

Questions and Answers to the USAID/Bangladesh Addendum to the New Partners Initiative APS, Conflict Prevention and Recovery Program (CPRP)

Note 1: For an unregistered organization, submission of an application and eligibility as an applicant can proceed without having completed registration in Bangladesh. However, Applicant will be required to register with the government of Bangladesh once it is notified of an award from USAID. Therefore, USAID will notify an apparently successful organization to perform necessary registration with the government of Bangladesh once the selection is made. Failure to secure the registration will disqualify the apparently successful organization in receiving the award.

Note 2: Concept papers may propose activities involving the Rohingya community, but the implementation of the interventions cannot be done within the Rohingya camps.

Note 3: The submission deadline for this APS addendum no. 7200AA19APS00012ADDENDUMUSAIDBANGLADESH is June 30, 2019. Any future addendum to the APS no. 7200AA19APS00012 will have a different submission deadline, but within the APS validity period.

Note 4: Locally Established Partner (LEP)

A U.S. or international organization that works through locally-led operations and programming models. LEPs:

- Have maintained continuous operations in-country for at least five years and materially demonstrate a long-term presence in a country through adherence or alignment to the following:
 - Local staff should comprise at least 50% of office personnel,
 - Maintenance of a dedicated local office,
 - Registration with the appropriate local authorities,
 - A local bank account, and
 - A portfolio of locally-implemented programs.
- Have demonstrated links to the local community, including:
 - If the organization has a governing body or board of directors, then it must include a majority of local citizens;
 - A letter of support from a local organization to attest to its work; and
 - Other criteria that an organization proposes to demonstrate its local roots.

Eligibility Related and Miscellaneous Questions and Answers

Q. Our organization is a foreign INGO, and is a registered INGO under the implementing country laws (Bangladesh NGO Affairs Bureau)

If possible can you please confirm: That as an European NGO, we would be eligible to apply as an underutilized partner (considering we meet the other listed 'underutilized partner' requirements, regarding \$ thresholds and proportionate non US funds received, etc.)

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We ask this considering the eligibility text on the APS p. 12 that states:

“To be eligible, all Implementing Partners must be legally registered entities under applicable law and eligible under the relevant laws to receive funding from a foreign source. Individuals, unregistered, or informal organizations are not eligible to be Implementing Partners.”

A. Yes, you could receive a direct award as a locally established partner.

Q. Is an international organization eligible to submit an application as a lead organization while they are still in the process of pursuing registration in Bangladesh?

Is an international organization eligible to be a subrecipient on an application with a registered Bangladeshi NGO while they are still pursuing their registration in Bangladesh?

A. Submission of an application and eligibility as a subrecipient can proceed without having completed registration in Bangladesh. However, If an applicant has not fully complied with the registration requirements by the time USAID is ready to make an award, USAID may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

Q. Does the selected applicant need to get necessary government approvals, like FD6/7, or is this taken by USAID, like UN agencies? GoB may not allow all interventions proposed by NGOs, such as cash for work or lobbying for rights to decent jobs for Rohingya.

A. The applicant/offeror will need to abide by local rules and regulations.

Q. Does the term local communities mean both host and refugees communities?

A. Yes, the term local communities mean both host and refugees communities

Q. I noticed there is an option for prime partner with sub-awards; however, is USAID's preference to distribute funds directly to local partners?

Is there an opportunity for substantive capacity building work with local partners, or would the prime partner be envisioned as mostly a pass-through to local organizations? Our comparative advantage is on direct implementation of conflict prevention and resilience programs, but I'm not sure if this program is the right fit to leverage this experience.

A. USAID/Bangladesh doesn't really have a preference for the type of eligible organization which we would consider for an award. As long as organizations fit under the various categories of eligibility, we welcome a concept note.

Q. My understanding of the direct award to U. S. and International NGO's is they would basically serve as a pass through for a local entity. Please read the New Partners Initiative APS and the USAID/Bangladesh Addendum to the APS for a better read on this. Given that the organization is a 501c3 in the USA, I was wondering under what category should I apply (section A of the actual application)?

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- A. The prime will not provide direct assistance to project beneficiaries. Category 3a requires a minimum of 50% of total funding to local subawardees, and Category 3b requires 75% of total funding to local partners or locally established partners. As a U.S. based organization and not a local entity, the organization would have to qualify as a Locally Established Partner (LEP). There are two subcategories under LEP, please ensure that you meet all of the criteria to qualify, as stated in the NPI APS and the USAID/Bangladesh Addendum to the New Partnerships Initiative Annual Program Statement. Also, the definition of LEP can be found in ADS 303.
- Q. Would our U.S. registration be sufficient if the local partners were registered under Bangladesh's NGO Affairs Bureau? Or would the mentor/prime need to be registered in Bangladesh as well?
- A. The prime would also need to be registered in Bangladesh.
- Q. Would the mentor need to be the prime? Could an international non-profit be a sub while providing mentorship to local orgs, one of which acts as the prime? And in such a scenario would the international org still need to be locally registered?
- A. The prime has to be a U.S. or International organization.
- Q. We are not registered in Bangladesh. Would we be eligible to apply for this award?
- A. Registration in Bangladesh is required to conduct business in country. We have further determined that unregistered organizations are eligible to apply due to the prohibitive cost of registration, however, if given notice of award, the applicant would need to secure registration. This process on average takes 3 to 4 months.
- Q. Our organization is interested in applying for this opportunity under Modality 3a, and we have a question about registration requirements to be eligible for funding, based on the following sections in the global APS and the Bangladesh-specific Addendum:
1. Section III(A) of USAID's global APS states, **"To be eligible, all Implementing Partners must be legally registered entities under applicable law and eligible under the relevant laws to receive funding from a foreign source."**
 2. However, under the description of Phase 3, the APS cites the following example for why an applicant may be unsuccessful at the full application phase: **"The applicant cannot provide evidence that it is a legal entity in the country or countries for which it is submitting a proposal."**
 3. We have noted that in the addendum, this language is slightly different, stating simply, **"The applicant cannot provide evidence that it is a legal entity."**
- Under numbers 1 and 3 above, we would clearly be eligible, as we are a legally registered entity able to receive funds. We are currently operating with donor funding in Bangladesh and have previously operated with USAID funding. We are not currently registered in Bangladesh, so the language of number 2 above prompted us to raise this question. Can

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you confirm that, under Modality 3a, we would meet the eligibility requirements for this award, even without in-country registered status in Bangladesh?

- A. To receive funding from a foreign source (USAID) in Bangladesh, all entities performing work under an assistance mechanism must be registered in Bangladesh with the NGO Affairs Bureau.
- Q. After reviewing the APS, NPI, and ADS definitions, we seek your expertise and guidance in helping us clarify which partnership category(ies) best fits. We are a U.S. based nonprofit that has been teaming with other local and international partners on the ground to deliver services.
- A. If the organization has established a fully registered local chapter in Bangladesh, which operates independently; as a U.S. - based organization it may qualify as a Locally Established Partner (LEP). Also, USAID's Automated Directive System 303.6 DEFINITIONS, provides a definition for locally established partners. This organization may qualify under Category 3.a. Local Entity Sub-Awardees that moves to a Direct Award; and Category 3.b. Local and Locally Established Partner Sub-Awardees.
- Q. Would an international organization that is locally registered, with a dedicated local office, long-standing presence in the country and good representation of host country nationals in the local senior management team, but where board-level governance still rests in the organization's country of origin, be considered a LEP?
- A. The definition of a Locally Established Partner can be found in the Agency's Automated Directive System 303 as follows: locally established partner (LEP) A U.S. or international organization that works through locally-led operations and programming models. LEPs: · Have maintained continuous operations in-country for at least five years and materially demonstrate a long-term presence in a country through adherence or alignment to the following: - Local staff should comprise at least 50% of office personnel, - Maintenance of a dedicated local office, - Registration with the appropriate local authorities, - A local bank account, and - A portfolio of locally-implemented programs. · Have demonstrated links to the local community, including: - If the organization has a governing body or board of directors, then it must include a majority of local citizens; - A letter of support from a local organization to attest to its work; and - Other criteria that an organization proposes to demonstrate its local roots.
- Q. Does the prime awardee need to be locally registered in the country of implementation to apply as a Prime Partner Award (eligibility track category 3)? We have been receiving funding for our Bangladesh activities from USAID and OFDA through our Headquarter in the USA (these grants were implemented through a local partner). Would such a mechanism be possible under the NPI Addendum?
- A. The prime awardee or established partner with USAID would need to be registered in country. Working with a local partner would fall under category 3a or 3b.

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Q. If approvals are needed to work with the refugees who will get those approvals?

A. Partners are required to obtain the necessary approvals per local laws and regulations. If there are issues, USAID will provide assistance as needed.

Geographic Location related Questions and Answers

Q. Our organization works with both host and refugees communities in the Cox's Bazar and we understand that we are allowed to work with both communities under this NPI. However, as stated on page 4 of the addendum, kindly clarify what it means when you say all activities be physically located in areas outside of the refugee camps in Cox's Bazar district.

A. Programming should not happen inside the refugee camps.

Q. Location: Are you looking specifically at Ukiya and Teknaf or would activities in other Upazilas in Cox's Bazar District be considered as well?

A. Other upazilas in Cox's Bazar district will be considered as well.

Q. Should programming cover all 8 upazilas (sub-districts) of Cox's Bazar?

A. USAID does not have a preference. You can propose programming in all 8 or less than 8.

Q. If programming cannot happen inside the camp, how can we engage the refugees?

A. Programming can include the refugees, but cannot happen inside of the camps.

Q. Can the concept be for any part of Bangladesh?

A. No, only Cox's Bazar District.

Q. Can you elaborate on USAID's work inside the camps?

A. Programming is happening through FFP and OFDA. That information is available online.

Other General Questions and Answers

Q. What is the final deadline to submit the concept note under this NPI to USAID Bangladesh?

A. The final deadline to submit the concept note under this NPI to USAID Bangladesh is by June 30, 2019.

Q. Can a concept note be submitted by a consortium? Can the co-applicants be local NGOs? International NGOs? Or Consulting firms / contractors? UN agencies? Are there any requirements for certain number of partners in the consortium?

A. Yes, a consortium is possible. USAID does not have preference on the construct of the consortium.

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- Q. Can the project follow a participatory approach to identify livelihood options at the start of project implementation or do partners need to stick to pre-decided options from designing phase?
- A. If an applicant believes that the participatory approach to identifying livelihoods options is the best approach, then it can be submitted with an appropriate rationale. This information will be considered in the technical approach.
- Q. Can project budget be used to subsidize activities of private-sector?
- A. It is up to the applicant/offeror. Costs have to be reasonable and allowable.
- Q. Page 8 of the Addendum states that "Concept papers *can* be submitted based on the below timeline" (June 30 submission with reviews o/a July 8). On page 9, the Addendum states: "While USAID/Bangladesh will review concept papers on a rolling basis, applicants under the NPI:CPRP APS will receive an initial response from USAID within 20 business days...Concept Papers must be submitted by the deadline in order to be considered." Could USAID please clarify whether or not concept notes received after June 30 will be considered, on a rolling basis, or if all concept notes under this Addendum must be submitted by June 30 for consideration?
- A. Concept notes for this particular Addendum need to be submitted by the June 30 deadline date.
- Q. Could you tell me whether the five-page concept note should be single-spaced or double-spaced?
- A. The paper should be single-spaced.
- Q. Are you looking for a large consortium of local and international NGOs, or do you prefer to fund individual partnerships?
- A. USAID/Bangladesh has no preference.
- Q. Are you expecting to fund a number of projects in the \$500,000 to \$7,000,000?
- A. This will depend on the number of acceptable applications received and the proposed amount.
- Q. Is the pre-proposal conference on June 18, 2019 mandatory for applicants interested in the ADDENDUMUSAIDBANGLADESH opportunity?
- A. No, it is not mandatory.

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- Q. Will a transcript be available upon request after the pre-proposal conference?
- A. USAID/Bangladesh intends on providing via an Amendment to the APS Addendum, the information shared and questions and answers received before and at the conference. The Amendment will be posted on Grants.gov.
- Q. The Concept Paper template (pages 12-14 of the APS Addendum) references a "Certification, with Explanation, of Eligibility Under USAID Priority/Programmatic Focus Area (from Section I/ Appendix B of the Program Statement)" under Section A.2. Would USAID please clarify this instruction, including providing Appendix B of the Program Statement?
- A. The Certification with Explanation of Eligibility under USAID Priority/Programmatic Focus Area, should have made reference to Section I: B. and C., page 5-8, of the NPI CPRP APS. The applicant can also refer to the USAID/Bangladesh Addendum to the NPI APS at Sections I., IV. and V., for information on the Priority/Programmatic Focus Area. There is no Appendix B of the Annual Program Statement.
- Q. For Leverage Partner Award concept papers, please confirm that the "total amount leveraged" listed in the Application Overview portion of the Concept Paper (section A.5) is a good faith estimate (to be further refined and confirmed as part of the co-design process) rather than a minimum commitment from the offeror.
- A. Leveraged amounts given will not be considered as minimum commitments.
- Q. Considering the five-page limit for Concept Paper submissions, will USAID/Bangladesh permit offerors to remove sections of the Application Overview checklist (which in total takes up approximately two-thirds of a page) which are not applicable in order to reserve space for Concept Paper sections B-H?
- A. The applicant may remove all of the check box sections that do not apply to its eligibility, and should respond to all questions on the Application Overview page, A.1 through A.10.
- Q. Do you have any insights you feel would be helpful for us to keep in mind regarding USAID's Journey to Change in Bangladesh?
- A. Understanding USAID's new Transformation Initiative; Effective Partnering and Procurement Reform; and the new Acquisition and Assistance Strategy (Co-Creation, Co-Design and Co-Development). Information on these initiatives and documents can be found on the Agency webpage.
- Q. Can USAID provide any details on the anticipated number and average size of award(s)?
- A. Given, that this is a new initiative on the part of USAID, an anticipated number and average size of award cannot be provided.

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- Q. What information should applicants submit for consultation with the Mission, per page 8 of the addendum?
- A. The extent to which a proposed idea is appropriate and aligns with USG goals in Bangladesh.
- Q. Is there a deadline for inputs for consultation prior to submission on June 30?
- A. There is no deadline.
- Q. Would USAID consider removing all of Segment A – Application Overview, including the ten questions – from the 5-page count? In other words, would USAID consider beginning the 5-page count with the first narrative segment (B. Concept Introduction)?
- A. The applicant may remove all of the check box sections that do not apply to its eligibility, and should respond to all questions on the Application Overview page, A.1 through A.10.
- Q. We understand that the narrative must be written in 12-point font, single spaced, with one-inch margins. May smaller font, such as 10 or 9-point, be used for tables, graphics, figures and such?
- A. Yes, smaller font, such as 10 or 9-point, can be used for tables, graphics, figures and such.
- Q. May the section descriptors be removed from the format, so as to not count in the 5-page maximum? Or, if they are kept, can the space that they occupy not be counted in the five pages?
- A. Section descriptions may be removed, however, it is the responsibility of the applicant to address every aspect of the section.
- Q. May bidders include, as supplemental information to the Concept Note, Letters of Support (or Cooperation) from local organizations or partners?
- A. A criteria in defining a Locally Established Partner is to provide a letter of support from a local organization to attest to the LEP's work.
- Q. Although the NPI calls concept paper for 'outside of the refugee camps', would USAID still consider some activities in refugee camps as an approach to prevent conflict risk factors in the camps so that to prevent escalation of those in host communities?
- A. No, USAID will not consider some activities in refugee camps as an approach to prevent conflict risk factors in the camps so that to prevent escalation of those in host communities

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- Q. Can a design phase/pilot phase be incorporated within the project duration - say, first 6 months with adaptive programming and selected geographical coverage?
- A. USAID would be open to it as long as the IP can justify why that is a necessary step and how the learning would be incorporated to improve the next phase.
- Q. Since the funding is categorized as 'Disaster Prevention and Relief', what are the general non-permissible costs under the program?
- A. The funding category was mistakenly mentioned as 'Disaster Prevention and Relief'. The correct funding category is be "Community Development".
- Q. One evaluation criterion for concept notes is alignment with the five NPI principles. Could USAID provide more guidance to design teams to ensure alignment? This is especially true for 'Support solutions to near- and long-term Administration priorities that will advance the President's National Security Strategy and support the Foreign Assistance Realignment' and 'Create incentives for expanding and diversifying USAID's partner base so that we help to equip and fund more local and locally established partners to support country-level progress.'
- A. Pillar IV of the National Security Strategy outlines priority actions that should be considered in the concept.
- Q. Should we include a detailed budget with key personnel?
- A. Not at this stage.
- Q. In the co-design phase, do the key personnel need to attend? Or can/should the business development individual(s) attend?
- A. The list of participants will be up to the partner.
- Q. The Addendum mentions "Supporting solutions to near and long-term Administration priorities that will advance the National Security Strategy and support the foreign assistance realignment". Can you elaborate on what aspect of National Security Strategy we should focus on?
- A. Pillar IV of the National Security Strategy outlines priority actions that should be considered in the concept.
- Q. There is mention of working at the community level and strengthening families. Can you elaborate on what that means?
- A. Programming should consider vulnerable individuals within their socio-ecological environment and determine which other individuals need to be engaged to foster more sustained change. For example, we know from experience that women's empowerment programming needs to include men to help change social norms.

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Q. Regarding the average size and duration of a proposal, is there an ideal number?

A. USAID has no preference.

Q. How many awards is USAID looking to issue under this Addendum?

A. There is no minimum or maximum amount.

Q. The Addendum mentions including private sector. How important is it?

A. No special preference will be given to the inclusion or exclusion of the private sector outside of the eligibility criteria that has been defined in the addendum.

Q. Will the questions and answers be available online or emailed to the participants?

A. Yes, we will email the responses, and USAID will also post the Q&As on Grants.gov

Q. Does USAID have similar projects in other countries that we can refer to?

A. That information is available on Grants.gov

Q. Is there a limit on the number of concepts an organization can submit?

A. The number of applications an organization or individual can submit is limited to one.

Q. Is the offeror required to use the USAID resilience framework for their concept?

A. The framework is a tool and can be used if helpful. Otherwise, it is not a requirement.

Q. When is USAID planning on having the co-design workshops?

A. Late July at the earliest, but likely August.

Q: Can a Union Parishad be a partner?

A. We are awaiting a response to this question from sources in Washington. We will provide a response to this question in the next few days.