



USAID | LIBERIA

FROM THE AMERICAN PEOPLE

October 27, 2016

**Reference: Notice for Funding Opportunity (NFO) Number SOL-669-17-000001
Liberia International Electoral Observation (LIEO)**

Subject: NFO Amendment Number One

Dear potential Applicant:

The purpose of this amendment number one is to answer questions raised by prospective applicants as per the requirement of this NFO and to make changes to the NFO.

Accordingly therefore, this NFO is amended as per the attached Questions and Answers which form part of this modification. The length of this amendment is five (5) pages including this cover letter. The amendment also incorporates the revised NFO.

Any questions regarding this amendment should be directed to the Agreement Officer at cegaas@usaid.gov and copy to mmwadime@usaid.gov.

Sincerely,

Christopher Egaas
Agreement officer
USAID/Liberia

Amendment 1- Questions and Answers

ATTACHMENT 1

Technical

Question 1:

Can USAID please clarify on the following questions regarding key personnel related to this notice of funding opportunity?

- a. The NOFO states that key personnel are subject to approval by the USAID Agreement Officer prior to employment. Please clarify if this requirement also applies to personnel already employed.
- b. Could you please elaborate what key personnel positions required are required for this solicitation?
- c. Could you please confirm that two candidates are required for each of the key personnel positions? Or is one candidate per position sufficient?

USAID response:

- a) Any key personnel proposed by the applicant in response to the NOFO will require USAID Agreement Officer (AO) approval.
- b) The recipient should provide summary job descriptions and designate which positions it considers key to the achievement of results under the program
- c) For this solicitation one candidate per position is sufficient.

Question 2:

Can USAID please provide a definition for Key Reports referenced on page 12 of the NOFO? Key reports are not mentioned in the reporting requirements outlined 200.328 Monitoring and reporting program performance.

USAID response:

Items considered “Key Reports” are specified under “Reporting requirements” on Page 27-28 of the NFO.

Question 3:

According to page 27 of the NOFO, the Monitoring and Evaluation plan will be submitted by the recipient. Can USAID please clarify that no Monitoring and Evaluation Plan documents are required in the application?

USAID Response:

Yes, at the time of application, the applicant is not required to submit a Monitoring and Evaluation Plan.

Question 4

- a) Can USAID please clarify which attachments are required and if additional attachments are allowable?
- b) Can USAID please confirm that the only annexes to the technical application are related to project personnel, including CVs, references, biodatas and job descriptions for key personnel?

USAID Response:

The only attachments to the technical application may be related to project personnel, including CVs, references, biodatas and job descriptions for key personnel. Job descriptions are required only for key personnel.

Question/comment 5:

Although the NOFO suggests 5% cost share, it is noted that the nature and type of activities that would be conducted under the proposed program are not suited to receive additional contributions outside the U.S. Government. Given the extremely limited financial resources other than those provided by the U.S. Government invested towards elections in Liberia, it is highly unlikely that local partners and project beneficiaries could leverage significant resources to contribute to cost sharing. While many organizations in the health and humanitarian sectors possess additional sources of income from private philanthropic efforts and membership contributions, many NGOs active in the governance sector do not possess such independent sources of income.

It is noted that cost share is not required under 200.306 “(a) Under Federal research proposals, voluntary committed cost sharing is not expected. It cannot be used as a factor during the merit review of applications or proposals, but may be considered if it is both in accordance with Federal awarding agency regulations and specified in a notice of funding opportunity” as this project will have a polling research portion.

USAID Response: USAID has suggested a 5% cost share, and the NFO clarifies that this is not mandatory.

Also note that this NFO does not relate to a research proposal

Question 6:

Can USAID please confirm that the cover page and table of contents do not count towards the technical proposal's 15 page limit?

USAID Response: Yes.

Question 7:

Does USAID have a limit on the file size of e-mail attachments?

USAID Response:

There is no file size limitation; however email attachments over 25 mb may not be accepted by the USAID email system. USAID will confirm receipt of all emails and attachments.

Question 8:

Can USAID please clarify its position on the key personnel requirements for this application? Page 10 of the RFA states that "Key personnel are those considered to be essential to the work being performed under this cooperative agreement." Without defining the key personnel positions, the RFA states on page 11 that "the rationale behind the technical and/or management responsibilities assigned to each position should be described in relation to the qualifications of the corresponding candidate. USAID will determine which of the additionally proposed positions are considered to be essential to the successful implementation of the award; and therefore, to be added as 'Key Personnel.'" Later, on page 18 of the RFA, it states that "the Applicant shall propose a minimum of two candidates for each proposed key personnel position." This seems to unnecessarily complicate the process traditionally included in most

USAID RFAs, where USAID defines specific staffing positions as key and applicants propose their most qualified candidates for those specific positions. Additionally, the notion of USAID selecting its desired candidates for the key personnel positions from a pool of applicants would appear to exceed the substantial involvement term under a cooperative agreement, as it is the applicant that would have the employer relationship with the candidate, while USAID's responsibility would be to approve, as oppose to select, candidates for the key personnel positions. As the employer, it is the responsibility of the recipient to interview candidates, conduct reference checks on final candidates, make the final selection and submit sufficient information to USAID about the selected candidate's experiences and skills as they relate to the position for it to make an informed decision. If any questions arise, USAID can then request clarification or further information. The request is that this requirement be revised accordingly to remove this requirement for the two candidates.

USAID Response:

See answers to question # 1. The NFO has been amended to revise this requirement

Question 9:

Can USAID also confirm the job descriptions are required only for key personnel positions?

USAID Response:

Yes. Job descriptions are required only for key personnel positions

General:

The following additional changes have been made to the NFO:

- 1) The Solicitation Number has been corrected to read **RFA SOL-669-17-000001**
- 2) The closing time for this solicitation is **November 14, 2016, 4 PM GMT.**
- 3) Updated representations and certifications on pages 32-41.

(END of NFO Questions and Answers)