



MILLENNIUM CHALLENGE ACCOUNT-MONGOLIA  
NON-COMMUNICABLE DISEASE & INJURIES  
HEALTH PROJECT



**COMPETITIVE  
SMALL  
GRANTS  
PROGRAM**

**COMPETITIVE SMALL  
GRANTS PROGRAM MANUAL**

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## Abbreviations

BCC	Behavior Change Communication
CSGP	Competitive Small Grants Program
CVD	Cardio-vascular Disease
GC	Grant Committee
IC	Institutional Contractor (EPOS)
MCA-Mongolia	Millennium Challenge Account-Mongolia
MCC	Millennium Challenge Corporation
NCDs	Non-communicable Diseases
NCDI	Non-communicable Disease and Injuries
NGO	Non-governmental Organization
PIU	Project Implementation Unit
PVOs	Private Voluntary Organizations
RFA	Request for Applications
RTI	Road Traffic Injuries
WHO	World Health Organization

## 1. Overview

### *1.1 Health Priorities*

Globally, non-communicable diseases (NCDs) such as cardiovascular diseases (CVD), adult-onset diabetes (type 2), cancer and chronic respiratory diseases account for more than half of all deaths. The tragedy is that these diseases cause many to die too young from conditions that could have been prevented or controlled if detected early and treated properly. Injuries represent 12% of the global burden of disease and are the major cause of death among 15 to 40 year olds. More than half the people killed in traffic accidents are young adults between 15 and 44 years old.

Mongolia, too, is experiencing a high burden of non-communicable disease and injuries (NCDs) within the working age population (15–60) due to rapid urbanization, other life style changes and an inadequate national response. It has, for example the highest rate of stroke deaths among women in the Asia Pacific Region<sup>1</sup>. This has a serious negative impact on family well being and the productivity of the labor force.

### *1.2 MCA-Mongolia NCDI Project*

The Government of Mongolia proposed through the Millennium Challenge Corporation (MCC) of United States project support to the national strategy for preventing and controlling non-communicable disease and injuries (NCDI). With MCC support, a five year health project was launched in September 2008 under the direction of Millennium Challenge Account-Mongolia (MCA-Mongolia). The project is managed by the Health Project Implementation Unit (PIU). The project's short term objective is to increase access to information and services about NCDIs, which will enable Mongolians to guard their health. The project's long term objective is to increase the productive lives of Mongolians.

The project focuses on the four major non-communicable diseases and road traffic injuries. These are among the major causes of premature adult death and disability in Mongolia, and can be prevented and/or successfully treated. The four non-communicable diseases are cardio-vascular diseases (CVD), adult-onset diabetes (Type II) and breast and cervical cancer. The target population is working age adults. Working with national and local government, private and voluntary institutions including national level non-governmental organizations (NGOs), citizen and community groups, universities and private enterprise, the project seeks to strengthen the national and individual response to NCDI.

Focusing at the primary health care level, the project is supporting activities which promote behavior change and other risk reduction actions, the early detection and treatment of the four diseases, greater prevention and improved response to road traffic accidents and other public and private responses to NCDI which enable citizens to adopt healthy life styles and take increased responsibility for their own health. The intention is to support evidence-based, cost-effective interventions at the primary health care or accident prevention level that can be sustained after the project ends in September 2013.

The project is also supporting short term applied research and special case studies to provide decision makers and program implementers with information on the most effective, affordable and sustainable approaches to these major NCDIs.

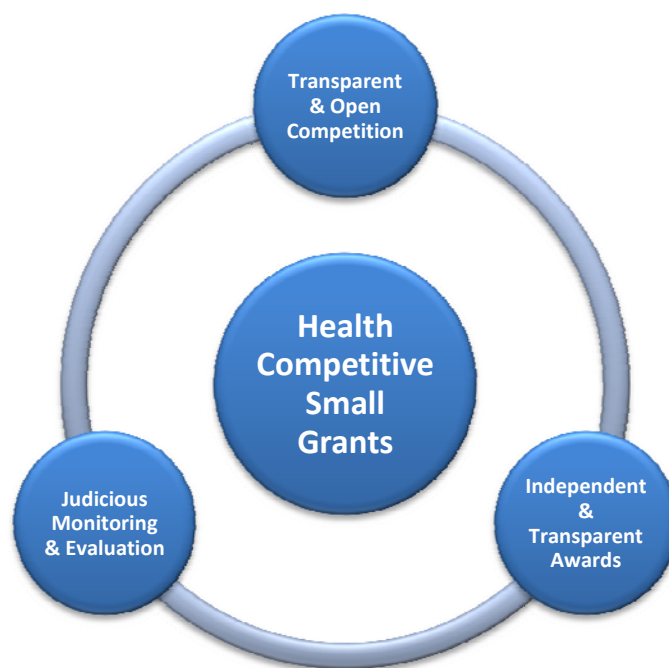
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<sup>1</sup> WHO Global InfoBase, Age Standardized Death Rates for Stroke, 2005, p.291 Priority Non-communicable Diseases and Conditions, WHO.

### 1.3 Health Competitive Small Grants Program

The MCA-Mongolia Health PIU is implementing a NCDI Competitive Small Grants Program (CSGP). The NCDI CSGP has two objectives. The first is to enable government and non-governmental groups including private voluntary organizations (PVOs), schools, community organizations and private enterprises to initiate or expand their efforts in prevention and control of major non-communicable diseases and injuries. The second is to improve the information for decision-makers about the most important actions, approaches and activities to be undertaken to address these NCDIs. The implementation of the CSGP is guided by three key principles: Open Competition, Independent and Transparent Award; and Judicious Monitoring and Evaluation (Diagram1).

Diagram 1: Guiding Principles for NCDI Competitive Small Grants Program



MCA-Mongolia will award competitive NCDI grants in two broad categories. The first includes support for activities that increase NCDI knowledge and awareness, promote or support healthy life styles, increase early detection, improve treatment or response and prevent traffic accidents. The second includes support for short term applied or field-based research or analyses which answer critical questions about how to address or manage NCDIs.

Funding for the grants will range between \$1,000 and \$20,000 depending on the nature of the activity. Several activities could be funded under one contract, with the maximum contract value being \$20,000. Initially, no grants will be awarded for more than two years. Appendix A provides a preliminary list of areas where grants might support research and other NCDI activities. Nine grant rounds are planned for the period 2010-2013. The first round's experience will be used to make decisions on the number and timing of subsequent grant solicitations and awards. The grant award process will include two competitive steps. In the first step, brief (one page) concept papers will be solicited, ranked and identified as suitable for the next round of competition. The authors of these concept papers will be encouraged to develop and submit complete grant proposals for the final or second round of competition. These proposals will again be reviewed and ranked with those

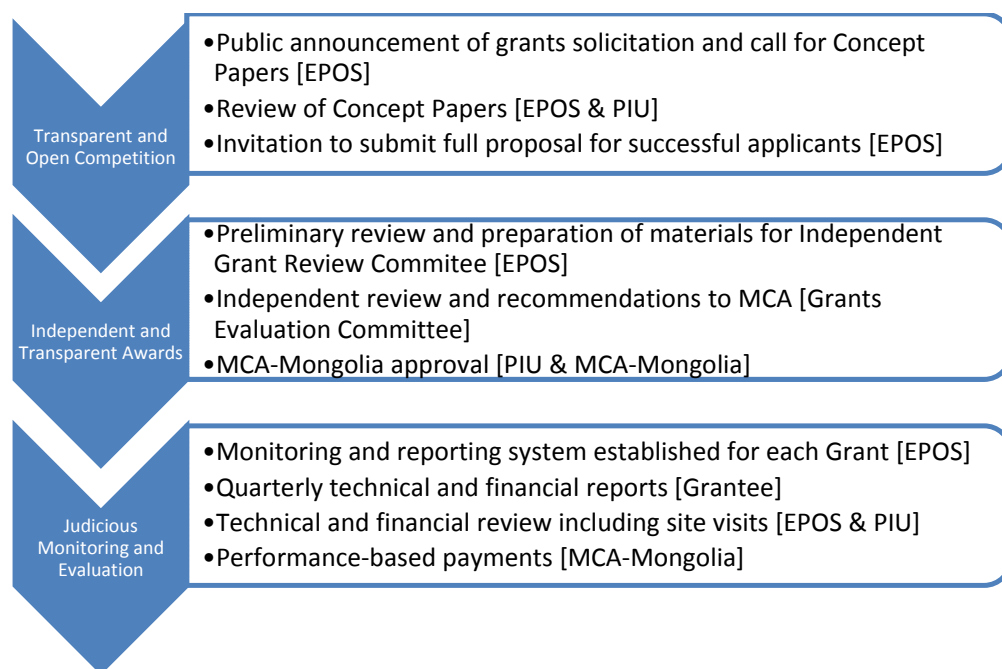
scoring the highest being awarded grants. The number of grants awarded in each round will be dependent on the quality of the submissions and the funds available.

### ***1.4 Roles and Responsibilities***

The MCA-Mongolia Health PIU Grants Officer, the EPOS Grants Manager, an independent Grant Committee, MCA-Mongolia Fiscal and Procurement Officers and MCA-Mongolia senior managers all play important roles in the NCDI grant program. However, final authority as to which grants will and will not be approved rests solely with MCA-Mongolia. Diagram 2 provides a schematic overview of the processes and responsibilities for ensuring adherence to the grant guiding principles. In consultation with key stakeholders, the Health PIU and EPOS, the institutional contractor tasked with supporting the grants program, determine the nature, approximate number and size of grants to be awarded in each grant round. The MCA-M will establish the Grant Committee (GC) for the PIU. EPOS will recommend candidates and develop the terms of reference for GC members. Members serve for one or more rounds of grant reviews depending on the nature and number of grants to be awarded. The Committee will have from three to five members from the public, private and civil society sectors, with appropriate professional qualifications. A quorum of at least three of five GC members is required for selection meetings to be valid. The Grant Committee will be presided over by the PIU Deputy Project Director (MCA-M Grants officer) and shall reach consensus on each project reviewed, voting only if required to reach a decision. MCA-M and MCC representatives may attend GC meetings. EPOS shall serve as secretariat to the Grant Committee.

The MCA-Mongolia Grants Officer oversees the process, signing grant awards up to \$10,000 or recommending grant approval and award to the Chief Operations Officer, and CEO MCA-Mongolia, who sign grant awards with a value above \$10,000. The MCA-M Grants Officer carries out periodic reviews of grant implementations, certifies vouchers based on deliverables and forwards these to the MCA-Mongolia Financial Office for payment. He also reviews final reports on grant results and findings and ensures that the knowledge gained from the grant activities is made available for broader use. In the concept paper stage, EPOS reviews, evaluates and ranks the concept papers (Appendix B) and recommends approval or disapproval to MCA-Mongolia. In the grant proposal stage, EPOS prepares an initial evaluation and compliance memo for each application. This memo is then provided to the Grant Committee a minimum of five days before the GC meets. The EPOS Grants Manager supports the full process of grant concept paper and proposal solicitation, technical, administrative and financial review, award, technical and financial oversight, monitoring, preparation and validation of vouchers, periodic and final reporting and prepares summary and other special reports for the Grants Officer, MCA-Mongolia and MCC as required.

**Diagram 2: Integrated Steps and Responsibilities in implementing the Competitive Small Grants Program**



## 2. PROGRAM POLICIES

### 2.1 Eligible Applicants

Any Mongolian institution, group, private or public, or researcher may submit a concept paper for proposed activities or research in response to the specific CSGP solicitation. However, the researcher, institution or other group applying must demonstrate that they have already carried out effective relevant projects or programs or comparable research or analysis. Grant applicants could include researchers, local governments, professional associations, public and private hospitals or schools, non-governmental organizations, unions and other community or special groups and private enterprises. Grants to individuals will only be made for research activities. Further eligibility criteria are included in Appendix C.

### 2.2 Eligible Activities

The Health Project Competitive Small Grants Program is designed to support the national NCDI program to prevent or control major non-communicable diseases and injuries. The project focuses in on four non-communicable diseases: cardio-vascular diseases, adult-onset diabetes and breast and cervical cancer and on road traffic injuries. The target population is youth and adult population aged 15-64. The grants program will fund:

activities which promote behavior change and other risk reduction actions, the early detection and treatment of the diseases, greater prevention and improved response to road traffic accidents and other public and private responses to NCDI which enable citizens to adopt healthy life styles and take increasing responsibility for their own health.

short term applied research or special studies that provide decision makers and program implementers with information on the most effective, affordable and sustainable approaches to controlling NCDIs.

Below are some examples of activities or research that might be supported under the grants program. Others are included in Appendix A.

### **NGO and Community Groups**

National or local public awareness campaigns, e.g. breast cancer walks, teen awareness programs on smoking and alcohol

Community exercise or athletic competition programs

Disease clubs, e.g. diabetic or heart disease support groups

Traffic safety awareness activities, e.g. school safety patrols

### **Local Government and Workplace Initiatives**

Traffic safety projects, e.g. pedestrian crossings, road markers, footways, enhanced enforcement

Smoke-free offices and other workplaces

Enforcement of alcohol laws

Community health care point for screening and counseling convenient to working adults

Healthy schools, e.g. health curriculum, healthy food, exercise

### **Research and Special Studies**

Teenage girls attitude and knowledge about smoking

Use of health services by working age adults

Requirements for individuals with hypertension to continue medication?

Health information sources which young people trust and use

Impact of new services, information campaigns or other specific NCDI interventions

Additional information on eligibility and allowable costs is included in Appendix C.

## ***2.3 Grant Mechanisms***

All the grants awarded under this program are fixed obligation grants. Grantees receive payments upon MCA-Mongolia's approval of deliverables based on a schedule included in the grant agreement. Payments will be contingent on successfully meeting the deliverables and on approval of the technical and financial reports. All activities in the proposed grant must be fully funded, the funding source indicated and adequate cost information provided in the Application Project Budget to allow MCA-Mongolia to determine and negotiate the fixed price of the grant. Grants up to \$5000 will be paid in two installments. The first will be 80% of the grant value, paid on signing of the contract. The second installment of 20% will be paid upon contract completion. Grants above \$5000 will be paid in three installments. These are 70% on contract signing, 20% mid-term and 10% on contract completion. The final payment will not be made until MCA-Mongolia accepts the final deliverable. This will mark the end or closure of the grant. There will be no requirements for

cost recovery. Initially grants will be limited to two years and funding not to exceed \$20,000 per grant agreement.

## ***2.4 Conflict of Interest***

No individual may be a Grants Officer, Grants Manager, or a member of the Grant Committee and Stakeholder Committee and participate in the determination of the grants agenda or grant award process if that person, or that person's spouse, parent, sibling or child, works for or is negotiating to work for, or has a financial interest (including being an unpaid member of a Board of Directors) in any organization that submitted a concept paper or application in the grant round. The factors above are not all-inclusive, and the MCA-Mongolia Chief Executive Officer in consultation with MCC will assess whether any additional factors constitute a conflict of interest and make such determination before proposing members to serve on the Grant Committee.

## ***2.5 Impartiality and Confidentiality***

Each member of the Grant Committee, including the EPOS grants staff and the PIU or anyone who is provided grant activity sensitive information, must sign an *Impartiality and Confidentiality Declaration*. The names of the Grant Committee members must remain confidential in order to decrease the possibility of undue influence by the competing entities. After receipt of proposals, information relating to the examination, clarification and evaluation of proposals and recommendations concerning grant awards shall not be disclosed to competing entities or individuals or other persons not officially concerned with the process.

## ***2.6 Compliant Resolution Procedure***

In the event of a complaint arising related to a grant, the MCA-M Chief Executive Officer, Chief Operations Officer and the Grant Committee will review the complaint and make a final decision.

## ***2.7 Fraud and Corruption***

Fraud and corruption reduce the benefits to intended recipients and impede economic growth and poverty reduction. The highest standards of integrity and ethical standards are required by all parties in the grant award process, including staff, decision makers and grantees. Provisions on fraud and corruption specified in the MCC Program Procurement Guidelines are applicable to all grant activity.

## ***2.8 VAT Exemption***

All expenditure of MCA-M funds is VAT exempt. EPOS will distribute VAT exemption vouchers to successful grantees. The number of vouchers distributed will reflect the goods and services listed in the final grant budget.

## ***2.9 Suspension of a Grant***

MCA-M reserves the right to suspend or terminate a grant for the following reasons:

**For Cause:** MCA-Mongolia may terminate a grant for cause at any time, in whole or in part, upon written notice to the grantee, whenever it is determined that grantee has failed to comply with the terms and conditions of the grant agreement. MCA-Mongolia shall provide written explanation of the basis for its determination and subsequent actions to be taken by either party within three (3) business days of its notification to grantee to terminate or suspend the grant agreement. In the event of termination for cause, no further payments will be made beyond the last milestone payment made and the grantee may be required to pay back or return tangible assets.

**For Convenience:** The parties may agree mutually to terminate a grant at any time, in whole or in part, if the parties agree that the continuation of the grant would not produce beneficial results commensurate with the further expenditure of funds. The parties shall agree upon termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated.

**For Changed Circumstances:** If at any time MCA-Mongolia determines that continuation of all or part of the funding for the grant should be suspended or terminated because such assistance would not further the objectives of the Program, be in the interest of the United States, or would not be in accordance with pre-existing law, then MCA-Mongolia shall notify the grantee, in writing, of such termination and direct the grantee to cease incurring additional obligations chargeable to the grant other than those costs already irrevocably committed to third parties or specified in the notice of termination.

### **2.9.1 Termination**

Upon receipt of a termination notice as specified above, the grantee shall take immediate action to cease all expenditures and obligations financed by the Grant and shall cancel any existing obligations where possible.

## **3. GRANT AWARDS**

In consultation with key stakeholders, the Health PIU along with recommendations from EPOS determines the nature, number and size of grants to be awarded in each grant round. The grant award process includes two competitive steps. In the first step, brief (one page), concept papers are solicited, ranked and identified as suitable for the next round of competition. The authors of these concept papers are encouraged to develop and submit complete grant proposals for the final or second round of competitive selection. These proposals are reviewed and ranked by the Grant Committee with those scoring the highest being recommended for award. MCA-Mongolia makes the final decision on which grants will be awarded. The number of grants awarded in each round is dependent on the quality of the submissions and the funds available.

### ***3.1 Announcement***

Each grant announcement or solicitation specifies the types of activities or research to be considered in that round, the criteria against which the applications will be evaluated, the deadline for the submission of concept papers and the date and time of an informational session for prospective applicants. Each solicitation is publicly advertised to provide all potential and eligible applicants with an equal opportunity to compete for grant funds. Announcements are published by the MCA-M through its contractual arrangements with media. EPOS will organize an information meeting for prospective applicants well before concept paper deadline. All interested institutions are welcome to attend this meeting. Attendance is, however, not obligatory. Those interested respond to the announcement by submitting a one page concept paper in either Mongolian or English. Institutions can submit multiple concept papers, though not all concepts will necessarily be recommended for proposal development.

### ***3.2 Evaluation Criteria***

The following general criteria are used to evaluate concept papers and full applications.

Meets criteria as outlined in the CSGP manual;

Consistency with the objectives of the Millennium Challenge Compact;

Relevance: Project description and justification show that proposed activity is clearly aligned to the grant solicitation in a direct and cost effective manner;

Anticipated Benefits: Number of beneficiaries, degree of impact on beneficiaries, likelihood of success, time lag before impact realized, length of impact, relative cost;

Technical Approach and Methodology;

Proposed Deliverables;

Technical Capability of key persons;

Environmental, Social and Gender impact;

Financial or in kind contributions of the recipient and any partners;

Collaboration of Peace Corps Volunteer(s);

Public outreach/media component on benefits and origin of the grant;

Private sector involvement, for sustainability (as appropriate);

Past performance and financial standing of the organization (in case of collaborative application, performance and financial standing of all parties individually).

In addition, the MCA-Mongolia Grants Officer and EPOS may develop additional specific criteria based on the nature of the grants being solicited. The criteria specified in the request for proposals for each grant round will over-rule other criteria.

### ***3.3 Review of Concept Papers***

EPOS records and acknowledges all the concept papers received. EPOS maintains a record of concept papers including their review and final action.

EPOS reviews concept papers to identify ineligible applicants or activities for elimination according to the agreed-upon eligibility criteria and provide briefing materials on the eligible concept papers and a list of those rejected with the reasons noted to the MCA-Mongolia Grants Officer. The MCA-Mongolia Grants Officer reviews the briefing materials and the concept papers and, if he concurs with the EPOS recommendations, asks EPOS to invite successful applicants to submit a full proposal. All applicants that submit a concept paper will be informed about the acceptance or rejection of their concept papers.

### ***3.4 Submission and Review of Applications***

Applicants, who submit a concept paper consistent with project goals and the announcement and demonstrate compliance with eligibility criteria, are invited to submit an application. Applicants requesting more than \$5000 must submit their application in English. The EPOS Grants Management Team will provide non-binding advice to applicants up to 7 days prior to the deadline.

The EPOS Grants Manager arranges for a preliminary review of the applications to verify the information in the application and obtain references as appropriate. The manager arranges for a meeting of the Grant Committee and provides the members with briefing materials on the applications as well as the applications a minimum of five days in advance of the meeting. This will include EPOS' brief summary and preliminary review and ranking of each application using the criteria above and a ranking scale such as the one included in Appendix B.

The Grant Committee reviews these materials and ranks the grant applications. The Grant Committee can request a technical review of applications by outside experts. The Grant Committee selects which applications are recommended for funding by consensus. EPOS drafts a memo which summarizes the Committee's findings and recommendations, for the PIU. The committee members will approve this summary. The recommendation memo includes:

The Grant Committee recommendations made by the Committee and a brief summary of the rationale for the recommendations;

Any recommended changes in the work plan and/or budget to be included in the grant agreement.

The Grants Officer reviews the recommendation memo and may go back to the Grant Committee or EPOS Grants Manager with questions if there are issues.

### ***3.5 Grant Award, Monitoring and Reporting***

If the Grants Officer concurs in the recommendation for approval of the grant, he asks EPOS to carry out a final review of the approved applications to verify the financial and administrative information on the application. An independent review of Applications by outside experts can be requested by the MCA-Mongolia Chief Executive Officer or Health Project Director if needed. If the Chief Executive Officer or Health Project Director's recommendation differs from the recommendation of the Grant Committee or Grants Officer, a written justification for a changed decision must be provided and filed.

Based on the final verification and negotiations with applicants, the EPOS Grants Manager writes a negotiation memo, which is the basis of the grant agreement. The negotiations will include the assignment of a financial risk rating to each applicant, based on an assessment of financial management practices in place, references and past experience. Where the Grant Manager is satisfied the applicant has verifiable ability to conduct the activity and manage the grant an advance of funds will be recommended.

The grant agreement is then prepared by EPOS and forwarded to the MCA-Mongolia Grants Officer in English unless the applicant is unable to read English when it will be in both English and Mongolian. Part of the agreement will be the requirement that the recipient acknowledge MCA-M support in any public grant activities or research publications. The latter should acknowledge MCA-M support but should include the statement that the findings or conclusions are solely those of the researcher.

The Grants Officer reviews the Grant Agreement, and if he approves, signs up to the value of \$10,000 or forwards the grant agreement to a senior MCA-Mongolia Officer for approval and signature.

After the award, EPOS Grants Manager is responsible for establishing a reporting system for each grant, monitoring grant implementation, reviewing the periodic reports and making recommendations to the MCA-Mongolia Grants Officer on financial payments and other necessary actions. The PIU and EPOS are responsible for office based monitoring reviews for all grantees per fiscal year. The PIU and EPOS will make visits as feasible to review grantees work in progress and where appropriate, after the grant.

At intervals that match the payment schedule in the Grant Agreement, the grant recipient will be required to submit both evidence of the successful completion of the deliverables for that period and technical and financial reports. EPOS will retain original invoices and receipts for handover to

MCA-M at the end of the Compact period. Requests for payments to MCA-M will include a one page documentation of the purpose of the grant, project budget, payment history and activities funded. The format for grantee progress reports will be distributed upon award of a grant, and will contain a description of the work accomplished to date, problems encountered with project implementation, and financial information. A final report in a format to be defined in the Grant Agreement will also be required.

In the cases of subcontracts and consortiums, the prime grantee will be the responsible entity for reporting to MCA-Mongolia on all activities implemented under the grant agreement. In the case of consortiums, all members are jointly and severally liable for ensuring that the prime party to the Grant Agreement is in compliance with reporting requirements.

All technical and financial reports must be submitted in English or Mongolian. English is preferred. EPOS may be asked to provide a translation of key findings, transactions or other requested information in English for MCC review.

The Grants Officer reviews EPOS recommendations and reports, forwards vouchers for payment to the MCA-Mongolia Financial Office and ensures that information on grantee performance, findings or results are shared appropriately.

## APPENDIX A. PRELIMINARY LIST OF POSSIBLE GRANT ACTIVITIES

### 1. Evidence Based Research Grants

This research is intended to be very practical in nature and to gather evidence that leads to the development and introduction of new NCDI prevention solutions. These might include systems, technologies, information and awareness materials and practices in primary health care facilities, schools and police academies. For example, in the early stages of the project it would be appropriate to establish, among other possible studies:

What are the factors that lead to people with hypertension discontinuing their medication?

What are the factors that cause the trend for people not to attend primary health care facilities, but to seek secondary care only when they reach an advanced stage of a non-communicable disease?

What do adult Mongolians consider to be drinking too much alcohol?

What knowledge guides Mongolian drivers on appropriate road behavior?

What prevents adults from being more physically active?

What are the beliefs and knowledge among adults about eating high risk foods such as fats?

How can primary health care better serve remote settlements?

Researchers will be asked to recommend practical, appropriate and implementable interventions that advance the gathered evidence, into solutions.

Evidence based research could be undertaken by individuals or a team, students undertaking masters or doctorate level research, medical doctors, researchers, public health institutions and police training facilities.

Researchers will be encouraged to include a linkage to an external mentor and to propose publication and other dissemination strategies for the results. Assistance with establishing this external mentoring will be provided by the EPOS, if required, during the proposal writing stage.

### 2. Crosscutting Operations Research

These applied research grants will support the development of improved operations in NCDI diagnostic and treatment practice. The objective is to evaluate and monitor existing or pilot best practice in Mongolia and to draw from the results, operations models that can be applied nationwide in other similar clinics, practices or hospitals.

Research topics will focus on diagnostic and treatment practice in the project focus areas. As good practice emerges or is identified, it will be analyzed for potential promotion as 'best practice'. Potential research topics in this grant category include:

What approaches would promote the role of people in self-treatment?

How can the role of physicians and other health professionals in diagnostic, treatment and follow-up processes be better coordinated?

What practices would work in Mongolia to ensure compliance with treatment procedures?

What incentives would encourage people to attend primary health care facilities for screening and check-ups?

Developing approaches to promoting the role of schools for patients with hypertension, diabetes, etc. at primary health care level

Improving Counseling of patients with cancer and the role of family doctor

Investigating approaches to smoking cessation and the role of family doctor

What learning tools are required to promote patient centered consultation in public health?

Promoting the role of schools for patients with hypertension, diabetes, etc. at primary health care level

Counseling of patients with cancer and the role of family doctor

Smoking cessation and the role of family doctor

The role of patient centered consultation in primary health care

### **3. Community and other NGO Grants**

These grants will support activity to be undertaken by community based organizations and professional associations. These grants are intended to develop awareness and promote health seeking behavior in ways that are relevant to the specific local area. Some of the activities that could fall under this grant category include:

Development of health education and BCC materials

Documentary programs that build knowledge about NCDI and propose solutions that are achievable

Public events (mini festivals) focused around healthy activity, promoting healthy lives

Public lectures

Training modules

Community exercise classes

Fruit and vegetable days

Theatrical or circus events with health themes

Wall paintings to promote healthy life

Healthy diet counseling

Healthy diet cooking lessons

Community competitions

Healthy soum day, Healthy bagh day, Healthy aimag day, Healthy city day etc

#### 4. Local Government & Workplace Initiatives

These grants will expand and strengthen successful NCDI prevention programs already being undertaken by local governments, schools, hospitals, workplaces, and other private sector organizations and NGOs. Applicants with a health seeking program already underway could use this grant category to scale up the activity or take it one step further. Some examples of activities that could be supported under this grant category include:

- No smoking areas / seats / places
- No smoking day / quit & win campaigns
- Alcohol free zones
- Alcohol free days
- Office exercise programs
- Exercise room / gym / fitness club
- Community health care point (measurements for blood pressure, body weight etc)
- Healthy workplace / health promoting schools - healthy food served in canteens / exercise plans and facilities/health promoting
- Hospitals/
- Running pathway
- Bicycle pathway
- Traffic safety projects – pedestrian crossings, road markers, footways
- Healthy food restaurants / catering service / food suppliers
- Shop for diabetes
- Self-help groups (overweight and obese people etc)
- Alcoholics Anonymous
- Facilities
- Low fat dairy product production& other healthy food production
- Competitions between schools in promotion of healthier lifestyle
- Development of a TV or radio program / series

## APPENDIX B. GRANT APPLICATION RANKINGS

A scale such as the one shown below will be used to rank the proposals:

**OUTSTANDING:** The Application exceeds the fullest expectations of MCA-Mongolia and contains no major weaknesses. The applicant has convincingly demonstrated that:

- the proposed activity or research will fully meet the objectives of the grant solicitation
- the anticipated benefits will be significant relative to costs and are likely to be achieved
- the proposed activity should be sustainable after the end of grant funding
- the technical approach and methodology should result in an effective and efficient performance
- the technical capability of key Personnel is outstanding
- the financial plan and budget are sound
- public outreach/media campaign will inform stakeholders about the benefits of the grant
- the past performance of the organization shows an ability to consistently provide

**VERY GOOD:** The application fully meets the grant requirements and the proposed activity could substantially benefit the national NCDI program. The application may or may not have any weaknesses. Fulfilling the definition of "very good" indicates that, in terms of the specific factor (or sub-factor), the application demonstrates a level of effort that fully meets the grant requirements and that this effort has produced, or could produce, results which should prove to be substantially beneficial to the project.

**GOOD:** The application meets the requirements. The application may contain weaknesses and/or significant weaknesses that are correctable but no deficiencies. An assigned rating of "good" indicates that, in terms of the specific factor (or sub-factor), the application demonstrates a "good" understanding of the factor. If any weaknesses and/or significant weaknesses are noted, they should not seriously affect the applicant's performance.

**MARGINAL:** The application demonstrates a shallow understanding of the requirements and approach and marginally meets the minimum evaluation standard. The application contains weaknesses and/or significant weaknesses and may contain deficiencies. If deficiencies exist, they may be correctable. A rating of "marginal" indicates that, in terms of the specific factor (or sub-factor), the application marginally meets the standard for minimal but acceptable performance. The applicant may complete the assigned tasks; however, there is at least a moderate risk that the applicant will not be successful.

**UNACCEPTABLE:** The application fails to meet a minimum requirement or contains a major deficiency or major deficiencies. The application is incomplete, vague, incompatible, incomprehensible, or so incorrect as to be unacceptable. The evaluator feels that the deficiency or deficiencies is/are uncorrectable without a major revision of the application. The assignment of a rating within the bounds of "unacceptable" indicates that in terms of the specific factor (or sub-factor) the application fails to meet performance or capability standards. The specific factor to be evaluated contains deficiencies.

## APPENDIX C. ELIGIBLE APPLICANTS AND ACTIVITIES

### 1. Applicants

Eligible Applicants must be:

registered if they are a non-governmental organization, affiliated with a university if they are a researcher, have legal status if they are a private entity or have the formal endorsement of their leadership if they are a governmental organization or of their board if they are a university.

Citizens or permanent residents of Mongolia;

financially responsible

responsible for establishing eligibility by completing the eligibility portion of the concept paper/proposal and cooperating with interviews and site visits by the MCA-Mongolia staff if requested

willing to establish a bank account registered in Mongolia to which award payments may be made in the event that their projects are awarded with a grant

The following are not eligible to receive grants from the MCA-Mongolia:

Political parties, groups or institutions, or their subsidiaries and affiliates, organizations that advocate, promote or espouse anti-democratic policies or illegal activities;

Any person or entity that has been blacklisted in participation in procurements funded with The World Bank assistance or debarred or suspended from participations in procurements funded by the US Federal Government or otherwise prohibited by applicable United States law or Executive Order or United States policies including under any then-existing anti terrorist policies shall be excluded from grants awarded by MCA-Mongolia.

MCA-Mongolia Board members and Stakeholder Committee members.

### 2. Ineligible Activities

Activities that conflict with, or duplicate the activities of other US supported programs, or programs conducted by other organizations working on NCDI.

Activities that are inconsistent with international standards of human rights, or with democratic goals of racial and ethnic tolerance and harmony.

International travel.

Activities that are reasonably likely to involve the relocation or expansion outside of the United States of an enterprise located in the United States if non-U.S. production in such relocation or expansion replaces some or all of the production of, and reduces the number of employees at, said enterprise in the United States.

Activities that contribute to the establishment or development of any export processing zone or designated area in Mongolia where the labor, environmental, tax, tariff, and safety laws of Mongolia would not apply.

Activities that contribute to the violation of internationally recognized rights of workers in the recipient country, including those in any designated zone or area in that country.

Activities that are likely to cause a significant environmental, health, or safety hazard, as defined by the MCC Environmental Guidelines.

Any other activity that would violate the restriction on the use of MCC Funding set forth in Section 2.3 of the Compact.

### **3. Allowable Costs**

Following is a list of allowable costs; to the extent such costs are related to the project:

Professional materials, non-periodical publications, and data.

In country travel costs

Communication costs, including Internet use, related to the project.

Printing, publication, and dissemination costs.

Honoraria to non-employee project participants, such as survey respondents, as approved by MCA-Mongolia.

Cost of project specific purchases or activities deemed necessary and approved in the Grant Agreement (e.g. supplies, training materials, workshops, etc).

### **Unallowable Costs**

Costs incurred before the signing of a Grant Agreement

Creation of endowment.

Any previous obligations by the Government of Mongolia to the grantee.

Bad debts of the grantee.

Fines imposed on the grantee.

Penalties imposed on the grantee.

Ceremonies, parties, celebrations or 'representation' expenses.

Purchases of goods or services that have their origin in Cuba, Iran, North Korea, Sudan, and Syria and other countries or suppliers as may be identified by the U.S Government consolidated list of debarred, suspended or ineligible contractors.

Indirect costs, profit, or fees.

International airfares unless specifically exempted.

Labor of project staff involved in the grant activity.

Any payments to Government of Mongolia officials.

Rental of office space.

Office equipment (unless there is a plan for its maintenance and repair after the grant period).

Labor costs for Mongolian government employees and state-funded university and research institute employees.

Any expenses related to goods or activities that are illegal under Mongolian or U.S. law.

Purchases or activities unnecessary to accomplish the grant purpose as determined by MCA-Mongolia.