



REQUEST FOR APPLICATIONS (RFA)

PRO-WASH & SCALE SMALL GRANTS PROGRAM

RFA: SC-PWS-ARA-RFA-2023-03

Subject: Climate resilience in emergency settings

Date RFA Issued: April 1, 2024

End of Comment Period: April 12, 2024

Due Date for Applications: May 10, 2024

Award Ceiling: USD \$125,000 per Small Grant

Issued by: Save the Children Federation, Inc. / PRO-WASH & SCALE



Disclaimer: This request for applications was made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of the PRO-WASH & SCALE Award and do not necessarily reflect the views of USAID or the United States Government.

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ACRONYMS

BHA	USAID Bureau for Humanitarian Assistance
DEC	USAID Development Experience Clearinghouse
EMMA	Emergency Market Mapping and Analysis Toolkit
ER4	Emergency and early recovery, risk reduction, and resilience
FSN	Food security and nutrition
HEI	Higher education institutions
IDEAL	Implementer-Led Design, Evidence, Analysis and Learning Activity
IP	Implementing partner
IPCC	Intergovernmental Panel on Climate Change
IRB	Institutional review board
NICRA	Negotiated indirect cost rate agreement
NRM	Natural resource management
PRO-WASH & SCALE	Practices, Research, and Operations in Water, Sanitation, and Hygiene and Strengthening Capacity in Agriculture, Livelihoods, and Environment
RFA	Request for applications
SAM	System for Award Management
SBC	Social and behavior change
TRC	Technical Review Committee
UEI	Unique Entity Identification Number
USAID	United States Agency for International Development
USD	United States dollars
WASH	Water, sanitation, and hygiene
WRM	Water resources management

INTRODUCTION FROM THE PRO-WASH & SCALE DIRECTOR

April 1, 2024

Dear colleagues,

The Practices, Research, and Operations in Water, Sanitation, and Hygiene and Strengthening Capacity in Agriculture, Livelihoods, and Environment (PRO-WASH & SCALE) Award is pleased to share this request for applications (RFA).

Extreme climate related events are increasing in frequency, severity, and duration throughout the world. The impacts of these events are not distributed equally, with larger impacts felt by the more marginalized communities, such as those living in poverty, and particularly those in emergency settings. The goal of this RFA is to address priority evidence gaps in enhancing climate resilience in emergency settings within a subset of PRO-WASH & SCALE's focus sectors: agriculture, natural resource management (including watershed management), hygiene, sanitation, water, markets, and livelihoods.

A question period will be open until April 12, 2024 by 5:00 PM ET and applications are due May 10, 2024, by 5:00 PM ET. We look forward to receiving any questions and full applications by email at PWS_Research@savechildren.org and to working with you.

Sincerely,

Julia Crowley

PRO-WASH & SCALE Director

A. Authority and Introduction

Climate change is increasingly impacting people living in poverty, worsening food security and nutrition outcomes and putting at risk development progress. Reports from the Intergovernmental Panel on Climate Change (IPCC) have shown that extreme events are increasing in frequency, intensity, and duration throughout the world. The need for innovative and proven, context-appropriate approaches to climate resilience¹, particularly in contexts affected by shocks and crises, has been prioritized by stakeholders in multiple sectors^{2,3}.

Under this RFA, Save the Children Federation, Inc. (Save the Children) will fund one award at up to \$125,000 USD for a study period of up to 16 months. Resourcing for this sub-award is provided by the USAID/Bureau for Humanitarian Assistance (BHA)-funded PRO-WASH & SCALE Award. [PRO-WASH & SCALE](#) is a four-year award that aims to strengthen the design, implementation, and overall effectiveness of key sector-specific interventions. PRO-WASH & SCALE works with implementing partners (IPs) to enhance the impact, sustainability, and scalability of BHA-funded WASH, integrated WRM, agriculture, NRM, and livelihood activities. The PRO-WASH & SCALE Award is designed based on work carried out under two independent awards, reports from these previous activities and details on focus sectors are available on the [Food Security and Nutrition \(FSN\) Network](#).

This RFA describes the objectives of this PRO-WASH & SCALE funded activity, explains key technical areas of focus, lists qualifications of applying organizations, lists criteria for evaluating applications, and provides information on funding, application format, and other relevant details. To be considered for this activity sub-award, all applicants must submit the full application as outlined in [section F5](#) by May 10, 2024.

B. Specific Programmatic Guidance

B1. Research Background

Climate change generally refers to long-term shifts in temperatures and weather patterns. Such shifts can be natural, due to changes in the sun's activity or large volcanic eruptions. Climate change is a global crisis that affects people around the world differently as some are increasingly seeing heat waves, droughts, floods, cyclones, and wildfires among other effects. These effects of climate change are not equal – they disproportionately impact the poorest and most marginalized communities, more so those in emergency settings⁴. The ability to prepare for, recover from, and adapt to these impacts is called “climate resilience.” USAID defines climate resilience as the capacity of a system to maintain function in the face of stresses imposed by climate change and to adapt the system to be better prepared for future climate impacts⁵.

This RFA focuses on identifying innovative, promising, or proven resources/practices for enhancing the climate resilience in emergency settings within the PRO-WASH & SCALE’s focus sectors. Specifically, the PRO-WASH & SCALE Award is interested in identifying climate resilience approaches that can be adapted and used in emergency and early recovery, risk reduction, and resilience (ER4) settings. The identified

¹ USAID defines climate resilience as “the capacity of a system to maintain function in the face of stresses imposed by climate change and to adapt the system to be better prepared for future climate impacts”. [USAID Climate Strategy 2022-2030](#)

² [USAID Climate Strategy 2022–2030 | Strategy and Policy | U.S. Agency for International Development](#)

³ [Water, Sanitation and Hygiene in Humanitarian Crises: Setting the research agenda up to 2030 - Elrha](#)

⁴ [USAID Climate Strategy 2022-2030](#)

⁵ [USAID Climate Strategy 2022-2030](#)

practices should be able to address priority evidence gaps in enhancing climate resilience within these contexts.

B2. Objective

The objective of the research to be funded under this RFA is to identify promising resources/practices for enhancing the climate resilience of select technical activities that are appropriate and effective (based on initial data and observed outcomes) in emergency contexts.

PRO-WASH & SCALE is seeking proposals to undertake research that will address priority evidence gaps in enhancing climate resilience in emergency settings within its focus areas especially under the subsectors of water, sanitation, hygiene, agriculture, markets,⁶ livelihoods, natural resource management, and/or water resource management, with the overall goal of improving food security and nutrition programming.

Applicants are encouraged to take a variety of approaches/angles in responding to the above objective. Examples include, but are not limited to:

- Climate-resilient intervention designs and adaptations, including those based in local knowledge or expertise.
- Climate-resilient assessments, planning, capacity strengthening, and/or coordination.
- Approaches for monitoring and evaluating the impacts of climate-resilient interventions.
- Use of data/evidence related to climate resilience for adaptation and learning within a specific emergency contexts.

B3. Focus Areas

Applicants must focus their research on the technical areas as per the table below. While applicants are not required to cover all technical areas within their proposed studies, preference will be given to research that cuts across at least two technical areas (e.g., hygiene and markets or agriculture and sanitation). **(Proposed research activity must include at least two technical areas, at least one from Focus A and at least one from Focus B. We seek proposals where a multi-sectoral approach enhances the research, offering deeper insights and practical value.**

Table 1. Classification of Technical Areas

Focus A	Focus B
Water	Agriculture
Sanitation	Markets
Hygiene	Livelihoods
	Natural Resource/Watershed Management

PRO-WASH & SCALE recognize that gender and social norms deeply impact and influence multi-sectoral interventions and behaviors. As such, gender and social inclusion are cross-cutting issues that should be integrated into each step of this activity, including the composition of the project team. Leveraging of local expertise in climate adaptation should also be incorporated, wherever possible, in the study design.

⁶ Including cash and voucher assistance

Applicants are encouraged to ensure that their research is centered around and informed by the needs of people affected in the emergency setting(s) in geographies where the study will be conducted. Applicants should demonstrate that they have engaged with relevant stakeholders to refine and contextualize the key research questions included in their proposal.

Applicants must demonstrate in their proposals how the research findings will be used by identified stakeholders to improve food security and nutrition-related systems and outcomes at a local, national, and/or global level. **Proposals that focus on vulnerable or marginalized groups are particularly encouraged.** Proposals should also consider how upstream and downstream groups may be adversely affected by climate interventions. PRO-WASH & SCALE encourages applicants to have a plan in place for research translation to ensure study findings are utilized by targeted stakeholders.

B4. Geography

Selection of Geographic Areas: Region, Country, and Community of Focus

Applicants must undertake research in one or more communities, regions, or countries where there are currently USAID/BHA-funded emergency food security [projects](#). Applicants do not need to have an agreement or partnership with an existing BHA funded activity and the activity can take place outside of a BHA funded activity.

Both short-term emergency projects responding to acute emergencies and emergency programs responding to longer-term crises are applicable. More information on these locations is available by accessing the USAID website: [Where We Work](#).

Applicants must justify their proposed geographic area(s), taking into consideration:

- Existing understanding of and experience in the context they are proposing to undertake the work.
- How the proposed activity will shed light on the questions and objectives outlined in section B1.
- The likelihood of the proposed activity yielding relevant insights that will be helpful for future USAID/BHA emergency projects related to WASH, WRM, NRM, livelihoods, markets, and/or agriculture within the context of food security and nutrition.
- The operational feasibility of the research given any security or related constraints in the context in which the study will take place.

B5. Methodologies or Approaches

The applicant must propose an appropriate methodology rigorous enough to provide useful information for stakeholders and/or practitioners. For approaches that propose direct engagement with communities, applicants must emphasize how they will prioritize community involvement and ownership in the activity. There are a wide range of approaches that this activity may take whether qualitative, quantitative, or mixed methodologies. Examples include case studies, economic evaluations, cost-effective analysis, landscape reviews, or workshops among others. PRO-WASH & SCALE encourages applicants to use existing /secondary program data wherever possible. Initial findings should be validated with stakeholders.

Any proposed data collection and analysis must be disaggregated by sex and age. Applicants are encouraged to propose further disaggregation (e.g., by disability or ethnic group) as appropriate for their research questions, methodologies, and contexts. Applications are encouraged to propose their own methodologies or approaches. The application should also demonstrate how the proposed

methods will explore a deep understanding of relevant gender inequalities experienced by girls, boys, women, and men in the project context as it relates to the specific activity questions.

PRO-WASH & SCALE will actively engage in the inception phase post-award with the selected applicant. This will include a series of meetings between the selected candidate and PRO-WASH & SCALE on refining the research questions, research design, methodology and sampling strategy, data collection plan, ethics/institutional review board (IRB) approval process, research management plan, and dissemination planning. Any implementing partner program chosen as the focus of this research may also be engaged during this inception phase.

Where applicable, applicants must comply with IRB requirements of their own institutions and any national-level IRBs in the country(s) where the activity will be conducted, as well as approval by Save the Children's internal ethics review committee. These reviews should be factored into the activity plan with the aim of being completed within the first 4 months of the award.

B6. Type and Number of Awards

Save the Children (as prime on the PRO-WASH & SCALE Award) plans to award one fixed amount award under this RFA. It is anticipated that the Award solicited through this RFA will be issued on or about December 2024. PRO-WASH & SCALE reserves the right to fund any or none of the applications submitted.

Issuance of this RFA does not constitute an award commitment on the part of Save the Children or USAID, nor does it commit Save the Children or USAID to pay for the costs incurred in the submission of an application. Save the Children and USAID reserve the right to reject any or all submissions received and to negotiate separately with an applicant, if such action is in the best interest of Save the Children and PRO-WASH & SCALE.

B7. Award Timeline and Process

The duration of the Award under this RFA is a maximum of 16 months from the date of the award. We anticipate activities to start around January 2025 and to be completed by May 2026.

This 16-month award timeline includes three phases:

1. Research design finalization and preparation, up to 4 months.
2. Research implementation and drafting findings and initial deliverables, up to 9 months.
3. Revisions, Finalization and Dissemination of outputs, up to 3 months.

Applicants can submit proposals for shorter periods of time that correspond to the feasibility of their proposals and in line with the maximum budget ceiling. The grantee should expect to work closely with PRO-WASH & SCALE staff on this project at key points including:

1. Refinement of the research objectives and anticipated outputs.
2. Research design.
3. Ethics and Institutional review board IRB approval process, if necessary.
4. Research implementation and drafting deliverables.
5. Output deliverables and dissemination.

B8. Anticipated Deliverables

Reporting Requirements

The type, number, content, etc. of milestones submitted and the timeline for submission shall be based on the successful applicant's proposed deliverables outlined in the application. At a minimum, every recipient will be required to submit or participate in:

- Final certifications (template to be provided): final one-page form certifying completion of the activity and associated deliverables as outlined in the agreement, including confirmation that all data sets have been shared with Save the Children.
- All the deliverables for each milestone as outlined in the signed sub-award agreement which will include but not be limited to:
 - Bi-weekly call notes or email summary which describes progress and plans for the next two weeks. Frequency of these calls may decrease to monthly during research implementation.
 - Inception report detailing the proposed strategy, roles and responsibilities, updated work plan, and background review.
 - Drafted research tools as part of inception.
 - Final study tools and/or protocols, including a data analysis plan, that are co-created with PRO-WASH & SCALE and that consider USAID and partner input.
 - Submissions (if relevant) for IRB approval and/or submission to Save the Children's ethical review board.
 - Research report.
 - A final external online webinar (approximately 60–90 minutes) and summary presentation slide deck for USAID partners and stakeholders. PRO-WASH & SCALE highly recommends that the deck should include high resolution photos. We recommend that all photos should not be smaller than 1024 x 768 pixels in size.

Additional deliverables can be proposed by the applicants based on their proposed activity.

Deliverables should be relevant, useful, and practical for practitioners, whether at the implementing partner, donor, and/or government levels. The applicant should specify the intended audience(s) in their response to the RFA. Applicants are also encouraged to consider deliverables for reporting back to or sharing results with community member participants (as relevant). Illustrative examples of deliverables include but are not limited to the following:

- Podcast
- Toolkit guide
- Checklist
- Stakeholder roundtable(s) or workshop(s)
- Methodology
- Video
- Case studies
- Photo book
- Stories
- Comprehensive presentation (slide deck)
- A learning brief that shares key results and recommendations from this study

The exact deliverable(s) will be discussed and refined during inception, in collaboration with PRO-WASH & SCALE and relevant stakeholders and/or communities. All visual products should include high resolution photos. We recommend that all photos should be no smaller than 1024 x 768 pixels in size.

Before deliverables can be disseminated or considered final, and grantees are issued final payment, all final deliverables must be approved by PRO-WASH & SCALE for technical content and soundness as well as readability, proofreading and editing, translation to language(s) relevant to the research location, graphic design, usability, accessibility, and 508 compliance, and proper branding and marking (according to the PRO-WASH & SCALE Award Branding and Marking Guidelines). It is expected that the deliverables will be submitted in a high-quality format and require minimal, if any, editing by PRO-WASH & SCALE staff. Grantees without in-house editing and graphic design staff are encouraged to budget these costs in their application.

PRO-WASH & SCALE will be responsible for future dissemination and socialization after the end of this activity. All resources, including final reports and deliverables generated through PRO-WASH & SCALE funding will be shared on the [FSN Network](#) and USAID's DEC. Raw data sets will be uploaded to the Data Development Library. As per 2CFR 200.315, USAID also reserves a royalty-free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so.

B9. Payment

Payment shall be issued for properly invoiced amounts within 30 days of approval of milestone deliverables and progress updates by PRO-WASH & SCALE. Payment currency shall be United States dollars (USD).

B10. Funding Availability

Final funding levels for this award will depend on content, relevance, quality, and needs with a ceiling of USD \$125,000 (subject to availability of funds). Acceptance of an application under this RFA does not constitute an award nor does it guarantee that the application (if awarded) will be funded at the full dollar amount requested.

C. Applicant Eligibility

PRO-WASH & SCALE will not accept applications from individuals. All applicants must be legally recognized organizational entities under applicable law. Applicants must comply with all applicable Unique Entity Identification Number (UEI) and System for Award Management (SAM) requirements. Applicants are not required to have a UEI at the time of application but must have a UEI number at the time of the award. Applicants must have completed all required steps (if any) with the host government to legally operate their program.

Applicants must have an organizational presence in the country where they are proposing to undertake research and/or partner with an organization in that country. Preference will be given to researchers with research institutions and higher education institutions (HEIs) in developing countries as defined by [USAID's ADS Reference 310maa](#).

Applicants do not need to have an agreement or partnership with an existing BHA funded activity and the activity can take place outside of a BHA funded activity. Organizations are welcome to propose collaborative efforts, but each application must identify one organization that will be the lead/prime recipient of funding and be responsible for program requirements. The lead/prime organization will be responsible for coordinating efforts with other partners. All collaborative efforts must be clearly identified and described in the application.

Lead Applicants or collaborating organization(s) must be legally recognized organizational entities under applicable laws of the implementing country. Applicants are permitted to submit only one application in response to this RFA.

The following are not eligible to apply for grants under this RFA:

- Members of the PRO-WASH & SCALE consortium: Save the Children and Mercy Corps.
- Individuals and/or sole proprietorships.
- Government entities, including ministries.
- Multilateral organizations.
- Firms operating as commercial companies or other organizations (including non-profit and non-governmental organizations) that are wholly or partially owned by foreign governments or agencies.

In their cost applications, organizations should indicate whether they have a negotiated indirect cost rate agreement (NICRA) with any U.S. government agency. Organizations or institutions that do not have a NICRA are eligible for subawards under this RFA either by using a de-minimis indirect cost rate (if requirements of 2 CFR 200.414(f) are met) or by direct charging all costs using a documented cost allocation methodology. All proposed costs must be reasonable, allocable, and allowable in accordance with applicable cost principles.

Applications by for-profit organizations cannot include profit in the proposed budget. Profit is prohibited per 2 CFR 700.13.

D. Authorization for Research Activities

Where applicable, applicants must comply with IRB requirements of their own institutions and any national-level IRBs in the country(s) where the activity will be conducted, as well as approval by Save the Children's internal ethics review committee. These reviews should be factored into the activity plan with the aim of being completed within the first 4 months of the award.

Applicants must fully adapt activities to be completed in complex environments. Applicants must demonstrate in the approach and methodology section of the application how they will account for any travel-related restrictions related to disease outbreaks, natural disasters, or security situations, and propose potential mitigation strategies for carrying out this work within the given timeline. Award recipients will be expected to follow all health and safety regulations in their target country(s) of study.

E. Selection Process and Timeline

E1. Selection Process: Overview

The full application package includes a narrative application (Attachment 1), project activity schedule (Attachment 2), detailed budget (Attachment 3), budget narrative (Attachment 4), and past performance information (Attachment 5). Applications will be evaluated using the technical and financial criteria set forth in [section F](#). Applications will be ranked based on the combined scores on their technical and financial components.

After evaluation and ranking of the applications, a letter will be sent to the highest scoring applicants requesting clarifications of their application. A follow-up call will be scheduled to allow for discussion between the applicant and PRO-WASH & SCALE staff. Applicants will be given time to adjust their application if needed before resubmitting to PRO-WASH & SCALE. At this time, an award will be recommended to BHA for approval.

All applicants recommended to BHA will be required to complete a standard pre-award assessment to confirm programmatic and administrative/financial capacity to meet all applicable USAID rules and regulations before the award is issued. This assessment requests information regarding relevant financial policies and systems, recent financial audits, programmatic experience with the project's target population, and the organization's capacity to follow USAID-stipulated award conditions. Any identified compliance risks will be incorporated into the capacity and action plan in the sub-award agreement.

PRO-WASH & SCALE reserves the right to determine the resulting level of funding for the award(s).

E2. Technical Review Committee

PRO-WASH & SCALE will establish a Technical Review Committee (TRC) for this RFA. Collectively, these technical experts will provide academic, professional, and implementation experience relevant to the specific application. The TRC will make the final shortlist selection of successful applicants who will receive an issue letter and be invited to a clarification call. Applicants will then submit a final response to the issue letter and make any other relevant revisions to their application. The TRC will recommend one applicant to USAID for final approval.

Applicants are encouraged to use plain language in their submissions as not all readers will have deep technical knowledge of the activity topic.

E3. Timeline for Issuing RFA and Selecting Applications

- This PRO-WASH & SCALE Small Grant RFA is open from the date of issue. Submissions are due by May 10, 2024, at 5:00 PM ET. Applications received after this deadline will not be considered.
- The full selection process, including review of applications, final negotiations with top- ranked applicants, and final selection is expected to take 5 to 6 months.
- The activity must be conducted, finalized, and disseminated by the applicant within the 16-month award timeline. This ensures PRO-WASH & SCALE can further disseminate learnings after the award period.

E4. Amendments to RFA

This Small Grant RFA may be amended at any time and will be posted on the [FSN Network](#). PRO-WASH & SCALE, Save the Children, and/or USAID reserve the right to cancel this RFA at any time.

E5. Questions

The point of contact for this RFA is Beatrice Scheuermann, Small Grants Advisor (PWS_Research@savechildren.org). Questions on this RFA may be submitted to in writing no later than April 12, 2024, 5:00 PM ET with *PRO-WASH & SCALE Small Grant RFA 3 and the name of the Lead Applicant* as the subject line.

F. Research Application Evaluation Criteria

The maximum points possible between the technical and financial criteria is 100 points.

Table 2. Research Application Evaluation Criteria

Criterion	Description
Problem Statement and Context 10 Points	<ul style="list-style-type: none"> • Must demonstrate an in-depth understanding of the context in which they are proposing to work. • Explain how they will understand and work through local partner and emergency programming structures, hierarchies, and dynamics.
Applicants' Background 15 Points	<ul style="list-style-type: none"> • Application includes one or more primary investigators, their experience, and fully explains their roles in ensuring technical quality of the research. At a minimum, the applicant must include two-page CV(s) for all listed Primary investigators as an appendix. • Experience in emergency programming in the focus areas that they will be addressing such as WASH, WRM, NRM, livelihoods, markets, and/or agriculture. • Demonstrated expertise, experience, and capacity to undertake research using proposed research methods. • Demonstrated expertise, experience, and capacity in carrying out research in emergency settings. • Demonstrated experience and capacity of applicant to lead, manage, and execute activities of similar magnitude and scope within the past 3 years. • <i>Applicants are welcome to provide capability statements and organizational profiles as appendices up to five pages. However, this section in the main application must highlight the points above.</i>
Approach, Rationale, Objectives, Methodology, and Plan 35 Points	<ul style="list-style-type: none"> • Expected outputs, outcomes, and impact of the research activity are clearly stated and responsive to the objectives outlined in this RFA. • Approach and methodology are clearly and adequately described and feasible within the timeframe and proposed budget. This should include: <ul style="list-style-type: none"> ○ Clearly stated target audience(s) for outputs. ○ Rationale for the selected research. ○ Objectives and anticipated methodologies or processes. ○ Expected outputs. ○ Methods for validating the initial recommendations with communities, IPs, and government stakeholders. ○ Plan for how evidence and data from USAID funded activities will be leveraged.

Criterion	Description
	<ul style="list-style-type: none"> ○ Plan for level of rigor to produce meaningful results for stakeholders at multiple levels. ○ Identifies and considers the different and unique needs, abilities, and opportunities of different groups by including gender equality and social inclusion considerations in the proposed activities. This includes the composition of those involved throughout this activity (study team, participants etc.) ○ Ethical considerations. ○ Where applicable, how the approach to the research can be adapted to security conditions, disease outbreak related travel restrictions, and safety precautions for the teams, partners, and participants. ○ Draft workplan with time required at each step. <p>If proposing primary data collection, the applicant must also include:</p> <ul style="list-style-type: none"> ● Anticipated sources of data. ● Nature of data and information collection methods. ● Data sources. ● Sampling methodology. ● Data analysis methods. ● Roles of applicant, collaborating organization(s), and any partners are clearly defined.
Research Products and Dissemination 15 Points	<ul style="list-style-type: none"> ● Describe the strategy for working efficiently with local and regional stakeholders, PRO-WASH & SCALE, USAID, and relevant government stakeholders throughout the sub-award to develop the design and socialize the findings and final recommendations.
Quality Assurance 15 Points	<ul style="list-style-type: none"> ● Sufficient processes to ensure quality research implementation, data collection and analysis (if relevant), and presentation of final product(s).
Budget and Budget Narrative 10 Points	<ul style="list-style-type: none"> ● Costs described are realistic, reasonable and correspond to the technical narrative. ● Budget includes staff or consultant time for any graphic design, 508 compliance, branding and marking, and/or translation needs during the activity, any translation needs during the research activity, translation of the final deliverables into the main language of where the activity will take place, and English.
Developing Country Preference 5 Points	<ul style="list-style-type: none"> ● Lead Applicant is from a research institution or HEI headquartered in developing countries as defined by USAID's list of developing countries.

F2. Non-Scored Requirements

Applications must comply with the following non-scored requirements:

Applicants for the Small Grant must submit technical and financial applications before May 10, 2024, at 5:00 PM ET.

- Applicants must meet the eligibility requirements described in [section C](#).
- As detailed in [section B7](#), the period for data collection and analysis must not exceed 9 months, while all award activities must be completed within 16 months.
- The proposed budget must not exceed USD \$125,000 and demonstrate an understanding of project activity accounting and USAID costs principles.
- The Application Narrative must follow all formatting requirements found in Attachment 1: Narrative Application Template.
- Applications must be in English.
- Applicants are encouraged to use plain language in their submissions as not all readers will have deep technical knowledge of the activity topic.
- Applicants must show proof of a Unique Entity Identifier with the US government or show proof that they have started the application process in the USG systems.

Applications that do not comply with the above requirements will not be considered for funding.

Applicants should consider the following:

- Government and other requirements that may apply to organizations (e.g., work permits, visas, travel insurance).
- Translation is the responsibility of the grantee. As allowable costs under this award, PRO WASH & SCALE expect that these will be adequately budgeted into the application. Failure to produce high-quality and technically sound final products will result in rejection of the products by PRO-WASH & SCALE and may result in non-payment of the associated milestone in its entirety and/or repercussions up to termination of the contract for non-performance.

F3. Appendices

Table 3. Appendices

Appendices	Description
Citations/References	
Project Lead(s) CV	At a minimum, the applicant must include two-page CV(s) for all listed primary investigators as an appendix.
Letter of Support (one page per collaborator) (Optional)	Non-binding documentation of collaborators' intent, willingness, and ability to commit to conducting the work of the activity together if the proposed team receives the award.
Capability Statements or Organizational Profiles	These are optional to compliment the Applicant Background section in the narrative.
Past Performance Review	This should include related experience on similar projects.
Samples of past relevant deliverables	Two samples are requested that demonstrate the ability to produce quality work relevant to the theme of the RFA.

Appendices	Description
Applicant Eligibility Checklist	Included as Attachment 6, this guide helps applicants and the PRO-WASH & SCALE team understand if an applicant is eligible for this grant.

F4. Budget Preparation

The research budget must be submitted using the Detailed Budget Template (Attachment 3) and Budget Narrative Template (Attachment 4). Please follow directions in the workbook when entering numbers.

The budget should include the total cost of implementation for the activity proposed as well as any planned cost share (if any). No cost share is required.

F5. How to Submit the Application

Applications shall be submitted electronically and shall include the Narrative Research Application Template (Attachment 1), Research Schedule (Attachment 2), Budget Template (Attachment 3), Budget Narrative Template (Attachment 4), and Past Performance Information Request (Attachment 5), Applicant Eligibility Checklist (Attachment 6), and two writing samples.

Please send applications to PWS_Research@savechildren.org.