**ATTACHMENT 1**

**PRO-WASH AND SCALE: SUCCESSFUL PARTNERSHIPS FOR MULTIPLE-USE WATER SERVICES (MUS) IN THE TAKUNDA AND AMALIMA LOKO INTERVENTION AREAS OF ZIMBABWE RFA**

The Proposal should not exceed twelve (12) pages in length in total (not including the detailed budget and budget narrative). Longer proposals will not be reviewed. Basic formatting requirements are:

1. The Proposal must be in English.
2. It must be typed in a Microsoft Word compatible program, single spaced with a 12 point Times New Roman font.
3. It must have one inch (or 2.5 centimeter) margins on all sides of the paper and printed on A4 or 8 ½ x 11 inch paper.
4. Page numbers and the name of the applicant organization must appear on each and every page.
5. It must be sent by electronic submission only, in a single‑sided format.

The Proposal must present the following information in the order presented:

**A. GENERAL INFORMATION**

1. Name of Organization:
2. Name of Main Contact:
3. Main Contact Title:
4. Complete Address:
5. Telephone:
6. Fax:
7. Email:
8. Name and Title of Authorizing Signatory:
9. Start Date:
10. End Date:
11. Total Funds requested (in local currency and US$):

**B. DETAILED TIMELINE OF PROJECT ACTIVITIES**

Provide a detailed timeline for the completion of data collection, analysis, strategy development, peer review and socialization of findings.

**C.** **UNDERSTANDING OF THE CONTEXT/CHALLENGE (15 points)**

To receive a full score of 15 points, the applicant will have demonstrated:

1. Demonstrate understanding of the various challenges of executing MUS, WASH, and agriculture interventions in the specific context of Zimbabwe and/or Southern Africa;
2. Demonstrate an in-depth understanding of the specific social and cultural factors underlying certain WASH behaviours in Zimbabwe and/or Southern Africa
3. Demonstrate an understanding of the nature/history of public and/or private sector involvement in Zimbabwe/Southern Africa
4. Demonstrate an in depth understanding of the target population in Zimbabwe’s WASH and agriculture needs (social, economic, health, convenience)
5. Demonstrate the ability to deliver products on-time.

**D. PROPOSED APPROACH TO DATA COLLECTION AND ANALYSIS (30 points)**

To receive a full score of 30 points, the applicant will have:

1. Describe the overall approach to data collection and how it is suited to the project areas in Zimbabwe and the time and resources that are available;
2. Describe a study design that it is feasible to complete within required timeline of six months;
3. Describe how the approach to data collection and analysis can be adapted to COVID-19 related travel restrictions and safety precautions for the study team, Amalima Loko, Takunda, and study participants;
4. Demonstrate capacity to conduct research in a context similar to Zimbabwe including the applicants ability to conduct fieldwork (and if necessary recruit enumerators) in rural, developing contexts within the **required timeline**;
5. Demonstrate qualitative research expertise including in data collection, analysis and reporting
6. Detailed methods for analyzing and validating the final recommendations with implementing partners and government stakeholders, aligned where possible with planned MUS activities;

**E. PROPOSED APPROACH TO SENSITIZATION OF FINDINGS (20 points)**

To receive a full score of 20 points, the applicant will have described:

1. Describe the strategy for working efficiently with Amalima Loko, Takunda, USAID Mission and relevant government stakeholders throughout the sub-award to sensitize the research design, findings and final recommendations;
2. Demonstrate a clear plan for how the final analysis can be used to provide actionable, context specific guidance for the Takunda and Amalima Loko projects;
3. Demonstrate a clean plan for developing a resource document providing practical recommendations and guidance for implementing partners on MUS best practices and sustainability, drawn from research findings;

**F. PRE-EXISTING EXPERIENCE WORKING IN COUNTRY CONTEXT AND SECTOR (25 points)**

To receive a full score of 25 points, the applicant will have described:

1. Describe any previous experience working within the region, country or specific context conducting similarly-focused MUS, WASH and agriculture research;
2. Demonstrate capacity in producing reports, materials and information products for a range of audiences that are accepted within the sector;
3. Identify and articulate strategies for dealing with any foreseeable challenges to quick start and successful completion of this sub-award;

**G. DETAILED BUDGET AND BUDGET NARRATIVE (Attachments 2 and 3; 10 points)**

To receive a full score of 10, the applicant must ensure costs in budget are detailed, realistic, reasonable, allowable and allocable.

1. Detailed Budget (Attachment 2)

Please use the Detailed Budget Template to develop a detailed budget reflecting all proposed costs for the project.

1. Budget Narrative (Attachment 3)

The budget narrative should include:

1. A description of the costs and why each of the items is necessary to carry out project activities
2. Indicate how the unit cost was determined (estimate, purchasing history, quote, etc.)

Unallowable Costs

The following costs are considered unallowable under this PRO-WASH and SCALE Successful Partnerships for Multiple-Use Water Systems (MUS) in the Takunda and Amalima Loko Interventions Areas of Zimbabwe RFA:

* Salaries of personnel, supplies, facilities rental, financial administration and other costs **that are not directly related** to implementing the project activities
* Purchase of motor vehicles, office equipment or furniture
* Construction or physical improvement of offices/facilities
* Purchase of alcoholic beverages
* International travel **that is not directly related** to implementing the project activities
* Regional travel **that is not directly related** to implementing the project activities
* Capital equipment
* Agricultural commodities
* Phamaceuticals
* Pesticides
* Fertilizer
* Government personnel (either full or partial salaries)