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## USAID/OFDA Proposal Guidelines Major Changes in October 2012 Edition

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### Resources

- Record of Change will indicate changes between major revisions
- Forms and templates to help seed certification, pharmaceuticals, Health, & WASH
- Improved Partner Resources webpage will be rolled-out slowly

### Proposal Format Changes

- Page limit is 20 pages plus 2 per sub-sector
- Post-award guidance forthcoming, tentative release date in 2013
- Additional Program Description Requirement (APDR) term has been changed to Sector Requirement (SR)

### New Sector: Risk Management Policy and Practice

- Should be chosen only for programs that are not related to a specific technical sector
- May be chosen in addition to other sectors, if some of the activities proposed are broader in scope and fall outside of other technical areas
- Available sub-sectors are related to capacity building, community mobilization, public/private partnerships, policy, education, and advocacy

### Protection

- Gender and protection mainstreaming are required in the technical description for all sectors (page 60)
- New requirements related to prevention of sexual exploitation and abuse (page 53)
- Applicants must include a copy of their Code of Conduct to prevent sexual exploitation and abuse, as well as a paragraph describing how the Code of Conduct is implemented in the program area.
- Awardees must ensure that sub-awardees have adopted a Code of Conduct.

### Gender Integration

- An overall gender analysis for the target area is required. See guiding questions provided in the “Mandatory Cross Sectoral Guidance” section (page 60)
- Gender mainstreaming for each sub-sector is required. Online supplemental guidance will be made available in October 2012 with examples of how to mainstream for each sub-sector.

### Safety and Security Plans must include:

- Contextual analysis
- Threat analysis
- Vulnerability analysis
- Risk mitigation measures
- Contingency planning
- Clarification on requirements for geographic and operational coverage of safety and security plans

OFDA has instituted a permanent mailbox to collect Proposal Guidelines feedback to inform future revisions: [proposalguidelines@ofda.gov](mailto:proposalguidelines@ofda.gov). This is not a help desk. Questions should be directed to the appropriate DC or field staff member.