



Attachment I : Questions & Answers NOFO 72066921RFA00002 Media Activity

1. On page 24 of the RFA under the Technical Application Format, section f is listed as “History of Performance”. Can USAID please confirm:

- a. If this needs to be a subsection of the technical application and an annex? or if the information should just be submitted as an annex?

USAID: please include it as an annex.

- b. If it is part of the technical application, is it included in any of the listed page limitations (ie 15 page Technical Approach or 5 page Staffing and Management Approach)?

USAID: See a. above, please include it as an annex.

- c. If there is both a technical and annex component, what information should be in each?

USAID: Only an annex, please follow the instructions on page 24.

2. Can USAID please confirm the Performance History should be included only as annex without page limits?

USAID: See 1.a. Include it as an annex. No page limit was set for history of performance.

3. On page 24 of the RFA it states “in an annex, the applicant must provide information regarding its recent history of performance for all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs, not to exceed three years...”

- a. Can USAID please confirm if applicants can include similar information for subawardees?

USAID: Please follow the instructions for approval of subawards page 29.

- b. Can applicant submit past performance information for awards from up to 6 years ago?

USAID: Please see page 24, “not to exceed three years”.

4. Can USAID please confirm that past performance information may be included for sub-recipients?

USAID: See 3.a. Please submit application as per instructions.

5. Does USAID have any page limitations for the annexed History of Performance references, and/or a maximum number of projects that should be included?’

USAID: No. See answer to question 2 above.

6. May applicants provide History of Performance references (per pp. 24-25) for proposed sub-recipients or partners?

USAID: Please see answers to questions 3.a. and 4.

7. Would USAID please confirm applicants can include an acronym list in the technical submission and that it will not count against the 20-page limit for the technical approach?

USAID: Any information provided as part of a section will count against the page limitation.

8. On page 21 of the RFA it states: “the estimated start date identified in Section B of this NOFO must be used in the cost application”. Section B lists the start date as “to be inserted upon signature of the award”. Can USAID please confirm if there is an expected Start Date applicant should use while preparing our cost applications?

USAID: Please use an illustrative start date for a period of five years.

9. The NOFO states the estimated start date identified in Section B must be used in the cost application. Section B states the estimated start date will be [to be inserted upon signature of the award]. Can USAID confirm a start date should not be used in the cost application?

USAID: See answer to question 8 above.

10. On p. 21 of the NOFO, the instructions state “The estimated start date identified in Section B of this NOFO must be used in the cost application.” However, section B only identifies the start date as “[to be inserted upon signature of the award].” Does USAID have an estimated start date that applicants should use for the cost application?

USAID: See answer to question 8 above.

11. Would USAID please consider allowing applicants to submit the illustrative MEL plan as an annex instead of within the technical approach?

USAID: Yes, please include it as an annex. See updated NOFO.

12. The award ceiling presented on Grants.gov is \$11.5M; however, section B of the NOFO states that the award ceiling is \$11.8M. Can USAID confirm the award ceiling amount?

USAID: The total ceiling is \$11.8 million as stated in the NOFO. Correction made in Grants.gov with the amendment.

13. The opportunity notice on [grants.gov](https://www.grants.gov) identified the funding amount as \$11,500,000. Section B of the NOFO (1. Estimate of Funds Available and Number of Awards Contemplated) lists \$11,800,000 as the funding amount. Can USAID please confirm \$11,800,000 is the total funding amount available?

USAID: A total ceiling of \$11,800,000 is projected for this activity. Please see answer to question 9.

14. Page 15 of the RFA states: “The Monitoring, Evaluation and Learning (MEL) Plan shall include specific benchmarks and indicators for measuring progress for all activities that are ongoing, including results outlined in the Program Description, and USAID/Liberia’s overall Performance Management Plan”? Can USAID please provide the Performance Management Plan?

USAID: Attached. Please note this is a living document and may be updated based on regular USAID reviews.

15. Can USAID please confirm if a MEL Plan table can be included as an annex in addition to the illustrative MEL Plan narrative requested in the technical approach?

USAID: Yes. See answer to question 11.

16. If a MEL Plan can be provided in an annex, will USAID provide a specific MEL plan template or guidance for what it should include?

USAID: USAID does not have a specific MEL plan template. Please follow the guidance provided on page 15.

17. Our understanding is that a full draft Monitoring, Evaluation and Learning Plan (MELP) will be submitted by the recipient (per section B, pp. 17-18), and only a brief narrative description should be included in the Technical Approach (per p. 23). No MELP table should be included as an annex to the Technical Application. Can USAID confirm this understanding?

USAID: This instruction has been updated. Please include the MELP as an annex.

18. Can USAID please confirm that only the apparent successful applicant will be required to submit a Branding Strategy and Marking Plan and that the Plan is not part of the proposal submission due June 9?

USAID: Confirmed.

19. Is there a geographic focus for the Media Activity (country-wide or county-specific)?

USAID: Country-wide (15 counties).

20. May letters of intent from government and civil society partners be included in an annex?

USAID: Any information provided as part of a section will count against the page limitation.

21. The NOFO provides a Summary Budget template. May applicants use their own format for the Detailed Budget or will USAID provide a template?

USAID: Yes, applicants may use their own format, however, please address elements as specified in Section D, 6. d).

22. Will USAID make available reports submitted and evaluations conducted under the Liberia Media Development (LMD) activity?

USAID: Visit the Development Experience Clearinghouse (DEC) website.

23. USAID's instructions (NOFO p. 21) note that tables may use 9 point font. May text boxes also use 9 point font?

USAID: Please follow submission instructions. Graphs and charts may use 8 point fonts.

24. On p. 22 of the NOFO, header 5 indicates that the Technical Application should be 20 pages, however the paragraph immediately underneath says 15 pages. From pp. 22-23, it is our understanding that the *Technical Approach* section should be 15 pages, and the *Staffing Plan and Management Approach* section should be 5 pages, for 20 pages total (which does not include the 1-page Executive Summary or other front matter). Can USAID confirm this understanding?

USAID: confirmed.

25. Does USAID have any page limitations for the annexed resumes for the Chief of Party and Senior Advisor?

USAID: No.

26. Does USAID/ Liberia have a preference for applicants to form non-exclusive partnerships with local Liberian organizations?

USAID: Non-exclusive partnerships.

[END OF Q&A]