# Annex 1: Expression of Interest (EOI)

**Development Innovation Ventures Expression of Interest Form**

**All applicants MUST use this form to apply**

**By submitting this EOI, your organization is certifying that the answers to the questions are accurate to the full extent of your organization’s knowledge.**

**Instructions:**

1. Your application will be considered under all of the mechanisms at DIV’s disposal. For additional information about our partnership opportunities, visit [our website](https://www.usaid.gov/div).
2. In the space provided at the end of the application form, include citations for any assertions or references.
3. Use 11 point Calibri font.
4. All interested organizations must submit an Expression of Interest (EOI) no longer than eight pages; the eight page limit includes the instruction text as well as the information provided by the applicant.
5. Submit the completed EOI to **DIVApplications@usaid.gov**. Applications submitted to another mailbox will not be reviewed. You will receive a response an email confirming DIV’s receipt of your EOI. Our current average response time is 5 business days.
6. If your EOI advances to the interview or full application stage, we cannot move forward with our review until you are registered in the [System for Award Management (SAM)](http://www.sam.gov/) site. Follow the online instructions to complete SAM registration. You will need a DUNS number, and an Employment Identification Number (EIN) or Taxpayer Identification Number (TIN). There is no fee associated with registration.

For additional information about DIV, examples of great projects that we support, and our application process and timeline, please visit DIV’s website at <http://www.usaid.gov/div/>.

1. **Organization Information**
2. **Organization legal name:**
3. **Organization type (please select from dropdown menu):**

**If ‘Other’, please specify:**

1. **Organization address:**

|  |  |
| --- | --- |
| **Street Address** |       |
| **City:** |       |
| **State/Region:** |       |
| **Zip/Postal Code:** |       |
| **Country:** |       |

1. **Contact information:**

|  |  |
| --- | --- |
| **Primary point of contact** | **Secondary point of contact** |
| **Name:**        | **Name:**       |
| **Title:**       | **Title:**       |
| **Telephone:**       | **Telephone:**       |
| **E-mail:**       | **E-mail:**       |

1. **Overview Information**
2. **Project title:**
3. **DIV stage (please select from dropdown menu). Please refer to the** [**DIV website**](http://www.usaid.gov/div/apply) **for definitions of each stage. The stage should be selected based on project activities, not funding needs:**
4. **Total funding requested (USD):**
5. **Proposed cost share (USD):**
6. **Which of the following best describes the sector your solution addresses? (please select from dropdown menu)****:**

**If ‘Other’, please specify:**

1. **Secondary sector, if any (please select from dropdown menu):**

**If ‘Other’, please specify:**

1. **Partner organizations:**
2. **Primary country where the project will take place:**
3. **Secondary country/countries (if any) where the project will take place:**
4. **Expected duration of project activities (months):**
5. **Expected source of financial support at scale (long-term widespread implementation):**
6. **Has the applicant ever received USAID funding in the past?**
7. **Has the applicant submitted similar or related activities for consideration by another funder at USAID?**

**If ‘Yes’, please specify which USAID operating unit or funding source:**

1. **Has the applicant received USG funding for this or a similar project?**
2. **Has the applicant received DIV funding for this or a similar project?**

**If ‘Yes’, please provide the grant number:**

1. **How did you initially hear about DIV?**

**If ‘Other’, please specify:**

1. **Please specify the DIV staff member who referred you to submit this EOI, if applicable:**
2. **Project Information**

**Please review the information available on** [**our website**](http://www.usaid.gov/div/apply) **and any stage-specific expectations before answering the following questions.**

1. **What is the problem your innovation addresses?**

1. **Describe your specific innovation and the outcomes you expect. Who are your customers/beneficiaries? How will your innovation significantly address the problem at lower cost in a way that has not been feasible before? *Note: Some might describe this as the theory of change.***

1. **DIV recognizes that innovations can take a variety of scale paths, but expects these innovations to grow without continued DIV support. How operationally and financially will your scale path enable growth outside of DIV funding? What possible avenues (public, commercial, hybrid) exist? How will your scale plan deliver impact with DIV's three fundamental objectives: evidence, cost effectiveness, and pathways to scale?**

1. **What are the characteristics and estimated number of direct and indirect beneficiaries? Provide the most appropriate estimate of who the innovation will directly affect, including income groups and other demographics. Please explain your calculations, including relevant assumptions. DIV recognizes that precise estimates may be difficult - especially for early-stage applicants - and is most interested in the underlying assumptions which you will use to generate a reasonable number.**

1. **Describe current solutions that exist in the geographic area where you will implement your innovation and outline how your solution will be a better alternative.**

1. **What activities will you execute under this grant and what results do you anticipate achieving with DIV funds?**

1. **Explain the methodology for how you intend to assess the innovation, given your stage and scaling path (e.g., how you will assess proof-of-concept viability, commercial viability, causal impact and cost-effectiveness, or other project objectives).**

1. **What are the relevant metrics or key performance indicators you will use to judge the success of this grant?**

1. **Lead Organization: Briefly describe the lead implementing organization, including their mission statement (if applicable) and any relevant experience.**

1. **Project Team: Describe the composition of the project team including key personnel, discussing the skills and experience they contribute to the proposed objectives, and how they can address potential risks and challenges associated with the proposed project. Specify their personal percentage level of effort for this project.**

1. **Partners: Describe partner organizations (if any) and what skills and experience they contribute to implementing or scaling the project and their roles and responsibilities in the proposed activities. Please distinguish between partners that have already agreed to participate, organizations (or types of organizations) that you will target, and organizations providing financial support.**

1. **Please provide up to three past performance references that can speak to the ability of the applicant to work effectively as part of a team, achieve results, or successfully implement projects similar in magnitude, complexity, objectives and in contexts within the past three years. Please provide applicable awards numbers or other details if relevant, as well as contact information for the primary point of contact. Newer organization or applicants will little or no prior related grant awards may provide alternative references, e.g, professional references for key personnel. When applicants have received a previous DIV award, DIV will also consider the applicant’s past work with DIV. USAID reserves the right to obtain past performance information from all relevant sources, including those not named here.**

**Citations Please list citations for above sections below (only content written in the EOI will be reviewed as part of the application; these citations will be used to verify factual accuracy if necessary and do not count toward the overall page limit).**