



Overview of Major Changes to USAID's Office of U.S. Foreign Disaster Assistance (USAID/OFDA) 2008 Unsolicited Proposal Guidelines

This document is intended to provide an overview of some of the major changes in USAID/OFDA's "*Guidelines For Unsolicited Proposals and Reporting*."

These Guidelines do not differ substantially from the 2006 Guidelines. All applicants are strongly urged to read the 2008 Guidelines in full and modify proposal templates accordingly.

Major Changes:

- The length of the narrative proposal is no longer strictly limited to 20 pages. Applications must conform to a limit of 20 pages plus 1 page per sub-sector, excluding the cost proposal, proposal summary, and supporting documentation. For example, a proposal with three sub-sectors could be 23 pages.
- USAID/OFDA has streamlined the list of standard indicators to include approximately two to three for each sub-sector. Applicants must use ALL the standard indicators for sub-sector including in the proposal. If a strong justification for not using all the standard indicators can be presented, contact OFDA Washington prior to submission.
- OFDA has eliminated the "cross cutting themes" and related indicators from the 2006 Guidelines. This has been replaced with keywords and no indicator is required. A keyword is a specific approach, focus, or population that may be reflected in proposed activities for any sub-sector. Keywords correspond to subject matter that USAID/OFDA tracks and monitors in a systematic fashion across all programs for reporting and other purposes.
- The "Program Coordination" has been replaced with the "Program Strategy" section, where the applicant should describe how the proposed activities fit into the applicants humanitarian or development program or programs of U.N. agencies, other NGOs, other USG agencies, other donors, local groups, and local and national government agencies.
- The Program Summary now includes a "Synopsis" where the applicant can provide a one-paragraph synopsis of the program, addressing top-line issues such as whether the program is a continuation, follow-on, or expansion of an ongoing program, and whether new innovations or methodologies are used.
- Feedback and new developments in each sector and sub-sector have been incorporated into the Additional Program Description Requirements including the addition of new sectors and sub-sectors.

Other Changes:

- The proposal outline has been redesigned to provide greater clarity on how applicants should treat multiple sector interventions.

USAID/OFDA's "*Guidelines For Unsolicited Proposals and Reporting*" can be found at http://www.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/resources/pdf/updated_guidelines_unsolicited_proposals_reporting.pdf

October 2008