Issue Date: October 14, 2016
Deadline for submission of Questions: October 24, 2016 4.00 PM GST
Closing Date: November 14, 2016
Closing Time: 4:00 PM GST

Subject: Notice of Funding Opportunity Number: **SOL-669-17-00001**

Program Title: Liberia International Electoral Observation (LIEO)

Ladies/Gentlemen:

The United States Agency for International Development (USAID) Mission in Liberia is seeking applications from U.S. non-governmental and non US non-governmental organizations to implement the program entitled **"Liberia International Electoral Observation (LIEO)".** The authority for this notice of funding opportunity (NFO) is found in the Foreign Assistance Act of 1961, as amended.

Subject to the availability of funds an award will be made to that responsible applicant(s) whose application(s) best meets the objectives of this funding opportunity and the selection criteria contained herein. While I (one) award is anticipated as a result of this notice of funding opportunity (NFO), USAID reserves the right to fund any or none of the applications submitted. The award is for a fourteen (14) month period not to exceed $2,000,000.00. Implementation is scheduled to begin in the second quarter of fiscal year FY2017.

For the purposes of this NFO the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer". As the Applicant you are encouraged to read this funding opportunity thoroughly to understand the type of program sought, application submission requirements and evaluation process.

Pursuant to 22 CFR 200.400 (g) and 22 CFR 700.13, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, direct and indirect, which are related to the Cooperative Agreement and are in accordance with applicable cost standards (22 CFR 200, OMB Circular A-122 for Non-Profit Organizations, OMB Circular A-21 for Universities and the Federal Acquisition Regulation (FAR) Part 31 regarding for-profit organizations) may be paid under the Award.

For the purposes of this program, this NFO is being issued and consists of this cover letter and the following:

U.S. Agency for International Development
c/o US Embassy Monrovia
502 Benson St.
1000 Monrovia, 10 Liberia

Tel: +231-77 677 7000
Fax +231-77 677 7370

1. Section A : Program Description
2. Section B : Federal Award Information
3. Section C : Eligibility Information
4. Section D : Application And Submission Information
5. Section E : Application Review Information
6. Section F : Federal Award Administration Information
7. Section G: Federal Awarding Agency Contact(s)
8. Section H: Other Information

To be eligible for award, the applicant must provide all information as required in this NFO and meet eligibility standards in Section C of this NFO. It is the responsibility of the applicant to ensure that the entire NFO has been received via email in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion process.

The successful Applicant will be responsible for ensuring the achievement of the program objectives. Please read each section of the NFO.

Please send any questions to the point(s) of contact identified in section D.

Issuance of this notice of funding opportunity 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 comments/suggestions or an application.

Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

The applicant must take account of the expected delivery time required by the NFO and is responsible to ensure that applications are received at USAID/Liberia in Monrovia by the due date and time specified above. Applications received late or submitted incomplete shall be considered for evaluation at the sole discretion of the Agreement Officer if it is in USG interest. Please refer to Section D- Application and submission information.

Applicants must retain for their records one copy of all enclosures which accompany their application.

Thank you for your interest in USAID programs.

Sincerely,

Digitally signed by Christopher J Egaas
DN: cn=Christopher J Egaas, o=Office of Acquisition and Assistance, ou=United States Agency for International Development, email=cegaas@usaid.gov, c=US
Date: 2016.10.14 15:47:39 Z

Christopher Egaas
Agreement Officer

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SECTION A. Program Description

1) Introduction

USAID/Liberia invites prospective partners to submit a program proposal to respond to the project's goal which is to *improve conditions related to transparency and legitimacy of the 2017 electoral process* in Liberia. Support would contribute to a credible electoral process that meets international standards with a focus on the 2017 Presidential and legislative electoral period, from February 2017 through February 2018. The program seeks to achieve the following objectives, which are critical for a free and fair election:

1. Conduct impartial and ongoing monitoring, assessment and reporting on conditions of the electoral process, and where relevant, make recommendations; and
2. Demonstrate international support for the democratic electoral process in Liberia.

Specifically, the program would observe, monitor, and report on the following:

- Pre-election period, including activities of the National Elections Commission (NEC), the media, potential candidates, and registered political parties
- Electoral Period, including national mobilization of election logistics, staff, and operations, conduct of polling on Election Day, and tallying and reporting of results
- Post-Election period, including complaint filings and dispute resolution processes
- Constitutional Referendum, should this occur

USAID's Liberia International Electoral Observation (LIEO) program falls under the Foreign Assistance Framework (FAF) Governing Justly and Democratically Objective, Program Area 2.3 *Political Competition and Consensus Building, Program Sub-Element 2.3. 1 Consensus Building Processes*, *and Program Sub-Element* 2.*3.2 Elections and Political Processes.* It is also aligned with USAID/Liberia's Country Development Cooperation Strategy (CDCS) which identified the following overall strategic goal: strengthened Liberian institutions positioned to drive inclusive economic growth and poverty reduction. This is to be accomplished through a package of interventions targeted at four complementary Development Objectives (DOs) addressing governance, economic growth, health, and education. The activities proposed in this PD have been compiled with the goal of achieving DO 1: More effective, accountable, and inclusive governance. The LIEO program will reflect the principles of the Declaration of Principles for International Election Observation, including: "International election observation, which focuses on civil and political rights, is part of international human rights monitoring and must be conducted on the basis of the highest standards for impartiality concerning national political competitors and must be free from any bilateral or multilateral considerations that could conflict with impartiality."

This program is designed based on the following essential principles:

1. Flexibility: It is crucial that implementing partners manage the agreement in a manner that incorporates regular risk assessment, flexibility to revise, and program activities that quickly respond to the needs of the United States Government (USG), key stakeholders, and the changing political environment.

2. Regional Expertise: Implementing partners should capitalize on the growing cadre of professionalized regional expertise on electoral observation. It is critical that implementing partners leverage regional experience as part of program implementation.
3. Consultation: In order to maximize limited resources and ensure a high level of standards when implementing activities, it is essential that both home office and field staff be readily available to consult with the Mission as requested.
4. Sensitivity: Given the fragility and potentially destabilizing factors associated with the upcoming historic elections and subsequent political transitions, it is vital that implementing partners maintain their neutrality in implementing USG foreign assistance.
5. Gender Integration: While both men and women actively participate in all areas of economic, social, and political life in Liberia, women have significantly less income, influence, autonomy, and political clout than men. Women's full and equal participation and the integration of gender perspectives are hallmarks of democratic electoral processes. Gender issues should, therefore, be taken into consideration throughout project design, implementation, and evaluation. The recipient should design interventions to promote gender equality within project implementation; to be incorporated under each objective area to respond to the specific needs of both genders; collect data disaggregated by sex as appropriate; and implement monitoring mechanisms that determine if activities are facilitating a more equitable role for women.

The Mission expects implementing partners to practice cost consciousness and to leverage resources to maximize impact with the lowest cost to the United States Government. The Mission also expects implementing partners to mobilize in Liberia under a tight timeframe and to have a proven recent track record in the country.

2) Background

Problem Statement: Liberia's fragile democracy -- and indeed its tentative peace and prospects for economic growth and poverty reduction -- are inextricably linked to its electoral processes. While the National Election Commission (NEC) has conducted peaceful post-war national elections in 2005 and 2011 with decreasing levels of technical support from international actors, these polls were nearly spoiled by opposition parties who advanced unsubstantiated claims of widespread rigging benefitting the ruling party. This is not surprising given that Liberian parties are poorly organized and lack democratic structures, broad national representation, and the ability to effectively monitor and file evidence-based reports on electoral irregularities. Reports from domestic and international observers were critical in promoting confidence in the election results; however domestic groups have not yet earned the trust of all stakeholders given their relative lack of experience and sophistication. Pointing to high levels of spoiled and invalid ballots in recent elections, international and domestic observers have emphasized the need for more comprehensive and targeted civic and voter education on the part of the NEC and its civil society (CSO) partners. Given their lack of understanding of the democratic responsibilities of key actors such as the NEC and political parties, Liberian citizens have thus far failed to create strong demand for accountability and the professionalization of these entities. In short, despite significant progress made over the last decade, key Liberian stakeholders still lack the capacity to effectively manage, observe, and engage in electoral processes.

Political History and Context: Settled in the 1820s by Americo-Liberians, freed slaves from the Americas, the Liberian state was focused on the capture and control of resources and was hallmarked by minority domination, authoritarian leadership and lack of representation. From 1847 to 1980, Liberia was effectively a one-party state under the True Whig Party, and indigenous Liberians were denied the right to vote until 1963. State resources accrued disproportionately to the Americo-Liberian elite. Exclusionary politics and inequities sparked a military coup in 1980 and a brutal two-phased civil war (1990-1997 and 1999-2003) that inflicted significant socio-economic damage. Ten years after the end of the conflict, Liberia ranks 177 out of the 186 countries for which data are available on the 2015 Human Development Index.

Recent Elections: Democratic electoral processes and institutions are a relatively recent phenomenon in Liberia and have yet to be consolidated. The first post-war legislative and presidential elections were held in 2005. While an independent body, the NEC, was established to oversee the polls, they were largely administered by the United Nations Mission in Liberia (UNMIL) which provided hundreds of technical experts and volunteers. Ninety percent of eligible citizens registered to vote and, of these, 75 percent turned out on election day. The Unity Party's Ellen Johnson Sirleaf was declared the presidential victor after defeating George Weah of the Congress for Democratic Change (CDC) in a run-off. The CDC filed unsubstantiated claims of massive fraud but Weah eventually accepted the results, in part due to mounting pressure from internal and external sources bolstered by reports from domestic and international observers that found the elections to be credible and competitive. In the 2011 elections, President Sirleaf prevailed in a run-off and her Unity Party continues to dominate in the legislature. Despite the decision of the CDC and other opposition parties to boycott the presidential runoff and an isolated outbreak of violence, the elections were widely seen as free and fair by domestic and international observers and voter turnout in the first round was relatively high, demonstrating the continued interest of citizens in the electoral process. Furthermore, the 2011 polls were the first in which the NEC assumed most of the management responsibility with significantly less technical support from the international community. The NEC conducted the 2014 Senatorial Elections, amidst the Ebola outbreak, with increasing autonomy. While the NEC relied on the international community for technical and limited logistical support, 2014 marked another success in the NEC’s evolution toward a fully functioning election management body. The Liberian people and the international community see 2017 as an opportunity for the NEC to demonstrate continued credibility, transparency, and capability to execute elections.

NEC: The NEC is a young institution, constituted as it was in its current form shortly before the 2005 elections, but has made important strides. Nevertheless, it continues to struggle with perceptions of partiality due to the presidential appointment of its commissioners and internal weaknesses that could prevent further consolidation or even reverse progress made to date. The NEC continues to struggle to develop key institutional systems, policies, and procedures in areas such as human resources, budgeting, strategic planning, and procurement which, unless strengthened, may jeopardize the NEC's ability to conduct credible elections if left unaddressed. The NEC developed a strategic plan (2012-2018) that responds to some of these deficiencies, and its leadership has begun to implement a number of recommendations highlighted in previous assessments, demonstrating a continued interest in and ability to implement necessary reforms.

Political Parties: Parties play a vital role in contesting and observing elections and, ultimately, accepting their results and allowing for a peaceful transfer of power. Because of their internal deficiencies and lack of professionalism, Liberian parties struggle to carry out these roles. This lack of maturity is not surprising considering that a multi-party system was only introduced to Liberia in the mid-80s, and the conditions for genuine and open competition were not put in place until the 2005 elections. Since then, parties have multiplied with twenty three currently registered, and more in the process of registering with the NEC. However, only 11 parties are represented in the legislature. Most parties lack clear systems, structures, and by-laws and do not reflect democratic principles in their approach to leadership and decision-making. Most are based around support from a particular ethnic group and thus very few have a national presence. Due to high levels of poverty, leaders are expected to almost single-handedly fund their parties and given the strong correlation between money and influence in Liberian society, most parties are highly centralized and fail to develop and engage local branches. Women are represented disproportionately less in political parties precisely due to this access of resources, the prevalence of centralized and male-dominated leadership, as well as other factors. Given their performance to date, parties are among the least respected political actors in Liberia. Over 60 percent of 2012 Afrobarometer respondents had no or very little trust in opposition parties. Parties have recently demonstrated some signs of maturation, particularly around the opposition's eventual acceptance of the President's NEC chair appointee despite initial allegations that he was in the pocket of the ruling party.

Domestic Observation: The importance of election observation in the Liberian context is clear given the role that mission reports have played in convincing the general public-and opposition parties- that the 2005 and 2011 polls were generally well-administered and therefore that the results should be respected. With support from USAID through the National Democratic Institute (NDI), two CSO coalitions representing over 30 CSOs joined together under the banner of the Election Coordinating Committee (ECC) to observe the 2011 constitutional referendum and presidential and legislative elections. USAID is currently supporting the ECC to conduct long-term observation for the 2017 electoral process.

USAID Programming to Date: USAID has played an active role in supporting elections and political processes in Liberia since the end of the civil war in 2003. USAID currently has a robust elections portfolio in advance of the 2017 electoral period and is currently working to build public confidence in elections by improving the performance, transparency, and accountability of Liberia’s National Elections Commission (NEC); supporting citizen participation in electoral processes as voters and through civic engagements; and strengthening civil society oversight of the electoral process. USAID/Liberia’s Elections Portfolio falls under Development Objective 1 – more effective, accountable, and inclusive governance - in the Mission’s Country Development Strategy (CDCS). The specific goal of this portfolio is strengthened capacity to implement elections processes. The Liberia Elections and Political Transitions (LEPT) program, implemented by the Consortium for Elections and Political Processes (CEPPS), is providing electoral cycle-related support for the upcoming

2017 General Elections, including presidential and legislative polls. This program works to strengthen local capacities to effectively manage, observe, and engage in election processes by providing technical assistance to Liberia's NEC and civil society organizations (CSOs) and supports two main objectives: 1) increase the capacity of the NEC to manage the full election cycle, and 2) promote meaningful CSOs engagement in election processes. The Liberia Administrative and Systems Strengthening (LASS) program,implemented by IBI International, works with the NEC to develop and build sustainable and relevant institutional changes in response to NEC-identified needs. LASS will support NEC in efforts to strengthen managerial and administrative capabilities, systems, policies, and procedures, using a Problem Driven Iterative Adaptation (PDIA) approach. Having strong systems in place will enable NEC to better achieve its core mandate of planning and conducting elections. Under the Liberia Media Development (LMD) program, implemented by Internews, USAID is working to increase Liberian citizens' access to independent and reliable information and ability to engage in well-informed public discussion of important issues of the day. Leading up to the 2017 elections, USAID anticipates LMD will work with their 21 media outlet partners to further responsible journalism related to coverage of the electoral process.

3) Program Goal and Strategic Approach

This program aligns with USAID/Liberia's CDCS, and, specifically, this project aims to *improve conditions related to transparency and legitimacy of the 2017 electoral process* by observing, monitoring, and reporting on the upcoming electoral cycle.

International observation efforts and reports have proven critical to ensure peaceful conduct of electoral operations in Liberia. During the 2005 and 2011 elections, reports from domestic and international election observers were critical in promoting confidence in the results. International observation can be a useful tool to strengthen the efforts of voters, candidates, parties, and election officials to ensure transparent, credible, and peaceful elections. Given the high-stakes of the first post-war political administration hand-over for 2017, international observation by an independent non-governmental organization is vital to safeguard the electoral process by serving as a neutral and objective voice for the citizens, candidates, and political parties. USAID's recently completed 2016 Electoral Security Assessment provides an overview of the electoral and historic context for the upcoming electoral cycle. Comprehensive international election monitoring will provide an objective assessment of a country's electoral process in line with regional and international standards, potentially promote the integrity of the elections and related institutions, and encourage public participation in democratic politics.

4) Program Objectives, Illustrative Activities, and Anticipated Results

USAID/Liberia invites innovative approaches to meeting the goal and objectives of the Program Description and expects that prospective partners will determine the most appropriate and feasible activities for the current political context. Program activities should account for historical context and the current state Liberian electoral context and may consider incorporating thematic focus areas into the observation mission activities, such as election-related violence against women, misuse of state resources, and/or media bias.

Program objectives, illustrative activities, and anticipated results are as follows:

Objective 1: Conduct impartial and ongoing monitoring, assessment, and reporting on conditions of the electoral process.

Result 1.1: Implementing partner develops and produces timely and well-informed observation and monitoring reports on the electoral process

Illustrative activities include:
- Observe, monitor, and report on the pre-election period, including voter registration activities, voter roll exhibition, political party primaries, candidate nomination, and the campaign period.
- Observe, monitor, and report on the electoral period, including national mobilization of election logistics, staff, and operations, conduct of polling on Election Day, and tallying and reporting of results
- Observe, monitor, and report on the post-election period, including complaint filings and dispute resolution processes
- Observe, monitor, and report on the Constitutional Referendum, should this occur

Illustrative Indicators:
- Number of long-term election observers deployed
- Number of short-term election observers deployed
- Number of electoral observation reports produced

Objective 2: Demonstrate international support for the democratic electoral process in Liberia.

Result 2.1: Implementing partner distributes reports and recommendations as appropriate

Illustrative activities include:
- Dissemination of reports and information as appropriate to key stakeholders, including the public, the Government of Liberia, electoral authorities, political parties, civil society actors, and the media
- Participation in after-action engagements for elections lessons learned
- Facilitation of discussion among electoral stakeholders of legal reforms to promote the consolidation of democratic electoral processes.

Illustrative Indicators:
- Number of press releases produced
- Number of key stakeholders reached with electoral reports
- Number of key stakeholders engage in after-action activities

5) Potential Coordination Groups

While USAID/Liberia expects the implementing partners to propose an expanded list of potential stakeholders to engage under this program, the Mission suggests the implementing partners coordinate with the following organizations.

Regional Expertise: Implementing partners should capitalize on the growing cadre of professionalized regional expertise on electoral observation. It is critical that implementing partners leverage regional experience as part of program implementation.

Political Parties: Implementing partners should work in an unbiased way across political parties throughout the duration of the election cycle.

National Elections Commission: Implementing partners should strive to build strong working relationships with the NEC in advance of and during the electoral period.

Domestic Observation: USAID is currently supporting the Elections Coordinating Committee (ECC), a domestic civil society umbrella organization conducting long-term electoral observation and monitoring, under the LEPT program. The ECC also continues to receive limited funding from the Open Society Institute of West Africa (OSIWA). The ECC recently completed its Strategic Plan for the next two years and commenced long-term activities with monitoring and reporting on the Unity Party convention in July and completion of an analysis of the recently published electoral legal framework in August. The ECC has a robust menu of activities planned for the coming fourteen months. Implementing partners should engage with the ECC, where appropriate, to coordinate activities.

International Observation: In the past elections in Liberia, the Economic Community of West African States (ECOWAS) and the African Union have deployed international observation missions (IOMs). Implementing partners should engage with IOMs, where appropriate, to coordinate activities.

Diplomatic Observation: During recent elections, embassies in Liberia, including the United States, the European Union, and Nigeria mounted diplomatic electoral observation efforts. Implementing partners should coordinate with diplomatic observation missions, where appropriate, to coordinate activities.

6) Personnel

Key personnel are those considered to be essential to the work being performed under this cooperative agreement. It is expected that the key personnel will serve the full term of the agreement. Key personnel and changes to key personnel are subject to approval by the USAID Agreement Officer prior to their employment under this award. Before removing, replacing, or diverting any of the listed or specified personnel, the Recipient shall (1) notify the Agreement Officer and the AOR reasonably in advance and (2) submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this agreement.

The Recipient shall propose an organizational approach and personnel plan with a clear structure and lines of accountability to achieve maximum impact with the budget resources provided. Key personnel should have the required skillsets that cover all objectives. Personnel should have extensive experience and expertise in designing, implementing and evaluating activities similar to those described in the program description, as well as managing the relationships with high ranking government officials, USAID, and other key stakeholders. The Recipient should provide summary job descriptions and designate which positions it considers key to achievement of results under this program. 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."

The Recipient may employ U.S., third country and local experts as permanent key staff or short term. The Recipient shall use local rather than international personnel for both short-term and permanent positions whenever possible to assure appropriate institutionalization and sustainability. The Recipient shall provide curricula vitae for all proposed key personnel.

7) Coordination with Other Donors, Implementers, and NGOs

Many bilateral, multilateral, and international organizations support electoral processes in Liberia. These programs may have complementary or overlapping objectives and, as such, fluid communication and coordination is vital to prevent the waste of assistance resources. Find below an illustrative list of stakeholders with whom implementing partners should closely coordinate over the life of the project.

Donors: Aside from USAID, the main funder of electoral processes in Liberia historically has been the United Nations Development Program (UNDP) basket fund which has managed contributions provided primarily by the European Commission, the Swedish International Development Agency, and the Japanese government. UNDP is currently implementing the Elections Project supported by the European Union and may set up a basket fund mechanism for 2017. The Open Society Initiative for West Africa (OSIWA) is providing assistance for civic and voter education, and may fund other elections-related projects during the 2017 electoral cycle. The Swedish Embassy, the Japanese Embassy, ECOWAS, and the African Union are considering potential engagements in the coming months ahead of and during the elections period.

USAID Implementing Partners: USAID expects implementing partners to coordinate closely with other USAID implementing partners with programs related to the upcoming elections cycle. Implementing partners will be expected to work together to identify and capitalize on synergies and coordinate to avoid potential redundancies.

SECTION B: FEDERAL AWARD INFORMATION

1. Estimate of Funds Available and Number of Awards Contemplated

Subject to funding availability, USAID intends to provide $2 million in total USAID funding over a 14 months period. The ceiling for this program is $2 million. Actual funding amounts are subject to availability of funds.

USAID intends to award 1 (one) Cooperative Agreement pursuant to this notice of funding opportunity.

USAID reserves the right to fund any one or none of the applications submitted.

2. Start Date and Period of Performance for Federal Awards

The period of performance anticipated herein is 14 months. The estimated start date will be upon the signature of the award.

3. Substantial Involvement

USAID/Liberia considers collaboration with the Recipient crucial for the successful implementation of this program. USAID's substantial involvement in the program will extend to:

- **Approval of Implementation Plan:** On an annual basis, the Recipient shall prepare and request for USAID's prior approval an annual implementation plan.
- **Approval of Risk Assessments:** USAID will review and approve the annual Risk Assessment which will be prepared and delivered by the recipient in tandem with the annual Implementation Plan.
- **Approval of Specified Key Personnel:** Prior USAID Agreement Officer approval is required for personnel filling those positions considered to be essential to the successful implementation of the award.
- **Approval of Key Reports:** USAID will review and approve key reports, identified based on the Implementation Plan.
- **Approval of Performance Monitoring and Evaluation Plan:** USAID will require review and approve of the Recipient's monitoring and evaluation plan, which should include realistic and appropriate performance indicators and plans for periodic evaluation of activities.

4. Title to Property

Property title under the resultant agreement shall vest with the recipient in accordance with the Requirements of 22 CFR 200.311 through 316.

5. Authorized Geographic Code

The geographic code for this program is **937**

6. **Purpose of the Award**

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the Liberia International Elections Observation (LIEO) program which is authorized by Federal statute.

The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award. The Recipient using its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the resulting award.

SECTION C: ELIGIBILITY INFORMATION

Eligible Applicants

USAID welcomes an application from U.S. non-governmental and non US non-governmental organizations**.**

Applicants must have established financial management, monitoring and evaluation processes, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations. The successful applicant(s) will be subject to a responsibility determination assessment (Pre-award Survey) by the Agreement Officer (AO).

The Recipient must be a responsible entity. The AO may determine a pre-award survey is required to conduct an examination that will determine whether the prospective recipient has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award.

Cost Sharing or Matching

USAID has established a suggested cost share of 5% for the recipient of the award though it is not mandatory. Such funds may be mobilized from the recipient; other multilateral, bilateral, and foundation donors; host governments; and local organizations, communities and private businesses that contribute financially and in-kind to implementation of activities at the country level.

SECTION D: APPLICATION AND SUBMISSION INFORMATION

1. **Agency OAA Point of Contact**

a) Christopher Egaas
Agreement Officer
USAID/Liberia
US Embassy
Benson Street, Monrovia
Email: cegaas@usaid.gov
Tel: +231-777-714926

b) Mary Mwadime
Senior Assistance Specialist
USAID/Liberia
US Embassy
Benson Street, Monrovia
Email: mmwadime@usaid.gov

c) USAID/Liberia website: http://liberia.usaid.gov/

2. Content and Form of Application Submission

Applicants are expected to review, understand, and comply with all aspects of the NFO.

Failure to do so will be at the Applicant's risk. An application must be received by the deadline to be reviewed for responsiveness to the specifications outlined in these guidelines and the application format.

Preparation of Applications:

The Applicant shall furnish the information required by this NFO.

The technical application in response to this solicitation shall be specific, clear, and complete, and shall respond to the instructions set forth in this Section.

Applications are to be submitted electronically by email (see section 2) Electronic Submission Instructions for directions).

Provide the name, address, telephone and facsimile numbers, and e-mail address of the individual in the Applicant's organization to be contacted, if necessary, during the evaluation of the application. Also, provide the name(s) of the person(s) who drafted the Technical and Cost Applications.

The Applicant will sign the application and print or type its name on the Cover Page of the Technical and Cost Applications. Erasures or other changes must be initialed by the person signing the application. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

The application shall be submitted in two separate parts:

(a) Technical Application, and
(b) Cost/Business Application.

Any erasures or other changes to the application must be initiated by the person signing the application. Applications signed by an agent on behalf of the Applicant shall be accompanied by evidence of that agent’s authority, unless that evidence has been previously furnished to the issuing office.

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purpose, should

1) Mark the title page with the following legend:

“This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, a grant is awarded to this Applicant as a result of – or in connection with – the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets {insert sheet numbers} and,

2) Mark each sheet of data it wished to restrict with the following legend:

“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application.”

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this NFO are not desired and may be construed as an indication of the Applicant's lack of cost consciousness.

Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor required.

3. Electronic Submission Instructions

Applications and modifications thereof shall be submitted with the name and address of the Applicant and the NFO number inscribed thereon, via e-mail, to Mary Mwadime at email mmwadime@usaid.gov with a copy to Christopher Egaas at cegaas@usaid.gov .

Applications must be submitted electronically via e-mail attachments formatted in Microsoft Word and/or Excel (version 2010 or later). Before sending your documents to USAID as e-mail attachments, convert them into Microsoft Word (for narrative text), Excel (for budgets and other tables), or PDF format (for documents requiring signature).

Important: Do not send files in Zip format

To avoid confusion, duplication, and congestion problems with our e-mail system, only one authorized person from your organization should send in the e-mail submissions.

Applicants are warned that sending multiple emails with multiple documents often causes confusion, and Applicants who do so, do so at their own risk. If you send your application by multiple e-mails, indicate in the subject line of the email whether the e-mail relates to the technical or cost proposal, and the desired sequence of multiple e-mails and sequence of attachments (e.g. Organization X, Cost Proposal, Part 1 of 4, etc.). You are requested to consolidate, as much as possible, the various parts of your technical application into one technical application document and the various parts of your cost application into one cost application document. If this is not possible, please provide instructions on how to collate the attachments. USAID will not be responsible for errors in compiling electronic applications if no instructions are provided or are unclear. All applications received by the submission deadline will be reviewed for responsiveness to the NFO and the application format. No addition or modifications will be accepted after the submission date.

Once sent, check your own e-mails to confirm that your attachments were indeed sent. If you discover an error in your transmission, re-send the material again and note in the subject line of the email that it is a "corrected" submission. Do not send the same e-mail more than once unless there has been a change, and if so, note that it is a corrected e-mail. Do not wait for USAID to advise you that certain documents intended to be sent were not sent, or that certain documents contained errors in formatting, missing sections, etc. Each Applicant is responsible for its submissions.

Applicants must confirm with USAID whether their e-mail submissions were successfully received by the required due date.

It is the Applicant’s responsibility to ensure that all necessary documentation is complete and received on time.

4. Technical Application Format

The technical application will be the most important factor for consideration in selection for award of the proposed Cooperative Agreement. The technical application should be specific, complete and presented concisely. The application should demonstrate the Applicant's capabilities and expertise with respect to achieving the goals of this program. The application should take into account the requirements of the program and evaluation criteria found in this NFO.

The Technical Application should be in English, typed on standard 8 ½' x 11 paper (216mm by 297mm paper), single spaced. The technical application should not be more than 15 pages excluding appendices or attachments

The technical application shall include the following sections:

(i) Cover Page

The Cover Page should include the following:

a. Program title;
b. Request for Applications reference number;
c. Name of organization (s) applying for the agreement;
d. Any partnerships; and
e. Contact person, telephone number, fax number, address, and types name(s) and title(s) of person(s) who prepared the application, and corresponding signatures.

(ii) Table of contents that follows the technical application format outlined herein.

It is the premise of this NFO that there is substantial knowledge about approaches, policy dialogue, stakeholder, and community mobilization, application of quality assurance systems, and the utilization of information technology and other tools and skills to improve administrative and financial management and quality of services. It is the intent of this NFO to solicit as much of that knowledge as possible. This NFO is written to allow the Applicant as much as possible to lay out an innovative approach, with special attention given to evidence-based approaches.

- **Key Personnel**

The Applicant shall propose a minimum of two candidates for each proposed key personnel position. Resumes for the position shall be included as an attachment. Applicants are requested to submit biographical data sheets signed by both the Applicant and the individual. The application shall include a list of three professional references for each candidate, including at least one current or former supervisor, with references' name, title, organization, nature of professional relationship with the candidate, telephone number, and e-mail.

5. Cost Application Format

The Applicant must sign and submit the cost application standard form number SF-424 and SF-424A. Standard Forms can be accessed electronically at www.grants.gov.

The Cost or Business application is also to be submitted in Excel format. The Applicant is requested to submit a budget broken down by program years with an accompanying detailed budget narrative (in Word 2000 or Word 2003 text accessible) which provides in detail the total costs for implementation of the program as further detailed below.

Certain documents are required to be submitted by an Applicant in order for the Agreement Officer to make a determination of responsibility. However, it is USAID policy not to burden Applicants with undue reporting requirements if that information is readily available through other sources. There is no page limit on the Cost Application. However, unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this NFO is not desired. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

If the Applicant has established a consortium or another legal relationship among its partners, the Cost/Business application must include a copy of the legal relationship between the parties. The agreement should include a full discussion of the relationship between the Applicant and Sub-Applicant(s) including identification of the Applicant with whom USAID will work with for purposes of Agreement administration, identity of the Applicant which will have accounting responsibility, how Agreement effort will be allocated and the express agreement of the principals thereto to be held jointly and severely liable for the acts or omissions of the other.

The following sections describe the documentation that the Applicants must submit to USAID prior to award. While there is no page limit for this portion, Applicants are encouraged to be as concise as possible, but still provide the necessary details to address the following:

1. The budget must have an accompanying detailed budget narrative and justification that provides in detail the total program amount for implementation of the program your organization is proposing. The budget narrative should provide information regarding the basis of estimate for each line item, including reference to sources used to substantiate the cost estimate (e.g. organization's policy, payroll document, and vendor quotes, etc.).

2. A budget with an accompanying detailed budget narrative which provides in detail the total costs for implementation of the program. The budget must be submitted using Standard Form 424 which can be downloaded from the following web site at: http://apply07.grants.gov/apply/FormLinks?family=15

3. A breakdown of all costs associated with the program according to the costs of, if applicable, headquarters, regional and/or country offices.

4. Applicants who intend to utilize contractors or sub-awardees should indicate the extent intended and a complete cost breakdown. Extensive contracts/agreement financial plans should follow the same cost format as submitted by the primary Applicant. A breakdown of all costs according to each partner organization, contract or sub-awardee involved in the program should be provided.

Pursuant to 2 CFR 200 Contract means a legal instrument by which the Applicant purchases property or services needed to carry out the project or program under a resulting award. The term does not include a legal instrument when the substance of the transaction meets the definition of a Federal award or sub-award (see § 200.92 Sub-award), even if the Applicant considers it a contract. The Applicant must describe the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting proposed by the contractor, and the quality of its record of past performance for similar work. For-profit contract organizations that work under the award and do not meet the above definition of a sub-awardee are eligible for profit/fee.

The cost/business application should contain the budget categories: as shown on the SF-424A

1. In addition to providing summary cost data in the SF424A format noted above, Applicants are required to provide a detailed budget in cost applications submitted in response to this solicitation. Please refer to Budget Format at Attachment B.
2. The following section provides guidance on budget line items.
    a. Personnel
        i. Identify, by title and name, each position to be supported under the proposed award.
        ii. For home office support staff, identify who will be compensated by USAID, the percentage of time and briefly specify related duties.
        iii. State the amounts of time, such as months and percent of time that will be expended by each position, their base pay rate and total direct compensation under this program, e.g., Position/Person Time XX Rate = $XX.XX.
        iv. Provide rate verification documentation.
    b. Fringe Benefits
        i. Indicate the rate(s) used and the base of application for each rate.
        ii. Provide a copy of any Government approval of your indirect cost rates.
    c. Travel
        i. Identify international and domestic travel as separate items.
        ii. Indicate the estimated number of trips, number of travelers, position of travelers, number of days per trip, point of origin, destination and purpose of travel.
        iii. For each trip, itemize the estimate of transportation and/or subsistence costs, including airfare and per diem.
    d. Allowances
        i. Identify and itemize for each eligible or policy-covered employee/position.
    e. Equipment, Materials and Supplies
        i. Itemize the equipment, materials and supplies and briefly justify the need for the items to be purchased as they apply to the Program Description.
        ii. Indicate the estimated unit cost and number of units for each item to be purchased.
        iii. Provide the basis for the cost estimates, e.g., pro forma invoice, published price lists, etc.
    f. Contractual
        i. For each proposed sub-award provide a Statement of Work or Program Description and concerned detailed costs for each of the partner.
        ii. Provide complete details of costs that may be incurred.

g. Other Direct Costs
    i. Identify other costs and briefly justify the need for each cost item proposed relative to the Program Description.
    ii. Indicate the estimated unit cost and number of units for each item proposed.
    iii. Provide the basis for the cost estimates.

h. Indirect Costs
    i. State the percentages and amounts used for the calculation of indirect costs.
    ii. Provide a copy of your latest Government-approved Negotiated Indirect Cost Rate Agreement (NICRA).
    iii. If indirect costs have not been approved by a Federal agency, state the basis for the proposed indirect cost rates, if any.
    iv. Applicants who do not currently have a Negotiated Indirect Cost Rate Agreement (NICRA) from their cognizant agency shall also submit the following information:
        1. Copies of the Applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
        2. Projected budget, cash flow and organizational chart; and
        3. A copy of the organization's accounting manual.
    v. If local institutions are proposed for sub-awards, these institutions usually do not have a Negotiated Indirect Cost Rate Agreement (NICRA) letter with the US Government. Therefore no indirect costs should be included in the cost/business application. All costs a local institution will incur will be treated as direct costs and must be proposed as such.

i. Non-Federal Contributions
    i. Provide a breakdown of the financial (cash) and in-kind contributions (services, property, donated supplies and equipment, un-recovered indirect costs, etc.) of all organizations (Prime Applicant , participant #1, participant #2, etc.) that would be involved in implementing this Cooperative Agreement. See Section 111(2) Cost Sharing for more information.

5. The business section of the cost/business application should include:

1. Required assurances, certifications and representations

2. Evidence of responsibility that the Agreement Officer can use to determine the Applicant

a. Has adequate financial resources or the ability to obtain such resources as require during the performance of the award;

b. Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the Applicant;

c. Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;

d. Has a satisfactory record of integrity and business ethics; and

e. Is otherwise qualified and eligible to receive a Cooperative Agreement under applicable laws and regulations (e.g., EEO).

6. Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).

6. Inconsistency in the NFO

In the event of an inconsistency between the documents comprising this NFO, it shall be resolved by the following descending order of precedence:

(1) Section E - Application Information Review;
(2) Section D - Application & Submission Information
(3) Section A - Program Description

7. Dun and Bradstreet and SAM.gov Requirements

USAID may not award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements. Each applicant is required to:

1. Be registered in SAM before submitting its application. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient.;

2. Provide a valid unique entity identifier in its application; and

3. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

8. Funding Restrictions

1. Issuance of this NFO does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application. Further, the Government reserves the right to reject any or all applications received. In addition, final award cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant; should circumstances prevent award of a cooperative agreement, all preparation and submission costs are at the applicant's expense.

Please review the USAID Eligibility Rules for Goods and Services in the Standard Provisions, for a list of goods and services restricted from purchase with USAID funding.

2. Pursuant to 22 CFR 700.13 and 22CFR 200.400 (g), it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable and allowable expenses, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost standards (22 CFR 200, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for profit organizations), may be paid under the agreement.

USAID reserves the right to fund any or none of the applications submitted.

9. Cost Sharing:

Cost sharing is suggested (voluntary) at a level of 5%, - if cost sharing, the Applicants 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.

10. Statutory and Regulation Certifications

The Applicant shall complete the certifications at **Attachment A** of this solicitation **"Required Certifications",** and sign and date in the signature space provided. The signed and dated printout must then be submitted with the application as an annex to the cost application. Original signed hardcopy of the certifications will be requested from the successful applicant prior to the agreement award.

Upon consideration of award or during the negotiations leading to an award, Applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to make an affirmative determination of responsibility. Applicants should not submit the information below with their applications! The information in this section is provided so that Applicants may become familiar with additional documentation that may be requested by the Agreement Officer:

The information submitted should substantiate:

1. Bylaws, constitution, and articles of incorporation, if applicable.

2. Whether the organizational travel, procurement, financial management, accounting manual and personnel policies and procedures, especially regarding salary, promotion, leave, differentials, etc., submitted under this section have been reviewed and approved by any agency of the Federal Government, and if so, provide the name, address, and phone number of the cognizant reviewing official. The Applicant should provide copies of the same.

SECTION E: APPLICATION REVIEW INFORMATION

TECHNICAL EVALUATION CRITERIA

The criteria presented below have been tailored to the requirements of this NFO. Applicants should note that these 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.

The technical applications will be evaluated in accordance with the Technical Evaluation Criteria set forth below. Cost applications will be evaluated for general reasonableness , allowability, allocability, cost-effectiveness, and realism. Award will be made to the responsible applicant(s) whose application offers the greatest value to the U.S. Government.

The final award decision is made by the Agreement Officer, with consideration of the Technical Evaluation Committee recommendations.

The following technical evaluation criteria are listed in descending order of importance:

1. Technical Approach: A sound and justifiable methodology and approach that clearly demonstrates an understanding of and responsiveness to the current local context. Approaches that are hallmarked by the integration of gender issues, innovation, feasibility, and synergies of stakeholders.

2. Institutional Capability: Extent to which the Applicant’s institutional capability demonstrates the ability to effectively implement this activity. This includes clearly demonstrating an ability to mobilize quickly, clearly defined roles and responsibilities and appropriate levels of support from headquarters. Quality, mix, and cost-effectiveness of the staffing plan including the use of qualified local personnel and the provision of short term TA to successfully undertake the proposed approach.

3. Key Personnel: Key personnel that have demonstrated experience in similar developing country contexts and the required technical and management competencies to effectively and efficiently implement the program.

Cost Evaluation

Cost has not been assigned a weight but will be evaluated for realism, reasonableness, allocability, allowability and cost-effectiveness. Other considerations are the completeness of the application, 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 by a responsibility determination. A detailed budget review will only be made for the apparently successful applicant.

Basis for Award

The award will be made to the offeror whose application is found to have the most technical merit as determined by the Selection Committee and the Agreement Officer and for whose costs can be determined to be reasonable and realistic. If two offerors are found to have applications of equal technical merit per the criteria above, the determining factor will be which applicant has proposed the greater percentage of cost share in accordance with the standards set in 2 CFR 200. The terms of the final award decision are made by the Agreement Officer, with consideration of the Selection Committee recommendations.

Pre-award Risk Assessment

Prior to award, the Agreement Officer must be able to make a positive risk assessment of the apparently successful offeror as determined above. This positive risk assessment means that the applicant possesses or has the ability to obtain the necessary management competence to plan and carry out the assistance program to be funded and that the applicant will practice mutually agreed upon methods of accountability for funds and other assets provided by USAID. As such, additional information may be requested from the apparently successful applicant to include past performance information. If the Agreement Officer is unable to make a positive risk assessment, the Agreement Officer may either award with specific conditions as defined in 2 CFR 200.207 to mitigate the risk factors or else award to the applicant with the next highest rated technical application who meets all other criteria.

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

Award of the agreement contemplated by this NFO cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While USAID anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either a fully executed Agreement or a specific, written authorization from the Agreement Officer.

2. Administrative & National Policy Requirements

The following policies will apply to this solicitation:

2 CFR 700, 2 CFR 200, and ADS 303maa, Standard Provisions for U.S. Non-governmental Organizations. These provisions can be found at
https://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf

3. Reporting Requirements.

The Recipient is required to provide the reports outlined below.

- **Implementation Plan:** The Recipient shall submit an Implementation Plan within three weeks from the date of the award. The Recipient shall incorporate AOR comments and provide a revised draft within one week of receiving USAID's comments. The Implementation Plan will include major activities that will be undertaken, rationale behind these activities, anticipated results of these efforts and how they will be measured, any outside technical assistance that may be required to complete the activity, and a timeframe for when activities will commence and end. Details of collaboration with other USAID-funded democracy and governance partners will also be included.
- **Monitoring and Evaluation Plan:** The Recipient shall submit an M&E Plan with the Implementation Plan. The M&E Plan shall be updated and revised as needed in collaboration with USAID. The M&E Plan will include specific benchmarks and indicators for measuring progress for all activities that are ongoing, including indicators specified in the Program Description and USAID/Liberia's IR 1.3 PMP along with additional benchmarks and indicators developed by the recipient. The plan will specify how data will be collected and analyzed for each of the benchmarks and indicators. The M&E Plan will also highlight how data collected will show the impact and effectiveness of program approaches and methodologies employed and how the data will contribute toward enhancing understanding of best practices in the sector. Measurement will focus on both output and outcome data as well as on higher levels of impact, to demonstrate the impacts and results of program activities. For each objective, there should be at least 2 to 3 qualitative outcome-oriented objectives. All data should be disaggregated by sex, disability, and age, whenever applicable.
- **Branding and Marking Plan:** The apparently successful applicant, upon request by the Agreement Officer, shall include a draft branding and marking plan, with a budget as part

of the application package. Marking shall comply with the USAID "Graphic Standards Manual" available at: www.usaid.gov/branding, or any successor branding policy.

- **Quarterly Reports:** The Recipient shall deliver quarterly progress reports to USAID within 30 days from the end of the quarter (January - March; April - June; July - September, October - December). These reports shall include a descriptive analysis of the activities conducted during the life of the project; a quantitative and/or qualitative description of actual achievements versus planned activities for the life of the project, in both narrative and in data performance table formats; and targets for the next reporting period, as well as information detailing how the programmatic outputs are linked to financial reporting. Reports will specify any problems encountered and indicate resolutions or proposed corrective actions. Reports should include anticipated future problems, delays, or constraints that may adversely affect implementation; information on security issues, especially as these affect program integrity and safety of implementing partners; and other pertinent information, when appropriate. In addition, the recipient will provide, in electronic form, a copy of this annual report to the Development Experience Clearinghouse.
- **Quarterly Financial Reports:** The Recipient shall submit the SF425 financial reporting form quarterly. Financial Reports shall be in keeping with 22 CFR 226.52.
- **Demobilization Plan:** Ninety days prior to the completion date of the Cooperative Agreement , the recipient shall submit a demobilization plan including the proposed disposition of equipment.
- **Final Report:** The Recipient shall submit a final report, of no more than 50 pages excluding appendices, including conclusions and recommendations for future elections in Liberia, within 90 calendar days after the expiration or termination of the award. The final report contents shall meet requirements as set in 22 CFR 226.51 and include major success stories, best practices, and lessons learned. It shall include a description of the cumulative results achieved; final data for all indicators included in the M&E plan; an assessment of the impact of the program; a summary of the problems/obstacles encountered during the implementation and how they were addressed or overcome; and recommendations regarding unfinished work and/or future needs and directions for further strengthening elections and political transitions in Liberia. The recipient shall submit the original and three copies as well as one CD of the program final report to the AOR and the Agreement Officer, respectively. In addition, the recipient will provide, in electronic form, a copy of this report to the Development Experience Clearinghouse.
- ***Suggested Reporting:*** Given the sensitive nature of elections-related programming in a post- conflict environment such as Liberia, as well as the rather fluid context, is it suggested that USAID and implementing partners have regular communication, provide regular updates, and engage in informal reporting practices out of good faith.
- **Development Experience Clearinghouse Requirements: Final report,** The recipient shall submit the original and one copy of the final report to M/FM, the Agreement Officer and the AOR in electronic form of final documents to one of the following: (a) Via email; docsubmit@dec.cdie.org; (b) Via U.S. Postal Service; Development Experience Clearinghouse, 8403 Colesville Road, Suite 210 Silver Spring, MD 20910 USA; (c) Via Fax; (301) 588-7787; or (d) Online; http://www.dec.org/index.cfm?fuseaction=docSubmit.home.

4. Branding & Marking:

Branding and Marking must be in accordance with 2 CFR 700.16 and the approved Branding and Marking Plan of this award.

5. Environmental Compliance

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (http://www.usaid.gov/policy/ADS/200/), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. Recipient environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this NFO.

In addition, the recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

No activity funded under the resultant Cooperative Agreement will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation")

ii) USAID anticipates that environmental compliance and achieving optimal development outcomes for the proposed activities will require environmental management expertise. Respondents to the NFO should therefore include as part of their Application their approach to achieving environmental compliance and management, to include:

b) The respondent's approach to developing and implementing an IEE or EA or environmental review process for the grant fund or an M& M Plan.

c) The respondent's approach to providing necessary environmental management expertise, including examples of past experience of environmental management of similar activities.

d) The respondent's illustrative budget for implementing the environmental compliance activities. For the purposes of this solicitation, applicants should reflect illustrative costs for environmental compliance implementation and monitoring in their cost proposal.

SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

Contracting Officer:

Christopher Egaas
Agreement Officer
USAID/Liberia/OAA
Benson Street
Monrovia, Liberia

Email: cegaas@usaid.gov

Agreement Officer's Representative:
Lauren Seyfried
USAID/Liberia/DRG
Benson Street
Monrovia/Liberia

Email: lseyfried@usaid.gov

SECTION H: OTHER INFORMATION

USAID reserves the right to fund any or none of the applications submitted.

Amendments

Any amendments to this NFO will be communicated directly to the Applicant(s) via www.grants.gov.

(END OF NOTICE OF FUNDING OPPORTUNITY)

Attachments:

ATTACHMENT A

Required Certifications

CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF THE RECIPIENT (JUNE 2011)

NOTE: When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term "Grant" means "Cooperative Agreement."

There are five parts to this section to include the following:

Part I. Certifications and Assurances
Part II. Key Individual Certification Narcotics Offenses and Drug Trafficking
Part III. Participant Certification Narcotics Offenses and Drug Trafficking
Part IV. Survey on Ensuring Equal Employment Opportunity for Applicants
Part V. Other Statements of Recipients

Certifications, Assurances, and Other Statements of the Recipient are not to be submitted by the closing date of this NFO. However, apparently successful applicants will be requested to submit Certifications, Assurances, and Other Statements of the Recipient upon notification of successful application by the Agency. The applicant shall review, comply and fill out all five applicable parts of this section to be considered for award. Any parts or subsections that do not apply to the applicant shall be indicated with “n/a” and a brief explanation of why it does not apply.

PART I - CERTIFICATIONS AND ASSURANCES

1. ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNING NON-DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.

(a) The recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the Cooperative Agreement for which application is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

(b) If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

(a) This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

2. life of more than one year and an acquisition cost of $5,000 or more per unit.

TYPE/DESCRIPTION (Generic)_____________________________
QUANTITY _____________________________
ESTIMATED UNIT COST _____________________________

(d) Source, Origin, and Componentry of Goods. If the recipient plans to purchase any goods/commodities which are not of U.S. source and/or U.S. origin, and/or does not contain at least 50% componentry, which are not at least 50% U.S. source and origin, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source and/or origin, to include the probable source and/or origin of the components if less than 50% U.S. components will be contained in the commodity. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Any commodity whose source is a non-Free World country is ineligible for USAID financing. The "origin" of a commodity is the country or area in which a commodity is mined, grown, or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity results, which is substantially different in basic characteristics or in purpose or utility from its components. Merely packaging various items together for a particular procurement or relabeling items do not constitute production of a commodity. Any commodity whose origin is a non-Free World country is ineligible for USAID financing. "Components" are the goods, which go directly into the production of a produced commodity. Any component from a non-Free World country makes the commodity ineligible for USAID financing.

TYPE/DESCRIPTION ______________________________
QUANTITY ______________________________
ESTIMATED GOODS ______________________________
PROBABLE GOODS ______________________________
PROBABLE (Generic) ______________________________
UNIT COST ______________________________
COMPONENTS ______________________________
SOURCE ______________________________
COMPONENTS ______________________________
ORIGIN ______________________________

(e) Restricted Goods. If the recipient plans to purchase any restricted goods, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source and/or origin. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals, Pesticides, Rubber Compounding Chemicals and Plasticizers, Used Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

TYPE/DESCRIPTION ________________________________
QUANTITY ________________________________
ESTIMATED ________________________________
PROBABLE ________________________________
INTENDED USE (Generic) ________________________________
UNIT COST ________________________________
SOURCE ________________________________
ORIGIN ________________________________

(f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in the U.S., please indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier. Any supplier whose nationality is a non-Free World country is ineligible for USAID financing.

TYPE/DESCRIPTION _______________________________
QUANTITY _______________________________
ESTIMATED _______________________________
PROBABLE SUPPLIER _______________________________
NATIONALITY _______________________________
RATIONALE (Generic) _______________________________
UNIT COST (Non-US Only) _______________________________
FOR NON-US _______________________________

(g) Proposed Disposition. If the recipient plans to purchase any nonexpendable equipment with a unit acquisition cost of $5,000 or more, please indicate below (using a continuation page, as necessary) the proposed disposition of each such item. Generally, the recipient may either retain the property for other uses and make compensation to USAID (computed by applying the percentage of federal participation in the cost of the original program to the current fair market value of the property), or sell the property and reimburse USAID an amount computed by applying to the sales proceeds the percentage of federal participation in the cost of the original program (except that the recipient may deduct from the federal share $500 or 10% of the proceeds, whichever is greater, for selling and handling expenses), or donate the property to a host country institution, or otherwise dispose of the property as instructed by USAID.

TYPE/DESCRIPTION (Generic) ________________________________
QUANTITY ________________________________
ESTIMATED UNIT COST ________________________________
PROPOSED DISPOSITION ________________________________

6. PAST PERFORMANCE REFERENCES

Please provide past performance information requested in the NFO

7. TYPE OF ORGANIZATION

The recipient, by checking the applicable box, represents that -

(a) If the recipient is a U.S. entity, it operates as [ ] a corporation incorporated under the laws of the State of, [ ] an individual, [ ] a partnership, [ ] a nongovernmental nonprofit organization, [ ] a state or local governmental organization, [ ] a private college or university, [ ] a public college or university, [ ] an international organization, or [ ] a joint venture; or

(b) If the recipient is a non-U.S. entity, it operates as [ ] a corporation organized under the laws of ______________________________ (country), [ ] an individual, [ ] a partnership, [ ] a nongovernmental nonprofit organization, [ ] a nongovernmental educational institution, [ ] a governmental organization, [ ] an international organization, or [ ] a joint venture.

8. ESTIMATED COSTS OF COMMUNICATIONS PRODUCTS

The following are the estimate(s) of the cost of each separate communications product (i.e., any printed material [other than non- color photocopy material], photographic services, or video production services) which is anticipated under the grant. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.

(End of Certifications)

ATTACHMENT B

Cost Proposal Illustrative Budget Worksheet

COST PROPOSAL ILLUSTRATIVE BUDGET WORKSHEET

Budget summary breakdown by year for Prime and for Subawardees

	Total Budget
Cost Category	
Salaries and Wages	
Fringe Benefits	
ST Expatriate Consultants	
ST Local Consultants	
Travel, Transportation and Per Diem	
Equipment and Supplies	
Subcontracts	
Allowances	
Participants Training	
Other Direct Costs	
Total direct Costs	
Indirect Costs:	
Overhead	
Material Overhead	
G & A	
Total Estimated Cost	