants must ensure they have a Unique Entity Identifier (UEI) and an active System for Award Management (SAM) registration. SAM is managed by the General Services Administration and is the official website for registering to do business with the Federal Government. Instructions and informational resources for organizations registering for the first time are available on the website. The SAM registration process may take many weeks to complete, so applicants should begin the process early. Applicants must also have a reputable bank account with a U.S. correspondent bank to receive payments from USAID.

Applicants that have never received a cooperative agreement, grant, or contract from the U.S. Government are required to submit a copy of their accounting manual or file a self-certificate of compliance with USAID standards. If a copy of the manual has already been submitted to an agency other than USAID, the applicant must list which federal agency or office and provide a point of contact with contact information. This certificate template is available from the USAID point of contact listed in this MYAPS upon request.

If an applicant has not received U.S. Government or USAID funding in the past five years for grants or cooperative agreements, pursuant to ADS 303.3.9.1, BHA is required to conduct a pre-award survey to assess the risk in providing the organization federal funding. The purpose of the survey is to determine whether a prospective recipient has the necessary organization, experience, accounting and operational controls, and technical skills to achieve the purposes of the activity. Applicants should take this into account during the application process. A pre-award survey can occur before, during, or after applying for BHA funding. BHA will contact organizations before performing a pre-award survey. Pre-award surveys are not required for Fixed Amount Awards, and instead an Entity Eligibility Checklist shall be performed in accordance with ADS 303mak.

As part of the pre-award survey, applicants will be required to provide information demonstrating the organization's ability to meet requirements and award conditions in ADS 303.3.9.1, ADS 303maa, and ADS 303mab. This includes areas such as accounting, recordkeeping, and overall financial management systems; system of internal controls; personnel policies; travel policies; property management system; sub-award administration and monitoring; procurement; record retention policies; and program performance monitoring and reporting.

4. Other

USAID will not accept applications under this MYAPS round from individuals, parastatal organizations, or U.S. Government departments and agencies.

SECTION D: Application and Submission Information

1. Agency Point of Contact

All communications concerning this application, including its appendices and technical references, must be submitted via email to BHA.720BHA23APS00002-04.NP@usaid.gov.

2. Questions and Answers

Questions regarding this MYAPS round should be submitted via email to BHA.720BHA23APS00002-04.NP@usaid.gov, no later than the date and time indicated on the cover letter, as amended. Any information given to a prospective applicant concerning this MYAPS round will be furnished promptly to all other prospective applicants as an amendment to this MYAPS round, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

3. General Content and Form of Application

Preparation of Concept Notes:

Each applicant must furnish the information required by this MYAPS round. Concept Notes must be submitted in whole. Please see subsection 5, below, for information on all content specifically required in the Concept Note.

The Concept Note must include a cover page containing the following information:

- Name of the organization(s) submitting the application;
- Identification and signature of the primary contact person (by name, title, organization, mailing address, telephone number and email address) and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number and email address);
- Program name
- Notice of Funding Opportunity / MYAPS round number
- Name of any proposed sub-recipients or partnerships (identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303)

Any erasures or other changes to the application must be initialed by the person signing the application. Applications signed by an agent on behalf of the applicant must be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

All documents must be completed in accordance with the format detailed in this MYAPS and must adhere to the following:

- Written in English and in 12-point Times New Roman font;
- Text in tables or charts may be 10-point Arial Narrow font;
- Narratives must be prepared in Microsoft Word or compatible equivalent with print areas set to 8.5 x 11 inch, letter-sized paper with one-inch margins, left justification and a footer on each page including page number, date of submission, proposed country, and applicant name;
- Spreadsheets must be prepared in Microsoft Excel or compatible equivalent, with print areas set to 8.5 x 11 inch, letter-sized paper;

- Official (signed) documents, memoranda, and certifications may be submitted as Adobe PDF files, with one-inch margins; and
- Faxed or hard copy applications are not accepted.

The applicant may be required to submit certain documents in order for the AO to make a determination of financial responsibility. Applicants may be required to submit any additional evidence of responsibility, as requested, to support the determination, such as:

- Adequate financial resources or the ability to obtain such resources as required during the performance of the award;
- Adequate management and personnel resources and systems;
- Ability to comply with the award conditions, considering all existing and currently prospective commitments of the applicant, both NGO and governmental;
- Satisfactory record of performance - unsatisfactory past relevant performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance, or the applicant has taken adequate corrective measures to ensure that it will be able to perform its functions satisfactorily; and
- Integrity and business ethics, along with qualifications and eligibility to receive a grant or cooperative agreement under applicable laws and regulations.

Concept Notes are submitted at the risk of the applicant, and all preparation and submission costs for the application are at the applicant's expense.

4. Application Submission Procedures

Competition under this Round will consist of one phase where all prospective applicants will submit a Concept Note. To be considered as a potential recipient, an organization must submit a complete concept note for an initial competitive review which addresses both purposes of the activity goal laid out in Section A(5) above. If an organization submits more than one concept note, only the first one received (determined by email timestamp for the USAID POC) will be evaluated.

Concept notes in response to this Round must be submitted no later than the closing date and time indicated on the cover letter, as amended. Late applications will not be reviewed nor considered.

Concept Notes must be submitted via email to **BHA.720BHA23APS00002-04.NP@usaid.gov**. Note that emails including all attachments must not exceed 10 megabytes (MB). Please therefore use multiple emails or zip files if needed. Email submissions must include the MYAPS solicitation number along with the subsequent round number and applicant's name in the subject line heading.

USAID's preference is that the Concept Note be submitted as consolidated email attachments, e.g. that applicants consolidate the various parts of a Concept Note into a single document before sending it. If this is not possible, please provide instructions on how to collate the attachments. USAID will not be responsible for errors in compiling electronic applications if no instructions are provided or are unclear.

Applicants must retain proof of timely delivery in the form of confirmation from the receiving office. After reviewing the concept notes, USAID/BHA will provide a deadline and any additional submission instructions to only one applicant invited to submit full technical and cost applications.

The apparently successful applicant will be invited to upload their final application documents to the [BHA Application and Award Management Portal \(AAMP\)](#). Applicants must retain proof of timely delivery in the form of system generated documentation of delivery receipt date and time.

See Base APS Section D.4. for additional submission instructions applicable to concept notes, technical applications, and cost applications.

5. Concept Note Format

BHA will require applicants to submit Concept Notes using the format below. **Concept Notes, including all required sections, should not exceed 10 pages total, excluding the cover page and key personnel CVs.** For ease of reference the chart below provides guidance according to round type. It covers the requirements according to Concept Notes for this MYAPS round

Required Concept Note Sections	
Cover Page	Yes
Executive Summary	Yes
Activity Design	Yes
Management Structure and Institutional Capacity	Yes
Gender Analysis Summary	Yes
Monitoring and Evaluation Plan	Yes

Concept Note Format

- a) Cover Page
- b) Executive Summary
- c) Activity Design
 - Theory of Change
 - Purpose Overview
 - Technical Approach/Program Description
 - Activity Specific Targeting and Participant Selection
 - Market Analysis and Modality Selection (for activities with resource transfers only)
- d) Management Structure and Institutional Capacity
 - Management Approach
 - Activity Specific Staffing Plan
 - Key Personnel
- e) Gender Analysis Summary

- f) Monitoring and Evaluation Plan
- Monitoring Strategy
 - BHA Sector and Corresponding Indicators
 - Evaluation Approach

a) Cover Page (See Section D.3 above for requirements)

b) Executive summary

The executive summary must succinctly summarize:

- The problem statement, including the underlying causes and major determinants of the need to be addressed;
- It must also include an overarching Theory of Change (ToC) that describes the hypothesized series of changes to address the underlying causes of humanitarian need; and
- The proposed set of interventions to achieve the outcome of the proposed activity.

c) Activity Design

The activity design portion of the Concept Note must include the following components:

Theory of Change

Applicants must include a Theory of Change for their activity and a purpose level overview describing each of the proposed purposes and list the applicable sectors and sub-sectors. Applicants must provide a program description, needs assessment/context analysis and a description of specific activity targeting and beneficiary selection.

See Base APS section D.5(c) for more information on Theory of Change

Purpose Overview

See Base APS section D.5(c) for full details on what must be included in the Purpose Overview.

Technical Approach/Program Description

The activity design presents the vision for reaching the activity's goals and targets and the strategy that will be taken to reach the described outcomes. In this section, applicants must demonstrate a tailored, focused, and integrated approach to reach the activity's goals.

Applicants must present an integrated narrative that details:

- The context of the participants and intervention area;
- The conceptual framework that describes the theory of how the proposed set of interventions will lead to the desired change;
- The methodology and strategy used for participant selection;

- The technical approach that justifies the selection of the specific proposed interventions, with supporting evidence and lessons learned from related programs and contexts, and how the interventions will be implemented; and
- The strategy for answering relevant knowledge gaps and refining the activity design during the refinement or contextualization period.

Please refer to the Program Description section above for BHA goals and priority outcomes.

Needs Assessment/Context Analysis

A context-appropriate and effective activity requires a deep understanding of targeted participants' communities and the needs, opportunities, and constraints they face. A description of the context must demonstrate local, contextualized knowledge of the participants and the target area, as well as the larger enabling environment in the country. If only national level data and evidence are available, the applicant must explain why the data can be generalized to the subnational level. Different methods may be required to achieve the same high-level purposes in the different target areas based on information contained in the Desk Review and Market Study and other contextual analysis. Elements may include:

- A description of the geographic area of intervention and the profiles of the target participants.
- A well-referenced and data-driven description of the current food and nutrition security context, including chronic, acute, and micronutrient malnutrition.
- A description of socio-economic, political, environmental, and climatic context; status of infrastructure, and market; and safety and security considerations that may positively or negatively influence the implementation of the activities and anticipated outcomes.
- A thorough and clear analysis of the underlying causes of vulnerability.
- A description of the other humanitarian and development actors in the target area, including their goals and specific interventions.
- A description of the capacity of the host government's institutions at all tiers and reach into the targeted areas.
- A description of the market capacity to support potential needs of basic goods and services in the aftermath of disaster(s).
- An analysis of the local systems that influence the community's ability to sustainably engage in solutions to disaster risk management. This may include a description of dynamics regarding roles, relationships, rules, results, and resources in a local system.

Activity Specific Targeting and Beneficiary Selection

See Base APS Section D.5(c) for full details.

Construction, Alteration, or Repair of Structures/Infrastructure

See Base APS Section D.5(c) for full details.

d) Management Structure, Institutional Capacity and Key Personnel

Management Structure

The composition and organizational structure of the proposed project team should be notionally described, including proposed team member titles, roles, responsibilities, and requisite technical expertise. The applicant can explain the complementary skill sets of their organization or their partnership and should be clear about how the program proposes to operationalize, including administrative and reporting aspects. Submission of a proposed organogram is required.

Applicants must describe the manner in which they will begin to build the capacity of the local entity in year two (2) of three within this section. BHA does not expect a complete transition to local ownership of the award to the local entity, but applicants must describe the management steps taken to build the capacity of the local entity so that by the end of year three (3), they can ensure the local entity will have sufficient capacity to manage future BHA awards directly.

Institutional Capacity

The application must briefly describe the applicant's organizational history and relevant experience. If partners are proposed, their organizational history and relevant experience should be briefly described, and the applicant should demonstrate how the partner organization(s) will be utilized and how the complementarity of their skill sets will be represented in the partnership. Both the applicant and potential partners should demonstrate success in supporting relevant activities and/or positive experience working with the proposed target population and area (as applicable).

Key Personnel

Chief of Party

The applicant should propose a chief of party (COP). The COP is responsible for the overall management and representation of the activity. The COP must have:

- Proven leadership skills managing projects of a similar size and scope in developing countries.
- Prior experience effectively managing humanitarian and DRR activities involving implementation by multiple sub-awardees. Demonstrated experience recruiting, developing, and managing staff, as well as experience in managing programmatic and financial reporting.
- Prior experience working in South Asia, familiarity with Nepal's DRR governance, social, political, economic, and cultural landscape, and demonstrated ability to build and maintain relationships with host governments, donors, other donor-funded projects and stakeholders, local organizations, and partners.
- An understanding and demonstrated commitment to the importance of diversity, equity, inclusion, and accessibility.
- Demonstrated experience in adaptive management and learning techniques is highly encouraged. Proven success serving in a leadership role for a project addressing issues related to resilience, emergency response, natural resource management, disaster risk reduction through nexus approach, preferably in South Asia.
- Master's degree in development studies, international relations, or a related field.
- Required minimum of seven years of progressively increasing management responsibility in international humanitarian and development projects, at least five years of which must be field-

based.

- Three years of applicable experience can substitute for a master's degree.

Monitoring & Evaluation Lead

The applicant should propose a monitoring and evaluation (M&E) Lead for the activity. The M&E Lead is responsible for developing and implementing an M&E system and plan, including a database to store and aggregate collected data. The M&E Lead will provide technical expertise and leadership to generate and analyze quality evidence and data through monitoring, assessments, and evaluations.

The M&E Lead must have:

- Extensive experience in designing and implementing monitoring and evaluation systems as they are practiced in the context of humanitarian response, longer-term early recovery and DRR programs of similar size and complexity.
- Demonstrated experience in building or strengthening monitoring systems, quantitative and qualitative analysis, survey and sample design, and effectively promoting evidence-based program management with a strong understanding of the risk profile across systematically marginalized and vulnerable groups.
- Master's degree in statistics or economics; or a degree in a relevant field with substantial course work in quantitative methods.
- Minimum of five years of professional experience in designing and implementing M&E systems in the context of humanitarian response or DRR programs is required.
- Two years of applicable experience can substitute for a master's degree.

Emergency Preparedness and Response Manager (EPRM)

The applicant should propose an emergency preparedness and response manager (EPRM) for the activity. They will be responsible for providing leadership and vision for strategic decisions to leverage resources from other USG and non-USG programs in Nepal to enhance local-level preparedness and resilience to recurrent disasters. The individual will provide leadership in technical multi-sectoral analysis and response design, if disaster strikes during the life of this award. The EPRM represents humanitarian coordination groups and provides advisory support to Nepal's National Disaster Risk Reduction and Management Authority for coordinated and effective response in the targeted province(s).

The EPRM must have:

- Strong understanding of the national disaster risk governance structure and global humanitarian architecture.
- Demonstrated experience influencing broader humanitarian and disaster risk management actors for collective action and effective disaster management, prior to, and after disasters.
- Master's degree in a discipline pertinent to disaster risk management, humanitarian assistance, resilience, natural sciences, or a closely related field is required.
- Two years of experience in the humanitarian sector managing multi-sectoral response can substitute for a master's degree.

Applicants must include CVs (these pages do not count toward the page limit) for all Key Personnel as part of the Application. Each key personnel position requires USAID approval as noted in the substantial involvement provision (Section B.4 above). At least one Key Personnel must speak Nepali depending on the dominant language in the targeted province.

e) Gender Analysis Summary

See Base MYAPS Section D.6(b) for full requirements.

f) Monitoring and Evaluation (M&E) Plan - See Base APS for instructions

Applicants must submit an M&E Plan that describes the applicant's planned approach for M&E. An M&E Plan is a road map for the activity's M&E implementation. The primary purpose of the M&E Plan is to document an activity's M&E processes, methods, and elements in sufficient detail. A thorough M&E Plan demonstrates to BHA that an applicant has a rigorous system for monitoring and evaluating activity performance that produces accurate, meaningful, and useful data for decision making and is also incorporating participant feedback throughout the activity.

1) Monitoring Strategy

A monitoring strategy must be submitted as part of the M&E plan. The strategy should include:

- A broad description of monitoring processes, such as how base values and targets will be established;
- How data will be collected, transferred, stored, managed, safeguarded, and used;
- How the feedback mechanism is structured and will collect, monitor, and address feedback in a timely manner, and how participant feedback will be incorporated and inform the activity throughout implementation;
- How the activity will use quantitative and qualitative performance monitoring data to monitor the activity's performance and logframe; and
- How the activity will use secondary data or information to monitor conditions external to the activity such as environmental, security, cultural, market-related, or other factors that may affect implementation.

2) BHA Sector and Corresponding Indicators

Indicators will not be required at the concept note stage. BHA will advise the apparently successful applicant on required indicators during the full application.

The Sector that BHA expects activities and corresponding indicators to fall under for this activity is the Disaster Risk Reduction Policy and Practice (DRRPP) sector. Applicants may choose what sub-sectors and corresponding indicators they perceive to best fit the interventions which are aligned with the purposes of this MYAPS round.

All Performance Indicator Reference Sheets (PIRS) can be found in the [BHA Emergency Application Guidelines - Indicator Handbook](#).

3) Evaluation Approach

Please include a brief plan describing the proposed baseline/endline, midterm (formative), and final performance (summative) evaluation approaches. Please refer to BHA's Emergency Application Guidelines, Common Requirements, section 12.7 (Monitoring and Evaluation Plan) for full details on evaluation approaches accepted by BHA.

SECTION E: Concept Note Review Information

1. Activity Specific Evaluation Criteria

Concept notes will be evaluated according to the three criteria (and corresponding sub-criteria) stated below, in descending order of importance, with Technical Approach being the most important. The applicant determined by the selection committee having the strongest Concept Note according to the below criteria will be asked to submit a full application at a later stage. **Note:** The elements listed under each of the criteria are not separately scored as sub-criteria; rather, they are meant to assist applicants and the selection committee in defining each of the overall criteria.

Criterion	Description of evaluation criteria
1: Technical approach	<p>The technical approach will be evaluated in terms of overall quality, with the following elements considered:</p> <ul style="list-style-type: none"> ● The extent to which the activity is well conceived, technically sound, and addresses the considerations identified in this MYAPS round. ● The extent to which the proposed interventions are contextually and methodologically appropriate, realistic, and likely to achieve the intended results within the proposed time frame. ● Level of innovation, creativity, locally appropriate solutions, and extent to which local partner capacity is engaged and strengthened in all areas of the proposed activity design. ● Strength and realism of M&E plan to measure results and achievements of the activity. ● The extent to which gender, age, disability, and other relevant social inclusion dynamics are addressed throughout the proposed activity.
2: Management Structure	<p>The proposed management structure will be evaluated based on the extent to which it supports the technical approach and demonstrates an ability to achieve program objectives (including a subaward management system for any proposed subawards). The management section will be evaluated in terms of overall quality and efficiency, as well as the following considerations:</p> <ul style="list-style-type: none"> ● How the management structure and staffing reflects efficient use of resources, as well as effective and adaptive management, strong technical implementation, and administrative support. ● Effectiveness of the proposed staffing plan, which should also include the technical, administrative, and financial support personnel required to implement the program (describing the roles and responsibilities for key and non-key personnel). ● Strength of the technical background and qualifications of each proposed key personnel, as described in Section D.

<p>3: Institutional Capacity</p>	<p>This criterion relates to the applicant's capacity to implement the activity, demonstrated administrative and financial ability to implement the technical approach, and the degree to which the activity is likely to achieve its stated purpose, including the following considerations:</p> <ul style="list-style-type: none"> ● Demonstrated technical and contextual expertise and experience relevant to the activity. ● Demonstrated understanding of the humanitarian architecture (e.g., coordination mechanisms, endorsed guidelines/standards, etc.) and ability to coordinate work with other relevant actors ● Demonstrated capacity in building local partners' capacity for transition awards ● The extent to which the breadth and depth of an applicant's accomplishments and experiences in early recovery, risk reduction, and resilience (ER4/DRR) programming demonstrate capacity to implement the purposes efficiently and effectively.
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2. Review and Selection Process

This MYAPS Round will utilize one phase of competition under which applicants will submit concept notes (not to exceed 10 pages total, excluding the cover page and CVs of key personnel) addressing both Purpose I and Purpose II. USAID/BHA will review and evaluate these concept notes in accordance with the evaluation criteria above to determine whether USAID/BHA would consider funding the applicant's conceived program, without imposing the burden of preparing full applications initially. To be competitive under this solicitation, concept notes must be fully compliant with all instructions in this round document, as well as the instructions in the Base APS where applicable.

USAID/BHA evaluates concept notes against the concept note review criteria in each specific Round, not against other concept notes. Due to the number of concept notes received, USAID/BHA is not able to provide details on why concept notes were not selected/passed.

After evaluating all concept notes, USAID/BHA may invite one or more applicants to submit a full application. Such an invitation does not guarantee that USAID/BHA will fund a full application after it is submitted.

The applicant's submission of a concept note does not guarantee that USAID/BHA will request a full application. USAID/BHA also understands that the information in a concept note will be preliminary and may change in the full application, if a full application is requested. USAID/BHA will provide a deadline and any additional submission instructions to the single applicant invited to submit a full application.

In the event of a successful concept note, the chosen applicant must review all relevant documents of the Base APS, this Round, and any subsequent information from the Solicitation Committee (SC) on the preparation and submission of a full application.

SECTION F: Federal Award and Administration Information

1. Federal Award Notices

See Base APS Section F.1

2. Administrative & National Policy Requirements

See Base APS Section F.2

3. Reporting Requirements

See Base APS Section F.3

4. Program Income

See Base APS Section F.4

5. Greening of Humanitarian Assistance: Climate and Environmental Guidance and Requirements

See Base APS Section F.5.

SECTION G: Federal Awarding Agency Contact

1. APS Point of Contact

All communications concerning this Round 04, its appendices or technical references, must be submitted via email to BHA.720BHA23APS00002-04.NP@usaid.gov and “BHA MYAPS: Round 04 Nepal ER4 Activity” in the subject line.

Any questions concerning the base FY24 BHA MYAPS, must be submitted in writing to bhaglobalmyaps@usaid.gov and specify “BHA Multi Year APS Questions” in the subject line.

2. Acquisition and Assistance Ombudsman -

See Base APS Section G.2.

SECTION H: Other Information

See Base APS Section H.