



USAID | DEMOCRATIC REPUBLIC OF THE CONGO

Amendment #1 Issuance Date: August 10, 2017
Closing Date: September 6, 2017 (Amended)
Closing Time: 17:00 Kinshasa time

Subject: Amendment #1 to the Notice of Funding Opportunity
Number: RFA-660-17-000002

Title: Counter Gender-Based Violence Activity

Potential Applicants:

Amendment #1 to this NOFO is hereby issued to notify interested applicants of the answers to the questions received which are attached hereto. The Closing Date for submission of Applicants has been extended to **September 6, 2017**. All other provisions and text of the NOFO remain unchanged.

For the purposes of this NOFO, the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer." Eligible organizations interested in submitting an application are encouraged to read this funding opportunity thoroughly to understand the type of program sought, application submission requirements and evaluation process.

To be eligible for award, the applicant must provide all information as required in this NOFO as **amended** and meet eligibility standards in Section C of this NOFO. This funding opportunity is posted on www.grants.gov, and may be amended. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity. Applicants will need to have available or download Adobe program to their computers in order to view and save the Adobe forms properly. It is the responsibility of the applicant to ensure that the entire NOFO has been received from the internet in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on www.grants.gov or accessing the NOFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

Issuance of this amendment does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for any costs incurred in preparation or submission of an application. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Sincerely,
Patrick

Kollars

Patrick Kollars

Supervisory Agreement Officer
USAID/DRC

Digitally signed by Patrick Kollars
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Date: 2017.08.10 11:50:42 +01'00'

NOFO Number: RFA-660-17-000002

Program Title: Counter Gender-Based Violence Activity

Amendment #1
Questions & Answers

1. Section I: On p. 8, the RFA indicates that the applicant “would be expected to provide a more detailed mapping to inform site selection.” Is that full mapping of projects/collaborators expected in the proposal, or upon award and start-up?

Answer: The full mapping will be expected upon award and start-up.

2. Section I: On p. 10, the RFA mentions that projects are more successful when community based structures are staffed by community-based counselors. Are these counselors referenced paid a stipend or salary, or are they volunteers?

Answer: Counselors are generally given travel allowances and training, but not stipends or salary.

3. Section I: The RFA discusses the implementation of Alternative Dispute Resolution mechanisms for cases on p. 23-24. It notes that ADR should not replace the formal legal system. To what extent does USAID expect applicants to prioritize support of ADR in comparison to traditional legal remedies within the justice system?

Answer: ADR is a tool which can be used when all parties agree to the process. USAID does not "expect" the program implementer to prioritize ADR over the traditional justice system, but believe ADR is an alternative option, whereby the benefits can be demonstrated and ADR use could become more acceptable and frequent in settling disputes.

4. Section I: P. 26, May USAID please share a list of health zones for TO3 priority zone 1 and zone 2?

Answer:

Priority Zone 1

- North Kivu :Goma, Karisimbe, Nyiragongo
- South Kivu: Bagira, Ibanda, Kadutu, Kabare, Miti-Murhesa, Katana, Kalehe, Kaziba, Walungu, Nyangezi, Bunyakiri, Nyantende, Kalonge, Minova, Mubumbano, Idjwi

Priority Zone 2

- South Kivu: Kamituga, Kitutu, Lulingu, Mulungu, Shabunda, Nundu, Fizi, Kimbi Lulenge, Kalole, Kaniola.
 - North Kivu: Walikale, Kibua, Itebero, Masisi, Mweso, Kirose, Kitoyi
5. Section I: P.12-13, May USAID please share a list of health zones where all Group 1, Group 2 and Group 3 USAID projects are working?

Answer: USAID intends to continue work initiated in Walikale, Karisimbi, and Katana health zones under the current Ushindi activity, which ends September 30. The goal is to identify, with input from the team conducting the associated impact evaluation, the apparently successful applicant, and the team at USAID, two additional health zones. The majority of the programs identified for integration do not utilize health zone geography, but will be widely present in TO3 Priority Zone 1, as evidenced by the map provided. The list in question 4 includes all of the Health Zones for TO3 Priority Zone 1 and most of Priority Zone 2. For the purposes of this application, USAID strongly encourages the applicant to focus on Priority Zone 1.

6. Section II: P. 32, Agency Authority to Immediately Halt a Construction activity - does USAID anticipate any construction/renovation activities under this RFA?

Answer: USAID does not anticipate any construction/renovation activities. The intent is to utilize existing structures.

7. Section II: P. 33, May USAID confirm that C-GBV will be a recipient of USAID funding accounts that are required to adhere to the Protecting Life in Global Health Assistance standard provision?

Answer: USAID confirms that it will be receiving Global Health Assistance and must adhere to the standard provision.

8. Section IV: On p. 46 the instructions note that text must be Times New Roman, size 12. Can applicants use a smaller font size (i.e. Times New Roman 10) in text boxes or other graphics in the body of the application?

Answer: Applicants may use a smaller font size (i.e. Times New Roman 10) only in text boxes or other graphics in the body of the application

9. Section IV: P. 55, the listed Appendices include G and I, but no H. May USAID please clarify if there is an additional appendix that is missing?

Answer: The Conflict Analysis and Do No Harm Analysis were joined, but the lettering was not updated. There is no missing appendix.

Appendix H is References and Letters of Commitment.

10. Section IV: P. 54, May applicants include past performance information from programs/CoAgs/Contracts that are not yet completed (i.e. current projects)?

Answer: Applicants may include past performance information from programs/ CoAgs/ Contracts that are not yet completed.

11. Section IV: P.52, For the Gender-Based Violence Technical Advisor, would USAID consider a mix of SGBV and other related gender-based work experience totaling 10 years (for example, 5 years in reproductive health and 5 years working directly on SGBV)?

Answer: This would be acceptable as there is substantial overlap between the two specialties.

12. Section VI: P. 69-70, May USAID please clarify what is to be included in the illustrative MEL plan. For example, pg 69-70 lists several aspects to be included in the full MEL plan (program brief, results framework, methodology and plan for data collection and reporting, costs associated with implementing the Program MEL plan, DQA plan and procedures, evaluation plan, and how gender considerations will be integrated into the program implementation)? Is it the expectation of USAID that all of these aspects will be demonstrated in the illustrative MEL plan, or rather, to be presented at award stage?

Answer: Only the methodology and plan for data collection and reporting should be in the illustrative MEL plan.

13. Section IV: P. 55-56, Regarding the mandatory budget template and notes, there isn't a reference to per diem. May offerors add per diem into the travel section of the budget template?

Answer: Applicants may add per diem into the travel section of the budget template.

14. Section IV: P. 48, May USAID please clarify what can be considered as a “chart” that would not count against the 25 page limit in the technical application?

Answer: Charts are tables, graphs, or diagrams that summarize an idea that is included in the technical application and will not be counted against the 25 pages.

15. Section IV: P. 49, Regarding including “references or letters confirming commitments from third parties that will be contributing any required cost sharing and/or the program implementation,” may offerors include these in an additional appendix outside those listed on pages 54-55?

Answer: Applicants may include these in an additional Appendix H

16. Section IV: P. 54-55, May offerors include additional information in the form of appendices outside those listed under the technical application format, if relevant to the application?

Answer: Applicants may not include additional Appendices.

17. Section IV: P. 54, Does USAID have a preferred annual workplan template that should be used for Appendix E - Illustrative First Year Implementation Plan?"

Answer: A standard Gantt chart would be sufficient, but there is no required format.

18. Section IV: P. 60, May USAID please clarify what is meant by subawardees "receiving 25% or more of the total proposed project costs"? Is this 25% threshold defined as per subawardee or the total percentage of costs dedicated to subawards?

Answer: The 25% threshold is defined as per subawardee.

19. Section IV: P. 60, If it is determined that a subawardee will receive less than 25% of the overall budget, yet still contribute substantially in terms of implementation, can USAID give guidance around any desired documentation (for example: PPRs; cost applications and annexes such as Assurances, Certifications, and Representations, Evidence or responsibility, and Certificate of Compliance)? If no documentation is required for subs less than 25% of the total proposed project cost, would the prime recipient be required to submit additional subaward approval requests to the Agreement Officer post award in line with 2 CFR 200?

Answer: No certifications are necessary, however the Applicant must demonstrate how it complied with CFR 200.331 Requirements for pass-through entities for each proposed subawardee.

20. Section IV: P. 60-61, As the Required Assurance, Certifications, and Representations form referenced includes the organizational information required in the “Organizational Information” section, should this information also be submitted separately in the cost application?

Answer: Applicants do not need to submit same certifications with the cost application.

21. There is no size limit listed for attachments in the electronic submission. Would USAID please confirm the capacity to receive large e-mail attachments?

Answer: USAID confirms that the capacity to receive large e-mails including attachments is 10 MB.

22. On page 61, the requirements for "Organizational Information" are included, one of which is "estimated costs of communications products that are anticipated under the Cooperative Agreement." Would USAID please confirm that including communications costs within the budget fulfills this requirement and is therefore not required to be included within an Organizational Information document?

Answer: The required estimated costs of communications products are those costs that are associated with a distinct communications activity in the program implementation, other communication costs can be included within the budget where appropriate.

23. On page 57, the RFA states "the applicant should provide a breakdown of all costs according to each partner organization, contract or subawardee." On page 60, the RFA states "subawardees who will be substantially involved in implementation (i.e. receiving 25% or more of the total proposed project cost), should indicate the extent intended and a complete cost breakdown, as well as all the information required herein for the Applicant." Would USAID please confirm that complete cost breakdowns are required only of subawardees receiving 25% or more of the total proposed project cost?

Answer: USAID confirms that complete cost breakdowns are required only of subawardees receiving 25% or more of the total proposed project cost.

24. Would USAID confirm that if a subgrantee does not possess a NICRA, but would like to charge an indirect cost rate, that they may do so in compliance with 2 CFR 200.331 and 2 CFR 200.414? Would USAID also confirm that if the minimus rate (as described in 2 CFR 200.331 and 2 CFR 200.414) is proposed by a subgrantee, that items described under section (f) on pages 57-58 of the RFA are not required?

Answer: Major subawardees (more than 25% as defined in question 18) who do not possess a NICRA, but would like to charge an indirect cost rate, may do so in compliance with 2 CFR 200.331 and 2 CFR 200.414 and must submit the items described under section (f) on pages 57-58 of the RFA.

25. The RFA refers to an “Award Monitoring, Evaluation and Learning Plan (AMELP)” (page 28), an “MEL” (page 28), an “Activity Monitoring, Evaluation, and Learning (MEL) plan” (page 50), and an “Activity MEL Plan” (page 50). Would USAID please confirm that these terms all refer to “Appendix C – Illustrative Activity Monitoring, Evaluation, and Learning (MEL) Plan” (page 54)?

Answer: USAID confirms that these all refer to the same document referred to in Appendix C.

26. On page 29, under section “1. Performance Monitoring, Evaluation, and Learning”, the RFA states: “The approved Performance Indicator Reference Sheets (PIRS) included in the AMELP should show detailed information about data collection for each indicator.” Should draft/illustrative PIRS be submitted as part of “Appendix C - Illustrative Monitoring, Evaluation, and Learning (MEL) Plan”?

Answer: Yes

27. On page 26, under Section 5. Geography, the RFA states, “USAID seeks to support five target health zones to be mutually agreed upon between USAID and the applicant.” Would USAID clarify if it would like applicants, as part of their applications, to propose health zones for the activity to work in (according to the selection criteria in that same section) or if the selection of activity health zones is to be decided post award?

Answer: USAID already has activities in three health zones that it plans to continue under this award. The additional two zones should be decided post award to accommodate the planned impact evaluation.

28. Would USAID provide a list of the health zones shown on the map on page 27; specifically, would USAID identify the health zones that fall under TO3 Priority Zone 1 (in red) and TO3 Priority Zone 2 (in orange)?

Answer: See answer to #4 and TO3 Priority Zone Map provided herewith as Attachment A to Amendment number 1.

29. On page 55, under Section i. Appendices, the RFA lists the following appendices: Appendix F – Geographic maps, Appendix G – Conflict or Do No Harm Analysis, and Appendix I – Gender Analysis. Would USAID please confirm that there is not an “Appendix H”? If this is the case, should applicants label “Appendix I – Gender Analysis” as “Appendix H”?

Answer: Appendix H is designated for References and Letters of Commitment.

30. Could you please let us know if PIOs can apply for this NOFO

Answer: The intention of competing this program is to solicit applications from other than PIOs.

31. Would USAID consider removing the requirement to disaggregate individual data by TIP and LGBTI in contexts where collecting this type of individual data could potentially cause further harm to the beneficiary? We welcome USAID’s efforts to promote services and programming that acknowledge the specific vulnerability faced by LGBTI individuals and TIP survivors and aim to address any barriers or risks faced by these groups when seeking support after experiencing GBV. However, in the context of eastern DRC, given the high levels of stigma attached to these identities or survivor status, including risk of discrimination, violence and even death, the collection of individual-level data around these categories present significant ethical and measurement challenges and could potentially cause harm to the beneficiary. Given the focus of the RFA on community-based service provision and community-led activity implementation, we feel that the routine collection of information about a client’s status as a TIP survivor or as LGBTI would not yield reliable results at least until social norms stigmatizing these groups have shifted within the community.

Answer: GBV, in and of itself, carries its own stigma, yet we manage to sensitize the population to the negative impacts of such stigma and the positive impacts of social inclusion.

Understanding that these are sensitive subjects, and that data collection may deliver a perfect representation of the actual situation, USAID deems it essential to seek methods that collect as much of this information as possible, with a Do No Harm perspective, and that the two are not mutually exclusive.

32. On page 21, the NOFO includes an illustrative activity to “Furnish Post Exposure Preventive (PEP) Kits.” Does USAID envision PEP kits being purchased under the C-GBV activity or does USAID expect that they will be procured through complementary projects such as IHP?

Answer: USAID intends the successful applicant to purchase these kits through this C-GBV activity.

33. Pages 60-1, Assurances, Certifications and Representations, Evidence of Responsibility, Certificate of Compliance, and Organizational Information. Can USAID confirm that these supporting cost documents are not required from major subawardees?

- Required Assurances, Certifications, and Representations
- Evidence of Responsibility
- Certificate of Compliance
- Organizational Information

Answer: USAID confirms that above mentioned supporting cost documents are required from major subawardees (>25%).

34. Page 49 of the NOFO states: “All copies of the application must bear original signatures on the face page. This includes any pieces that may be submitted separately by third parties (e.g., references or letters confirming commitments from third parties that will be contributing a portion of any required cost sharing and/or the program implementation).” Could USAID confirm that the following will meet this requirement?

1. A PDF of the Cover Page with a signature of the person submitting the application on behalf of the Prime Applicant and
2. A PDF of the SF424 with a signature of the person authorized to commit the Prime Applicant in financial matters?

Answer: USAID confirms that the above will meet the requirement.

35. Page 64, Merit Review, Management and Key Personnel. This section includes a requirement that the Applicant demonstrate how it will “effectively measure changes in target communities’ perceptions and behavior attributed to the activity.” Could USAID confirm that:

1. the external evaluator will be responsible for determining “whether changes in outcome measure are directly attributable to the activity” (Page 27)
2. the Recipient will be responsible for robust monitoring and program evaluation data and analysis allowing for conclusions about contribution, but not attribution?

Answer: The independent evaluator, under a separate contract, will determine attribution and the recipient will be responsible for contribution, not attribution.

36. Given that North Kivu is prone to conflict, will C-GBV be expected to provide increased program support to communities that experience conflict during the life of the award especially during conflict, post-conflict and displacement? Will there be an expectation to coordinate with OFDA projects in North Kivu?

Answer: USAID expects partners to put in place contingency plans for conflict, which is present throughout TO3. It does not, however, expect to place staff in harm’s way. There is a desire to cooperate with OFDA on the relief to resilience continuum, however, it is not the priority of the intervention, particularly as the duration of OFDA interventions is variable.

37. Under IR 3.2 (p. 25), the solicitation specifically mentions alternative education for learners age 13-24. Can USAID kindly clarify whether:

- a) alternative education services are restricted to this age category; and
- b) whether socio-economic integration services are restricted to this age category?

Answer: USAID Education funding for this activity is restricted to that age group, and thus the services are as well. Socio-economic integration services are much broader, including community savings and loans, income-generating activities, and much more. So, socio-economic integration services are not limited to this age category.

38. Under 3.2 (p.25), Socio-economic re-integration services provided, the solicitation mentions income-generating activities (IGAs). Can USAID kindly confirm that the provision of technical/vocational skills training related to IGAs is permitted under this funding mechanism? Also, on page 33, the solicitation notes that no program income is anticipated to be generated under the award. Given this conflict, and to make the treatment of program income consistent for U.S. and Non-U.S. organizations, would

USAID consider making the determination that the Program Income treatment method will be “additive” for all applicants.

Answer: Program income is additive to USAID’s contribution to help achieve program objectives, such as sustainability.

39. Similarly, for 3.2, can USAID kindly confirm if sub-grants to local communities for community service projects are permitted under this mechanism?

Answer: USAID confirms that sub-grants to local communities for community service projects are permitted.

40. On page 28 the NOFO states: “Given the relatively narrow focus of an IE, USAID may use additional evaluation methodologies that allow it to take a broader look at the full spectrum of GBV subactivities and to learn from and adapt the activity throughout the five years of implementation. This may include mid-term performance evaluation, surveys, or other methods. C-GBV should also make use of the considerable analysis and research produced by other donors including the World Bank and UN Women.” Therefore it appears it is not required to budget for the external impact evaluation, but should the project budget for other evaluation methodologies (baseline, endline, midline) where we think it is warranted? Or will USAID cover these costs?

Answer: The applicant should budget for any other evaluation methodologies excluding the external impact evaluation. USAID’s impact evaluation, as mentioned, is very specific in scope.

41. The budget template provided (Attachment #1) includes a tab entitled “Narrative”. USAID’s general practice is for budget narratives to be in Microsoft Word format, and organizations have developed standard templates to reflect USAID general practice. Submitting the narratives in Word also allow for changes to be highlighted in “track changes” to facilitate USAID review during BAFO discussions. Moreover, the information in column C, rows 129 through 194 duplicates the information that is in the Budget detail tab, and therefore doesn’t provide any additional information. Would USAID consider allowing applicants to provide the Budget Narrative in Word as long as it is as detailed as requested in the Excel file?

Answer: USAID confirms that what is required in the excel sheet is the basis for the calculations. Applicants are required to submit the full narrative in a word document.

42. Questions regarding Attachment #1 (Budget Template):

- a) Fringe Benefits Category: Template includes Allowances for Expatriate staff in the Fringe Benefits Section, however allowances are not included our NICRA rate. Page 59 of the RFA seems to request allowances be included under Direct Labor. Please clarify.
- b) Line 139 (Detail sheet) - Design, Monitoring and Evaluation – please clarify what is expected to be included here. M&E labor costs would be included in the Personnel or Contractual costs, and M&E related travel would be in the travel section. Should the costs for M&E Activities be captured under Program Activities (which falls under Contractual)?

Answer:

- a) Attachment #1 is a general template that is provided for guidance. Expatriate Allowances not included in a Nicra rate may be shown under Direct Labor. Proposed Local Fringe should be detailed enough to allow for a fair and reasonableness determination.
- b) USAID confirms that Design, Monitoring and Evaluation costs must be entered under “Contractual” only if the applicant plans to subcontract this element.

43. Table provided on page 56 of the RFA noting the pay range for USAID Mission in DRC includes salary and allowance levels. Could USAID kindly provide the components of the allowances? Are these figures part of base pay or are they Fringe Benefits?

Answer: The table provided on page 56 of the RFA presents what will be considered a reasonable cost for personnel. The first two columns represent the range for the basic salary for the incumbent of a position at the referenced professional category while the third and fourth columns represent the range for Fringe Benefits which include any other costs attributable to that position.

44. Are the other cost items listed in Section IV 5.i and 5.j (pages 60-61) required only from the Applicant or also from subawardees? Please clarify.

Answer: The other cost items listed in Section IV 5.i and 5.j (pages 60-61) are required from the Applicant and also from major subawardees (>25%).

45. Page 60 of the RFA States: “Proposed Sub-awards (contracts/grants) (if any): Applicants who intend to utilize subawardees who will be substantially involved in implementation (i.e. receiving 25% or more of the total proposed project cost), should indicate the extent intended and a complete cost breakdown, as well as all the information required herein for the Applicant. Subawards costs applications should follow the same cost format as submitted by the Applicant.” Does this mean that cost proposals are not required for

submission from partners whose budgets are less than 25% of the total proposed cost; if so, can these partners still be named in the application in order to obtain Agreement Officer approval to issue the subawards post award without an additional action?

Answer: USAID confirms that cost proposals are not required for submission from partners whose budgets are less than 25% of the total proposed cost and that these partners be named in the application in order to be approved in the award without an additional action.

46. Is there a MB limit for the electronic submission? And, is there a limit on the number of attachments (per email)?

Answer: The limit per email including its attachment is 10 MB.

47. On Page 11 of the NOFO, paragraph “ USAID Activities that require coordination with GBV”, it is indicated there are regular meetings held by USAID in Goma and Bukavu and the strong applicants can attend these meetings to ensure the integration of application to GBV activities which are still under implementation. Who is the point of contact for these meetings? How can we attend these meetings?

Answer: The meetings referred to are the quarterly partner meetings as mentioned in the Country Development Cooperation Strategy. The current view is that these meetings will be less regular and more focused on specific sectors. We will invite implementing partners as deemed appropriate and beneficial to both sides.

48. On Page 27, is the “External Impact Evaluation” the requirement of the project? Do we need to include the cost of external impact Evaluation in the budget of the project?

Answer: The External Impact Evaluation will be contracted by USAID and conducted independently. The applicant need not budget for it.

49. On Page 29, “Initial Environmental Evaluation”, Please confirm/clarify if it’s a requirement.

Answer: The Applicants do not need to conduct an Initial Environmental Evaluation. They should only conform to the directions provided in this NOFO.

50. Section IV, 5. Cost/Business Application Format (page 55 and 56): The RFA states that applicants must use the mandatory budget and budget narrative template. Would USAID

be willing to amend this to applicants using their own budget and budget narrative templates so long as it adheres to the 424A cost categories?

Answer: USAID confirms that applicants must use the mandatory budget and budget narrative template.

51. Section IV, 4 (Page 54): The RFA states Appendix B- Resumes/CVs for Key Personnel should include resumes for all Key Personnel candidates not to exceed 3 pages and a Letter of Commitment for each candidate. Can USAID please confirm that the Letter of Commitment does not count towards the 3 page limit of the resumes?

Answer: USAID confirms that the Letter of Commitment does not count towards the 3 page limit of the resumes.

52. Section IV 4. Past Performance (page 53 and 54): Page 53 of the RFA states the applicant must describe 5 programs in which the applicant implemented similar programs. Page 54 states applicants must submit a list of the 5 most recent programs. Can USAID please clarify if applicants should submit past performance for 5 recent programs similar to the one proposed or their 5 most recent programs?

Answer: USAID confirms that applicants should submit past performance for 5 recent programs similar to the one proposed.

53. Section IV 4. Management Approach and Key Personnel, Gender-Based Violence Technical Advisor (page 52): Would USAID be willing to accept fewer years of experience combined with an advanced degree in a relevant field for the GBV Technical Advisor key personnel position?

Answer: No. The experience is invaluable, particularly in this context and in the field. Education simply cannot replace it.

54. The RFA states indicators should be disaggregated by geography, sex, age, trafficking in persons, people with disabilities, and LGBTI. It will be quite difficult to disaggregate data for every activity by trafficking in persons and LGBTI as people may be reluctant to identify in these categories. Would USAID consider removing or altering this requirement?

Answer: GBV, in and of itself, carries its own stigma, yet we manage to sensitize the population to the negative impacts of such stigma and the positive impacts of social inclusion.

Understanding that these are sensitive subjects, and that data collection may deliver a perfect representation of the actual situation, USAID deems it essential to seek methods that collect as much of this information as possible, with a Do No Harm perspective, and that the two are not mutually exclusive.

[END OF AMENDMENT 1]

Important features

- Province Capital *
- Commune *
- Groupement*
- HEALTH ZONE
- TERRITORY
- SECTEUR OR CHEFFERIE *

