USAID | JORDAN
FROM THE AMERICAN PEOPLE

November 25, 2015

Subject: **Notice of Funding Opportunity (NOFO)**
Request for Application (RFA) No. 278-16-000002
Amendment No. 01

Title: **USAID/Jordan Water Conservation Activity (WCA)**

Dear Prospective Applicants:

The purpose of Amendment No. 01 to the subject NOFO is to:

1. Make changes and provide clarifications. Please note that only the amendment to the NOFO contains the necessary changes. See Attachment I.
2. Include questions and answers received by email by the due date of November 6, 2015. See Attachment II.
3. Include the presentation shared during the Pre-Application Conference held on November 18, 2015. See Attachment III.
4. Include the information (transcript) shared during the Pre-Application Conference held on November 18, 2015. See Attachment IV.
5. Names of WCA Pre-Application Conference Participants. See Attachment V.

ATTACHMENT I

Amendment to USAID/Jordan Water Conservation Activity (WCA) NOFO RFA No. 278-16-000002

1. Cover page, Closing Date, delete, "December 18, 2015' and replace with "December 28, 2015".
2. Section A, Figure 1 – Structure of the WCA and IAA is revised as follows:

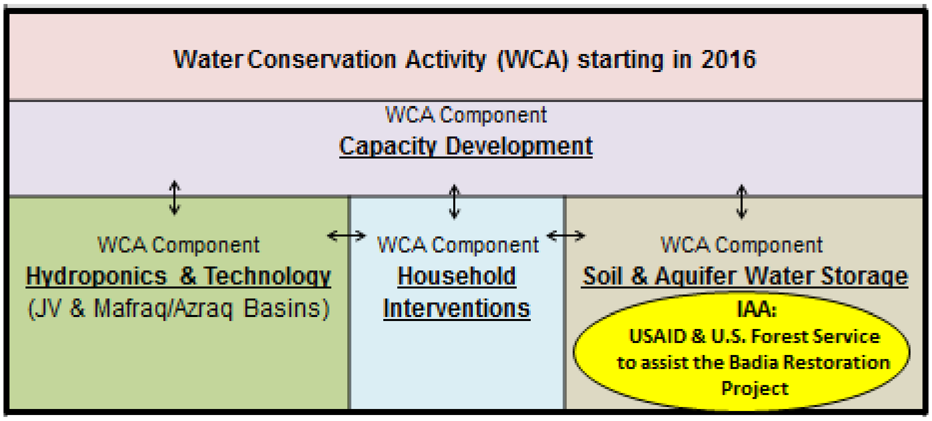

Figure 1 – Structure of the WCA, also showing its interaction with the independent IAA with USFS.

3. Section A.3, Activity Overview – Outcome 3, Note: "Section D. USAID Development Credit Authority (DCA)" is informational only and will not be a part of the WCA application".
4. Section A.5, Activity Monitoring and Evaluation Plan and Learning Approaches - Activity Monitoring & Evaluation Plan (AMEP), seventh paragraph, second sentence is revised as follows:
   "Late in Year 2, an internal mid-term project evaluation will be conducted to validate the key assumptions in the log frame and to inform implementation over the remaining three years of the project. A final external performance evaluation will be conducted in Year 5."
5. Section B: Federal Award Information, Paragraph (7) is revised as follows: "7. Sub-Awards, Grants and Grants Manual. Applicants shall propose how they employ sub-grants and grants to best meet the Project's objectives and expected results; and propose draft eligibility and selection criteria. Within 90 days of award, the successful applicant shall finalize the details of its grant program, in conjunction with the AOR, in the form of a Grants Manual to be reviewed by Acquisition & Assistance Specialist. While developing the manual, the applicant should reference ADS Chapter 303 Section 303.3.21(b) and other sections referenced therein."

6. Section B.8, Table of Deliverables, Objective 3 – Institutions strengthened to promote water saving technologies, Delete “item 17” and replace with “Plan to promote access to finance”.
7. Section C.2, Cost Sharing or Matching – Paragraph 1 is deleted in entirety and replaced with: “Cost sharing is suggested (that is, voluntary) but not required. If a cost share is proposed, it must meet the standards set in 2 CFR 200.306 for U.S. organizations or the Standard Provision “Cost Share” for non-U.S. organizations”.
8. Section D.4, Content and Form of Application Submission – paragraph (4) Technical Format, Annexes is revised to remove other long term personnel as follows: “Resumes/Curriculum Vitae for Key Personnel only.”
9. Section D.4, Content and Form of Application Submission – paragraph (5).2. - Key Personnel is revised as follows:

   “Overview: Three key personnel should be proposed with their names, positions, and a brief description of their relevant education, skills, and experience to achieve the results of this activity. The required key personnel are: Chief of Party (COP); Hydroponic Specialist; and Water Harvesting Specialist. Each position will be a full-time equivalent. Applicants may propose up to five (5) key personnel, depending on the proposed technical approach. Each key personnel position must include position descriptions and qualifications as shown below:”

10. Section D.5, Cost Application Format – paragraph (4).c. – The Budget is revised to include the following cost share language: “Cost sharing is suggested (that is, voluntary) but not required. If a cost share is proposed, it must meet the standards set in 2 CFR 200.306 for U.S. organizations or the Standard Provision “Cost Share” for non-U.S. organizations.”

11. **Section E, Paragraph 1 - Review and Selection Process is revised as follows:**

    “A Selection Committee (SC) comprised of USAID employees shall conduct a merit review of all applications received that comply with the instructions in this NOFO. The evaluation will be conducted using the adjectival rating system. After evaluations have been completed, the SC will then recommend the apparent successful applicant. The Agreement Officer (AO), considering the SC recommendation and the cost evaluation, will then make the final selection or determine if an oral presentation will be required.

    USAID may engage in discussions or negotiations with the Apparent Successful Applicant regarding any matter to be covered in the final technical and cost application. USAID may also award without discussions with the selected Applicant. Applicants should note that the technical review criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, applicants must organize the narrative sections of their applications in the same order as the technical review criteria.

USAID reserves the right to require the apparent successful applicant to deliver an in-person oral presentation of its Technical Approach Key Personnel, Overall Activity Management Plan and Integration of Cross-Cutting Themes and Past Experience in Implementing Projects in the Middle East Region. The criteria that the Mission will use to evaluate this oral presentation will be provided to the apparent successful applicant.

If an oral presentation is delivered, the Mission will consider the results of the presentation along with the technical review and the cost evaluation for the selection of the award.

Applications will be reviewed and evaluated in accordance with the following criteria shown in descending order of importance (Technical Approach being the most important; then Key Personnel; Overall activity Management Plan and Integration of Cross-Cutting Themes; and Past Experience in Implementing Projects in the Middle East Region):"

12. Section E, Application Review Information, paragraph B is revised as follows:

"B. Cost Evaluation

"Technical merit review are significantly more important than cost. While Cost is less important than technical and is not weighted, the cost applications of the apparently successful technical application will be evaluated for cost effectiveness. Other considerations are the adequacy of budget detail and consistency with elements of the technical application. In addition, the organization must demonstrate adequate financial management capability, to be measured for a responsibility determination. The cost application may be adjusted, for purposes of evaluation, based on the results of the detailed budget review and its assessment of credibility, completeness and for:

1. Allowable Costs (2 CFR 200.403)
2. Reasonable Costs (2 CFR 200.404)
3. Allocable Costs (2 CFR 200.405)."

13. Section E, Application Review Information, delete paragraph B (1) in entirety and replace with the following: "(1). Cost sharing is suggested (that is, voluntary) but not required. If the applicant proposes cost share contributions, the applicant should estimate the amount of cost-sharing resources to be mobilized over the life of the agreement and specify the sources of such resources, and the basis of calculation in the budget narrative. Applicants should also provide a breakdown of the cost share (financial and in-kind contributions) of all organizations involved in implementing the resulting Cooperative Agreement."

14. Section F – Federal Award Administration

- In Paragraph (5) – Reporting Requirements, delete: "Short-Term Consultant Reports".
- Paragraph (15) – Program Income is revised as follows: "Any program income generated under the award may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must be used for the purpose and under the conditions of the Federal Award in accordance with 2 CFR 200.307 (e)(2)".

All other terms and conditions of the subject notice of funding opportunity remain unchanged.

ATTACHMENT II

Questions & Answers Regarding - USAID/Jordan Water Conservation Activity (WCA) NOFO RFA No. 278-16-000002

I. TECHNICAL

Question No. 1:	Under section A – Program Description – Introduction on page 6, the RFA states the objective of this activity is to save water and to create a movement of water conservation in Jordan. a. Does USAID expect the WCA to cover potential water savings within municipal and irrigation water utilities? b. Is this activity expected to create a movement of water conservation among municipal water users?
Answer No. 1:	a. USAID/Jordan is already investing through Host Country Contracts in a large Non-Revenue Water (NRW) Project therefore; WCA focus is expected to cover the potential water savings within irrigation systems, mostly in agricultural zones in rural areas. b. Other USAID activities will target promotion of water savings by municipal water users in cities.
Question No. 2:	Under Section A – Introduction on page 6, the RfA describes the 3 WCA components, but Figure 1 on page 7 shows 4 components for this Activity. These are marked in within the bold border. Under the same paragraph, USAID indicates the percentages of the WCA effort for each component. **a.** Can the bidders restructure the program components to achieve objectives and outcomes of the Water Conservation Activity?
	b. Would USAID like to see the capacity building component as standalone component or integrated within the other program components to achieve WCA outcomes?
	c. Do those percentages of effort reflect the anticipated grants funding within each component?
Answer No. 2:	a. The Science and Technology (S&T) component was divided into two parts in Fig. 1 (Hydroponics & Technology; Household Interventions) to be clear that we wanted applications that addressed both issues. USAID/Jordan believes that the components are clear but Applicants may reorganize if it makes sense and supports the proposed technical approach.

	b. It is the applicant's choice to separate capacity building into a stand-alone component or to integrate them with other WCA components.
	c. USAID expects the applicant to exercise professional judgment on allocation of the grants; however, the total level of effort should be as stated in Table 2 (See Outcome 3.E).
Question No. 3:	On page 8 of Section A – Program description, the RFA states "There are four challenges associated with the over-use and insufficient water conservation in Jordan: 1. Policy Environment 2. Lack of Usage of Water-Saving Technologies 3. Insufficient Aquifer Recharge and Soil Water Storage 4. Lack of Institutions to Support Technology Adoption The RFA describes the main issues under each challenge. a. The challenges do not cover municipal water users and conservation potential at the utility levels. Is the WCA expected to work on potential water savings at the municipal users' level apart from the household interventions to increase water availability as described under the Activity Overview Section on page 11?
	b. What are the WCA conservation challenges that should be considered under the household level interventions?
	c. Does USAID expect the program to work on behavior change of household water users outside the targeted communities for the household intervention?
Answer No. 3:	a. No, challenges do not cover municipal water users and conservation potential at the utility levels.
	b. It is up to the applicant to choose an optimum combination of interventions. There were ample examples under the various illustrative interventions including cisterns, rooftop water tanks, grey water reuse systems, improved plumbing, solar heaters, and photo-voltaic panels (See Activity Outcome 1, Paragraph 4).
	c. Refer to Section 3-Activity Overview, the last two paragraphs under (1) Activity Purpose, Sub-purposes and Approaches.
Question No. 4:	In reviewing the RFA, we noted a contradiction between the Program Description and the Instructions to Applicants/Evaluation Criteria. In the Program Description on page 14, there is a bulleted list of "illustrative technical interventions" which instructs applicants "to select an optimum suite of interventions and approaches to demonstrate and feasibly scale-out new water-saving

	technologies that to date have little penetration in Jordan." However, the instructions to applicants and evaluation criteria clearly identify hydroponics as the optimum intervention on which all others depend. We request that USAID adjust the evaluation criteria to allow for a more holistic approach that uses all available technologies for water conservation in Jordan.
Answer No. 4:	Based on experiences in Jordan, hydroponics is one of the most likely interventions to achieve the WCA goals; therefore, USAID encourages applicants to consider this intervention as they review other S&T options. Applicants should equally ensure that hydroponics is complemented with other interventions that touch upon household water security, water storage and aquifer recharge in the Badia, and capacity development.
Question No. 5:	On Pages 20/21 with regards to the AMEP, the RFA states: "Late in Year 2, an internal mid-term project evaluation will be conducted to validate the key assumptions in the log frame and to inform implementation over the remaining three years of the project." And "A final external performance evaluation will be considered in Year 5. However, it is likely that the midterm evaluation will be used to determine whether to continue for another phase." a. Please confirm that applicants should include costs for an internal mid-term evaluation in our proposed budget, and not for a final performance evaluation? b. Can USAID clarify the statement that the midterm evaluation will be used to determine whether to continue for another phase? Does this mean that the internal evaluation will determine whether the program continues through the full five-year term, or rather if follow-on funding will be available?
Answer No. 5:	a. Please budget for an internal mid-term and a final performance evaluation.
	b. The language on page 20/21 is revised as follows: "Late in Year 2, an internal mid-term project evaluation will be conducted to validate the key assumptions in the log frame and to inform implementation over the remaining three years of the project. A final external performance evaluation will be conducted in Year 5." Applicants should budget for both mid-term and final performance evaluation.
Question No. 6:	On page 32 of the RFA, USAID lists resumes/CVs for key personnel and long-term professional staff as a required annex to the proposal. Given that the substantial involvement clause included on

	Page 23 (further described in ADS 303.3.11) only includes USAID approval for Key Personnel we request that USAID consider revising this annex to only include CVs for positions designated as Key Personnel.
Answer No. 6:	The Applicants will submit CVs for positions designated as Key Personnel only.
Question No. 7:	On Page 35, under the section for "Key Personnel" the RFA states: "Five key personnel should be proposed with their names, positions, and a brief description of their relevant education, skills, and experience to achieve the results of this activity. The illustrative key personnel are: Chief of Party (COP); Hydroponic Specialist; Outreach and Communication Specialist; Water Harvesting Specialist and Grants Officer." Please confirm that these positions are in fact illustrative and that applicants may determine the most appropriate positions to be classified as Key Personnel?
Answer No. 7:	Key personnel Section of the solicitation is corrected to read three (3) key personnel should be proposed with their names, positions……. The required key personnel are: Chief of Party; Hydroponic Specialist and Water Harvesting Specialist.
Question No. 8:	On page 49 of the RFA, USAID lists Short-Term Consultant reports as a requirement upon the completion of services of each short-term consultant. We request that USAID reconsider this requirement, as it would be cumbersome for the recipient to comply and does not seem to be consistent with 2 CFR 200.308(b), which requires the use of standard OMB-approved data elements for the collection of performance information.
Answer No. 8:	Short-Term Consultant Reports is removed. Reporting under the Cooperative Agreement will be in accordance with 2 CFR 200.327-239, entitled, 'Performance and Financial Monitoring and Reporting.'

II. COST AND GENERAL QUESTIONS

Question No.1:	On page 13 of the RFA, USAID states that WCA will use interest-free revolving loans to support activities. Further, on page 52 of the RFA, USAID states that any program income generated under the award will be used to reduce the Federal award. According to 2 CFR 200.80, repayment of principal on loans made with Federal award funds is considered to be program income. We request that USAID consider revising its section on program income to ensure that principal on loans is considered as additive program income, as opposed to reductive.
Answer No. 1:	Any program income generated under the award may be added to

	the Federal award by the Federal agency and the non-Federal entity. The program income must be used for the purpose and under the conditions of the Federal Award in accordance with 2 CFR 200.307 (e)(2).
Question No. 2:	On page 24 of the RFA, USAID states that "Applicants shall propose how they employ sub-grants and programmatic contracts to best meet the Project's objectives and expected results;" Can USAID provide further information as to what the definition of "programmatic contracts" is?
Answer No. 2:	The language is clarified to read ‘sub-awards’ consistent with 2 CFR 200.92. The section is amended accordingly.
Question No. 3:	On pages 38 and 39, USAID provides the summary budget format, however it is missing the construction line item under Cost Elements. Can USAID please indicate whether or not a construction line item should be included in the budget format?
Answer No. 3:	The construction budget line item may be included using the SF 424 Format. Please note that Construction proposed under the RFA will strictly fall under the agency limitations, see ADS 303.3.30.
Question No. 4:	On page 39 of the RFA, USAID states that applicants must provide rate verification documentation for all direct salaries and wages. While this is a standard requirement for acquisition actions, it is not a usual requirement for assistance. Per 2 CFR 200.430, non-profit organizations are required to comply with their established written policy for compensation, applied consistently to both Federal and non-Federal awards. We request that USAID remove this requirement for non-profit applicants.
Answer No. 4:	Yes, Personnel Compensation shall be consistent with 2 CFR 200.430. See also the illustrative ‘Cost Application Format (5)(1) – Personnel.’
Question No. 5:	On page 43 of the RFA, USAID provides the technical review criteria; however it does not include any method of evaluation, such as points or adjectival scoring. Can USAID please provide the scoring breakdown that will be used to evaluate this RFA?
Answer No. 5:	USAID will use adjectival rating in evaluating this RFA.