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Subject: **DRAFT - For Comment Only - 2020 Request for Applications (RFA)** – Global transportation, delivery, and distribution of shelf-stable food commodities.

Title: **Fiscal Year (FY) 2020 Title II: International Food Relief Partnership (IFRP), Shelf-Stable Food Commodity Transportation, Delivery, and Distribution**

The United States Agency for International Development (USAID) is seeking applications for funding to support the rapid transportation, delivery, and distribution of shelf-stable, prepackaged commodities to be distributed under the International Food Relief Partnership (IFRP) program. Please refer to the Funding Opportunity Description for a complete description.

Private voluntary organizations or cooperatives, including U.S. and non-U.S. nongovernmental organizations (NGOs) may apply. Organizations designated by USAID as public international organizations are also eligible to apply.

Issuance of this RFA does not constitute an award commitment on the part of USAID, nor does it commit USAID to pay for costs incurred in the preparation and submission of an application. Applications are submitted at the risk of the applicant.

FFP cannot make final awards until funds have been fully appropriated, apportioned, allocated, and committed. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.

For the purposes of this program, the RFA consists of this cover letter and the following:

- Section I – Funding Opportunity Description
- Section II – Award Information
- Section III – Eligibility Information
- Section IV – Submission and Application Information
- Section V – Application Review Information
- Section VI – Award and Administration Information
- Section VII – Agency Contacts
- Section VIII – Other Information

To be eligible for award, the applicant must provide all required information in its application, including the requirements found in any attachments to this www.grants.gov opportunity. Any future amendments to this RFA can be downloaded from www.grants.gov. This information may also be posted on the FFP website. It is the responsibility of the applicant to use the most up-to-date versions of all the documents related to this RFA.

USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier and System for Award Management (SAM) requirements detailed in Section III. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process.

Applicants may submit up to three separate grant applications, with no more than one application per country. Applicants may propose use of one or two commodities in any given application.

All questions regarding this RFA must be submitted to FFP, attention Benjamin C. Vogler, IFRP Program Manager, at IFRP@usaid.gov.

USAID may (a) reject any or all applications, (b) accept applications for reasons other than cost, or (c) accept more than one application (see Section V - Application Review Information). USAID intends to award predominantly fixed obligation awards, but reserves the right to award any other form of assistance agreement. USAID may waive informalities and minor irregularities in applications received.

USAID may make an award on the basis of initial applications received, without discussions. Therefore, each initial application must contain the applicant's best terms from a cost and technical standpoint.

In the event of any inconsistency between this RFA and the referenced documents in the RFA, the RFA shall take precedence over any referenced documents, *except* statute and regulations. In the event of an inconsistency in the RFA documents or in the text of the RFA, it will be resolved at the discretion of the Agreement Officer (AO).

Thank you for your interest in USAID programs.

Sincerely,

/S/

Clyde Hicks

Agreement Officer

Director, Office of Food for Peace

SECTION I – FUNDING OPPORTUNITY DESCRIPTION**1. General Description**

USAID is seeking grant applications from eligible organizations for the transportation, delivery, and distribution of shelf-stable food commodities produced by U.S. non-profit organizations under the International Food Relief Partnership (IFRP) program. Any and all IFRP activities would entail the transfer of commodities to implementing organizations and then the transfer of these commodities by the implementing organizations to the designated recipients for any allowable purpose specified by the Food for Peace Act, as referenced in Section I – General Description, 2) Authorizing Legislation.

There will be only one IFRP transport, delivery, and distribution grant review cycle during Fiscal Year (FY) 2020, and the three commodities available for distribution are: Harvest Lentil Pro, Enov' Nutributter (SQ-LNS), and Enov' Mum (LNS-PLW). Please see the detailed chart below regarding commodity specifications and details.

Commodity:	Harvest Lentil Pro # 404	Enov' Nutributter	Enov' Mum
Producer:	Breedlove Foods, Inc.	Edesia	Edesia
Website:	breedlove.org	https://www.edesianutriti on.org/	https://www.edesianutriti on.org/
Location:	1818 North Martin Luther King Jr. Blvd Lubbock, TX 79403	550 Romano Vineyard Way North Kingstown, RI 02852	550 Romano Vineyard Way North Kingstown, RI 02852
Commodity Intended Purpose:	To supplement daily diet of vulnerable groups	As a supplement to complementary foods for children 6-24 months of age to promote healthy growth and prevent micronutrient deficiencies in contexts where stunting is a concern.	As a supplement to complementary foods for pregnant and lactating women to reach recommended nutrient intake with the aim of having a positive effect on maternal status, birth outcomes, and postnatal growth.

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Commodity Use & Primary Intended Population:	General population supplement (e.g., maternal/child health, school feeding, hospital patients, orphans, clinics, emergency feeding, food for work, etc.) from primary & secondary school children to adults & elderly.	Preventive (LNS) supplement (This product is not for treatment and is not therapeutic/curative) for: 1) children 6-24 months of age at risk of chronic malnutrition, micronutrient deficiencies, and poor diet	Preventive (LNS) supplement (This product is not for treatment and is not therapeutic/curative) for women for the duration of pregnancy and lactation
Maximum Request Per Application:	150.08 MTs – Up to eight 40’ containers, which is equivalent to approximately 150.08 MTs, or precisely 10,720 cases (boxes). Each case contains 14 (1k) bags.	69.12 MTs – Up to four 40’ containers, which is equivalent to 69.12 MTs 17.28 MT/ 40’ Container 10.8 MT/ 20’ Container	69.12 MTs – Up to four 40’ containers, which is equivalent to 69.12 MTs 17.28 MT/ 40’ Container 10.8 MT/ 20’ Container
Servings in Maximum Level:	7,504,000 – 20g servings. Each 1k bag contains 50 soup servings.	3,456,000 – 20g servings (enough to supplement approximately 19,200 children for a six month period)	3,456,000 – 20g servings (enough to supplement approximately 9,460 women for a 12 month period)
Suggested Servings Per Day:	One 20g serving rehydrates to one cup, 1-3 per day, determined by program goals	One 20g sachet/day/child	One 20g sachet/day/woman
Contact information:	Michelle Logan michellelogan@breedlove.org (806) 741.0404 ext. 304	Rebecca Primeau rprimeau@edesianutrition.org (401) 272-5521 ext. 1161	Rebecca Primeau rprimeau@edesianutrition.org (401) 272-5521 ext. 1161

Please note: contact information has been provided for each commodity should applicants

require further information on commodity use and logistics requirements.

Applicants proposing two commodities via one application may request up to fifty percent of the maximum tonnage request per commodity listed in the above table.

USAID requires applicants not requesting the maximum commodity tonnage level to request the following lower tonnage levels based on the carrying capacity per 40' container. A 20' container may be requested if combined with one or more 40' containers.

Please note that since Enov' Nutributter and Enov' Mum are the same weight and dimensions, the metric tonnage limit per container is the same for both commodities. As such, a container carrying any mix of Enov' Nutributter and Enov' Mum would be subject to the same metric tonnage limits as those listed below.

- Harvest Lentil Pro
 - 40' containers (1,340 handloaded cases per container)
 - 131.32 MTs=seven 40' containers
 - 112.56 MTs=six 40' containers
 - 93.80 MTs=five 40' containers
 - 75.04 MTs=four 40' containers
 - 56.28 MTs=three 40' containers
 - 36.96 MTs=two 40'containers
 - 20' containers (918 handloaded cases per container)
 - 102.82 MTs=eight 20' containers
 - 89.94 MTs=seven 20' containers
 - 77.11 MTs=six 20' containers
 - 64.26 MTs=five 20' containers
 - 51.41 MTs=four 20' containers
 - 38.56 MTs=three 20' containers
 - 25.70 MTs=two 20' containers
- Enov' Nutributter
 - 69.12 MTs=four 40' containers
 - 51.84 MTs=three 40' containers
 - 34.56 MTs=two 40' containers
 - 17.28 MTs=one 40' container
 - 10.8 MTs= one 20' container
- Enov' Mum
 - 69.12 MTs=four 40' containers
 - 51.84 MTs=three 40' containers
 - 34.56 MTs=two 40' containers
 - 17.28 MTs=one 40' container
 - 10.8 MTs= one 20' container

Each applicant may request up to \$175,000 of funding per application if proposing one commodity and up to \$200,000 of funding per application if proposing two commodities (excluding commodity value). It is not mandatory, however, that applicants request that level of funding or the maximum level of the commodity. Additionally, funding is available for costs directly associated with the movement, management, and monitoring of IFRP commodities. Funding will not be considered for vehicle purchase, project materials, or office equipment.

1.(a) Commodity Descriptions And Their Appropriate Uses

Harvest Lentil Pro (Product Code # 404 – Unflavored):

The Harvest Lentil Pro (Product Code # 404 – Unflavored) soup mix is a dry/dehydrated blend comprised of lentils, rice, soy, potatoes, onions, carrots, and salt. It is fortified with vitamins, minerals, and vegetable protein, including dietary fiber, iron, vitamin B complex, vitamin C and potassium, but is not limited to these micro-nutrient fortifications. The product has a shelf-life of up to 24 months (or two (2) years). The suggested serving size is 20g of dry/dehydrated mix. After reconstitution, the serving provides a full cup serving of soup. A non-GMO version is also available.

The product offers essentially a complementary/supplemental nutritional intake of mineral and vitamins needed for a balanced diet and is primarily intended for institutional feeding venues, i.e. as a supplement to main meals to patients/school children/orphans/adults/the elderly at hospitals, schools, clinics, orphanages, civic centers, internally displaced person (IDP)/refugee camps, and other similar locales with sufficient potable water for preparation. The product can also be distributed as a take-home ration (to multi-children/single mother households) provided that preparation training and ration intake are available. In most cases, preparation is very consistent with local cooking and food preparation practices, permitting the product to be a base for local ingredients and seasoning. Cooking requires bringing the mix to a boil and simmering for 20-30 minutes to rehydrate the blend for ready consumption.

IMPORTANT: The Harvest Lentil Pro product is for “general population” feeding per the above, and is intended and appropriately used as a supplement to primary meals and dietary needs to alleviate hunger and address micro-nutrient and/or vitamin deficiencies among targeted populations, people living with AIDS (PLWA) populations (those suffering from nutrient deficiencies from the effects of HIV/AIDS), along with enhancing overall capacities of institutions and associated locales. Once prepared, the product can be distributed/provided as a supplement for added nourishment to a wide-range of ‘at-risk’ and/or food insecure program participants, essentially from primary and secondary aged school children, to young adults, to adults and the elderly.

For additional information about this product, its overall ingredients/specifications and appropriate use, please refer to [Breedlove Food’s website](#). You may also contact Ms. Michelle Logan of Breedlove Foods at the following email address: michellelogan@breedlove.org.

Breedlove Foods – <http://www.breedlove.org/>

Enov' Nutributter:

Enov' Nutributter is a small quantity, ready-to-use, lipid-based nutrient supplement (LNS-SQ) intended to complement the diet of children 6-24 months of age. The product was formulated for children at risk of stunted growth to obtain their nutrient needs, who experience sub-optimal and/or insufficient diets typical in poor and food- insecure households.

Moreover, the product is intended to address nutrient gaps for children within the first 1,000 days of life to promote growth and development, and to prevent micronutrient deficiencies.

Enov' Nutributter, per the above, is a dietary supplement of one (1) packet/sachet per day, to provide 20 grams of essential nutrients to infants and young children (6-24 months). Enov' Nutributter has a shelf life of 24 months, especially when stored up to 30 ° C.

IMPORTANT: The Enov' Nutributter product is NOT a therapeutic food product, and is therefore NOT intended for treatment of severe acute malnutrition (SAM), nor is Enov' Nutributter intended for treatment of moderate acute malnutrition (MAM). Enov' Nutributter is also NOT a breast milk replacement.

It is highly recommended and encouraged by USAID that all grant applicants understand the Enov' Nutributter (LNS-SQ) product, appropriate uses as a dietary/nutritional supplement (preventive) for infants and very young children (6-24 months), and inherent limitations. Applications that propose this product for therapeutic use or for treatment of severe acute and/or moderate acute malnutrition will not be favorably considered for overall grant funding.

For additional information about this product, its overall ingredients/specifications and appropriate use, please refer to [Edesia Nutrition's website](#). You may also contact Ms. Rebecca Primeau of Edesia Nutrition at the following email address: rprimeau@edesianutrition.org.

Edesia Nutrition - <https://www.edesianutrition.org/our-foods/>

Enov' Mum:

Enov' Mum is a small quantity, ready-to-use, lipid based nutrient supplement (LNS-SQ PLW) intended to complement the diet of pregnant and lactating women with the aim of having a positive effect on maternal status, birth outcomes, and postnatal growth. The product was formulated to aid women not receiving a nutritionally adequate diet due to food insecurity, or those whose daily diet may be providing enough energy but is lacking in dietary diversity.

Enov' Mum, per the above, is provided as one (1) packet/sachet per day, to provide 20g of essential nutrients and complements a regular diet. Enov' Mum has a shelf-life of 24 months, especially when stored up to 30 ° C.

IMPORTANT: The Enov' Mum product is NOT a therapeutic food product, and is therefore NOT intended for treatment of severe acute malnutrition (SAM), nor is Enov' Mum intended for treatment of moderate acute malnutrition (MAM).

It is highly recommended and encouraged by USAID that all grant applicants understand the Enov' Mum product and its appropriate uses as a dietary/nutritional supplement (preventive) for pregnant and lactating women, per all of the above information and inherent limitations as a supplement. Applications that propose this product for “therapeutic” use or for “treatment” of severe acute and/or moderate acute malnutrition will not be favorably considered for overall grant funding.

For additional information about this product, its overall ingredients/specifications and appropriate use, please refer to [Edesia Nutrition's website](#). You may also contact Ms. Rebecca Primeau of Edesia Nutrition at the following email address: rprimeau@edesianutrition.org.

Edesia Nutrition - <https://www.edesianutrition.org/our-foods/>

2. Authorizing Legislation

The Food for Peace Act authorizes the USAID Administrator to award grants to private voluntary organizations and international organizations for the rapid transportation, delivery, and distribution of shelf-stable prepackaged foods requested by eligible organizations to needy individuals in foreign countries. 7 U.S.C. § 1726b.

Authority to carry out the program has been delegated to the Director of USAID's Office of Food for Peace (FFP) as Agreement Officer. More information on the program can be found here: <https://www.usaid.gov/food-assistance/what-we-do/nutritional-support-activities>

3. Project Eligibility Requirements

To ensure the best opportunity, the proposed grant goals, objectives, and activities, along with the receipt/loading, rapid transportation, and delivery of the commodity in-country, must be achievable within 18 months of the initial date of the award.

4. Award Administration

USAID may make an award resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offers the greatest value. The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application (see Section B, Selection Criteria), and (d) waive informalities and minor irregularities in applications received.

USAID may make an award on the basis of initial applications received, without discussions. Therefore, each initial application must contain the applicant's best terms from a cost and technical standpoint. As part of its evaluation process, however, USAID may elect to discuss technical, cost or other pre-award issues with one or more applicants. Alternatively, USAID may proceed with award selection based on its evaluation of initial applications received and/or commence negotiations solely with one applicant.

Awards will be made in accordance with the USAID Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations (NGOs) or for awards to international organizations,

the USAID Automated Directives System (ADS) 303 and ADS 308 respectively, and other applicable U.S. Government regulations, which are available on the USAID website (<http://www.usaid.gov/pubs/ads>). The award will be administered under 2 CFR 200, 2 CFR 700, and the USAID Standard Provisions, as applicable.

The Agreement Officer is the only individual who may legally commit USAID 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.

SECTION II – AWARD INFORMATION

1. Estimate of Funds Available

Subject to the availability of commodities and funds, under this RFA, USAID/DCHA/FFP plans to enter into grant award(s) up to \$175,000 of funding per application if proposing one commodity and up to \$200,000 of funding per application if proposing two commodities.

2. Anticipated Start Date and Performance Period

The anticipated award date is on (or around) September 30, 2020, with a performance period of 18 months for all awards.

3. Assistance Awards

Per 2 CFR 200 and 2 CFR 700, USAID does not award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the agreement activity and which are in accordance with applicable cost standards, may be paid under the agreement.

SECTION III – ELIGIBILITY INFORMATION

1. Eligible Applicants

To be considered for a Title II funded award, applicants must meet one of the following minimum eligibility requirements:

- A private voluntary organization (PVO) or cooperative.
 - A PVO is a U.S. private voluntary organization, international private voluntary organization or a local private voluntary organization as defined in 22 CFR 203.2.
 - A PVO includes U.S. and non-U.S. nonprofit, non-governmental organizations (NGOs) (1) as defined in Section 402 of the Food for Peace Act; and (2) in accordance with ADS 303.
- An organization designated by USAID as a Public International Organization (PIO).

2. New Partners

USAID encourages applications from potential new partners.

3. Cost Sharing or Matching

Cost sharing is not required.

4. Limit on Number of Applications

Applicants may submit up to three separate grant applications, with no more than one application per country. Applicants may propose use of one or two commodities in any given application.

5. Minimal Qualification Requirements

USAID has no additional minimal qualification requirements.

SECTION IV – SUBMISSION AND APPLICATION INFORMATION

1. Point of Contact

Benjamin C. Vogler
IFRP Program Manager
U.S. Agency for International Development
Office of Food for Peace (DCHA/FFP)
1300 Pennsylvania Ave, NW
Washington, D.C. 20523
Email: IFRP@usaid.gov

This RFA and any future amendments can be downloaded from <http://www.grants.gov>. If you have difficulty registering or accessing the RFA, please contact the grants.gov helpdesk at support@grants.gov for technical assistance.

All application inquiries must be submitted to FFP, attention Benjamin C. Vogler, IFRP Program Manager, at IFRP@usaid.gov.

2. Content and Form of Application Submission

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. The following sections describe the documentation that applicants for Assistance award must submit to USAID prior to award. Food for Peace requests applicants submit documentation to IFRP@usaid.gov. All documents must be completed in accordance with the

format detailed in this RFA and adhere to the following:

- Written in English and in 12-point Times New Roman font;
- Text in tables or charts may be 10-point Times New Roman font;
- Narratives must be prepared in Microsoft Word or compatible equivalent with print areas set to 8.5 x 11 inch, letter-sized paper and one-inch margins, left justification and a footer on each page including page numbers, date of submission, and applicant name;
- Spreadsheets must be prepared in Microsoft Excel or compatible equivalent, with print areas set to 8.5 x 11 inch, letter-sized paper;
- Official (signed) documents, memoranda, and certifications may be submitted as Adobe PDF files or compatible equivalent; and
- Emailed, faxed, and hard copy applications are not acceptable.

Applicants must submit budgets using Standard Form 424, 424A, and 424B, as appropriate, which can be downloaded from the USAID website; and a Detailed Budget, a Summary Budget and a Budget Narrative. Alternatively, the Standard Forms are found on <http://www.grants.gov/>.

Applicants should retain for their records one copy of the full application and all attachments which accompany their application. To facilitate the competitive review of the applications, applications must conform to the format prescribed below.

Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant's risk.

Each applicant must furnish the information required by this RFA.

Applications are comprised of two components: technical applications and cost applications. Both technical applications and cost applications must be specific, complete, and presented concisely. A lengthy application does not in and of itself constitute a well thought-out application. Technical applications shall demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program, and the requirements can be found in Section V – Application Review Information, 1) Evaluation Criteria.

An organization may submit up to three applications in response to this RFA, with no more than one application for any one country. Additionally, each grant application may propose use of one or two commodities in any given application.

The application must be specific, complete, and presented concisely. Applications that do not substantially meet the requirements of this RFA will not be considered for award. The application shall be divided into the following sections, with the maximum number of pages given per section as follows:

- A. Application Narrative
 1. Cover Page (1 page maximum)
 2. Executive Summary (2 pages maximum)

- B. Technical Narrative (10 pages maximum)
 - 1. Organizational Capabilities
 - 2. Situation Analysis
 - 3. Program Objectives/Strategy
 - 4. Implementation Plan
- C. Budget
 - 1. Detailed Budget (no page limit)
 - 2. Summary Budget (no page limit)
 - 3. Budget Narrative (no page limit)
- D. Annexes (no page limit)

The above bullets correspond to the sections of the RFA, as described below, and constitute the general application format.

A. Application Narrative (3 pages maximum)

The Application Narrative must have the following:

Cover Page (1 page maximum)

- The names of the organizations/institutions involved in the proposed application.
- Proposed sub-awardees are to be listed separately, including a brief narrative describing the unique capacities/skills being brought to the program by each.
- Include information about a contact person for the prime applicant, including this individual's name (both typed and his/her signature), title or position with the organization/institution, address, and telephone and email address. Applicants are to acknowledge whether the contact person is the person with authority to contract for the Applicant, and if not, that person should also be listed.
- The date of registration in SAM.

Executive Summary (2 pages maximum)

- Summarize the key elements of the application:
 - The applicant's capabilities;
 - The nature of the food security and nutritional situation in the proposed country;
 - The proposed program for the population targeted;
 - The type and amount of commodity(ies) requested; and
 - The funding requested.
- Must be concise and accurate.

IMPORTANT: See appropriate purpose and use of the available LNS supplemental commodities per the above information (pages 5-7)

B. Technical Narrative (10 pages maximum)

The Technical Narrative must have the following:

Organizational Capabilities

- Applicants must provide evidence of their technical and managerial resources and expertise (or their ability to obtain such) to meet the program objectives. Information in this section must include a brief description of all the organization's history/expertise in the proposed country of operation not limited to U.S. Government (USG) funding, any previous experience with the distribution of food aid commodities, current programming initiatives, and coordination relationships with government, International NGOs, local NGOs, and/or UN actors in the country proposed for the program.
- If the applicant is proposing to make a sub-award(s), all of the information above must also be provided with regard to that organization(s).
- No information is required on key personnel.

Situation Analysis

- Applicants must include a concise description of the food security or nutrition situation in the proposed areas of operation and the proposed program participants.
- Applications must thoroughly explain why these proposed locations have been selected.
- Applicants must provide a caseload of total program participants for each commodity, including the potential overlap if proposing two commodities.
- Applications must provide a detailed description of the proposed program participants, specifically focusing on the applicant's rationale for targeting the proposed group, including explanation of the criteria used to select program participants.
- Relevant statistics and/or assessment data helping to further explain the need for the proposed program are also important to include.
- Details of all existing programming provided by the applicant or other actors in the proposed geographic location serving the proposed population, and explanation of gaps in that programming.

Program Objectives/Strategy

- Applications must provide the proposed program's overall goals and objectives.
- A detailed description of the frequency, location, and process for distribution of food and/or nutrition commodities, including details of complementary activities provided during distributions.
- Applicants must discuss how an IFRP grant would contribute to addressing the problem of food insecurity among the targeted population and how the IFRP activities enhance, or are integrated into any ongoing programs that they or other actors conduct.
- Applicants must provide a monitoring and evaluation plan outlining how progress against objectives and overall program impact will be tracked. The key aspects of the

monitoring and evaluation plan include:

- o List of indicators and targets: Applicants must report on required and applicable indicators from the list of [FFP standard emergency indicators](#);
 - o Data collection system: Applicants must explain the system they will use for data collection; and
 - o Beneficiary accountability: Applicants must explain the plan to collect beneficiary feedback on the quality of food items and the distribution process, and the plan to address any complaints.
- Applicants must include a monitoring and reporting schedule and any plans for internal or external program evaluations.

IMPORTANT: See appropriate purpose and use of the available LNS supplemental commodities per the above information

Implementation Plan

- There are two important factors that must be addressed. Activities must include detailed planning for both
 - o 1) the management of commodity-related solid waste packaging, in particular individual commodity wrapping/containers/boxes/bags/sachets, and
 - o 2) for energy use efficiency in preparation of the IFRP commodity. Grantees must notify USAID in advance of complementary activities, such as rehabilitation of infrastructure, provision of medical supplies, vaccination campaigns, and home gardening, that may negatively impact or harm the environment, per USAID environmental compliance procedures (22 CFR 216).

All necessary policies and procedures for ensuring environmental impact assessment and climate risk management may be found within the IFRP Initial Environmental Examination (IEE) found at this link: https://ecd.usaid.gov/document.php?doc_id=51879.

Please refer to the following link for additional information on this requirement: <https://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance/guidance/environmental-management>.

Applicants are strongly encouraged to propose environmentally friendly approaches for transport of the commodity.

In order to avoid potential interference and/or duplication of other programs in the same country/region(s), applicants must demonstrate that they have coordinated with host country government(s) and/or the USAID Mission, FFP funded activities, and also other donors operating in-country. USAID strongly emphasizes that applicants describe in sufficient detail their overall knowledge and awareness of other food security activities being implemented in their proposed country/region(s) by either:

- o Any host country government and/or local governance activities and
- o Any/all other organizations, such as the World Food Program (WFP), and/or any other public international organizations (PIOs), private voluntary

organizations (PVOs), and NGOs operating in the region/country.

- Applicants must provide the following information for the proposed program:
 - A concise explanation of how program activities will be executed;
 - A delivery and distribution schedule and a list of proposed distribution sites;
 - An explanation of why the commodity(ies) requested is appropriate for the proposed target population;
 - A description of the total ration servings/doses planned per program participant;
 - A description of the proposed activities which include receipt/loading at producer facility, containerized transport to in-country warehousing, and ultimate distribution to program participants;
 - A description of any complementary activities (if any/as applicable) that will be provided using IFRP funding;
 - Any relevant information pertaining to coordination with the host government, other organizations, or other program activities that complement or facilitate the use of IFRP commodities; and
 - An outline of logistical arrangements pertaining to the following:
 - Assessing, loading and shipping, storing, handling, and distribution of the commodities to program participants;
 - An understanding of host country restrictions on importing food commodities containing Genetically Modified Organisms (GMOs);
 - A solid waste management plan; and
 - An energy efficiency plan.

C. Budget

The following sections describe the documentation that applicants for Assistance awards must submit to USAID prior to award. While there is no page limit for the cost application, applicants are encouraged to be as concise as possible while still providing the necessary detail to address the items discussed herein.

Summary Budget

- Applicants must include the following line items in the Summary Budget:
 - Cost of headquarters and field personnel;
 - Cost of transport, storage, and handling;
 - Cost of local travel;
 - Direct costs; and
 - Indirect costs, if applicable.
- If applicable, applicants must include any non-federal cost-share, including the total amount and the description.
- If an application contains indirect costs, applicants must include substantiating documentation.
- If an applicant is requesting commodities from two different producers under one application, the budget must also include the separate containerized transport costs,

including receipt and loading, from each location.

In accordance with 2 CFR 200.414, eligible applicants may choose to apply a 10 percent de minimis rate to their Modified Total Direct Costs. Please note this is only for those applicants which have never received a Negotiated Indirect Cost Rate Agreement (NICRA).

Budget Narrative

- Applicants must submit an accompanying budget narrative detailing the following:
 - o The total proposed costs for implementation of the proposed program; and
 - o Discussion and complete description of the components of each SF-424 budget element.

There is no specific maximum dollar amount allowed for administrative and management costs. All proposed costs will be reviewed in accordance with applicable cost principles.

The awardee will only be required to provide rapid transportation, delivery, and distribution of the proposed commodity; production, packaging, and stockpiling of the commodities shall be covered by separate grants.

Applicants proposing a cost share must show clearly in their Detailed and Summary Budgets which costs would be covered by USAID funds and which by the grantee. If the cost share is an in-kind contribution, the budget must show the value of that contribution.

D. Annexes

Annexes are suggested and/or required to have the following:

- All applicants are required to complete an analysis of risks as it relates to the proposed modalities and relevant mitigation measures. Specifically, the assessment must examine potential risk related to fraud, corruption and mismanagement as well as the potential protection risks (including, but not limited to sexual abuse and exploitation (SEA), safety, and security) to local communities and activity participants as well as a plan for how to mitigate and address these risks in a timely and effective manner. Applicants must demonstrate that due consideration has been given to ensuring the security and protection of all participants, especially with respect to: timing and location of distributions; amount of food or cash transfers or value of food vouchers of which participants will take possession; person(s) responsible for pickup; distance to distribution sites, etc. A sample risk matrix can be found at The Remote Cash Project [website](#). Additionally, the USAID Office of Inspector General has a reference handbook found [here](#).
- **Important:** If applicants are proposing an indirect cost rate percentage, then each applicant must include a copy of its organization's most recent Negotiated Indirect Cost Rate Agreement (NICRA) issued by its organization's audit agency (USAID or another agency of the U.S. Government). If applicants are proposing an indirect cost rate percentage but do not have an established NICRA, they must then submit

supporting financial/auditing information to support any of the proposed indirect costs as recovered by a percentage method.

- Certain documents are required to be submitted by the applicant in order for the Agreement Officer to make a determination of financial responsibility. Applicants shall submit any additional evidence of responsibility to support this determination. The information submitted must substantiate that the applicant:
 - Has adequate financial, management, and personnel resources and systems, or the ability to obtain such resources, as required during the performance of the award;
 - Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, non-governmental and governmental;
 - For Apparent Successful Applicants only, past performance supporting documentation, including the Past Performance Reference Questionnaire which will be sent to Apparent Successful Applicants only;
 - Has a satisfactory record of integrity and business ethics; and
 - Is otherwise qualified and eligible to receive a grant under applicable laws and regulations (e.g., Equal Employment Opportunity (EEO)).
- Applicants that have never received a grant, cooperative agreement, or contract from USAID are required to submit a copy of their accounting manual, personnel policies, travel policies, and procurement policies, and audits received for the past three years.

3. Data Universal Number System (DUNS) Number and System for Award Management (SAM)

Each applicant, unless they have an exception approved by the federal awarding agency under 2 CFR 25.110(d), is required to:

- Provide a valid DUNS number; and
- Be registered in the SAM at the time of Award – Note that successful applicant(s) must maintain SAM registration throughout the life of the project.

FFP may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. Failure to do so is justification for not signing an award. Please note an awardee cannot make a sub-award to an entity unless that entity has provided a DUNS number.

4. Submission Dates and Times

The application submission deadline is TBD, 11:59 a.m. , Washington, D.C. time, i.e. Eastern Daylight Time (EDT), and all applications must be received no later than this date and time. The applicant is responsible for ensuring that the electronic application is received by the due date and specified time.

Applications that are received late or are incomplete run the risk of not being considered in the review process. Such late or incomplete applications will be considered in USAID's sole discretion depending on the status of USAID's application review process, time of receipt, and/or

the quality of other applications received.

5. Funding Restrictions

USAID anticipates awarding several grants under this RFA for a total of up to \$175,000 of funding per application if proposing one commodity and up to \$200,000 of funding per application if proposing two commodities.. For more information, please review Section I – Funding Opportunity Description, 1) General Description.

6. Pre-Award Certifications, Assurances, and Other Statements of the Recipient and Solicitation Standard Provisions

Apparently successful applicants must provide the following:

- For PVOs or NGOs, a signed copy of [*Certifications, Assurances, Representations, and Other Statements of the Recipient and Solicitation Standard Provisions*](#) as described in ADS 303.3.8 on the USAID website.
- A branding strategy and marking plan per the solicitation standard provisions noted below. Agency branding and marking guidance can be found at the following websites: <https://www.usaid.gov/sites/default/files/documents/1868/320.pdf> (contains instructions on how to prepare the branding strategy and marking plan) and <http://www.usaid.gov/branding/> (contains samples of the USAID logo in various formats).
- A statement by the applicant assuring that the commodity can be imported duty-free, along with any information and associated documentation that supports the statement. Such documentation can include, but is not limited to, written certification by the USAID Mission or Diplomatic Post or a Host Country Agreement.

USAID requires the recognition of the contributions of the American people extended under this agreement. In this regard, recipients are reminded of the requirements to acknowledge USAID funding of projects and programs as required by the Standard Provisions. In publications and media products, recipients will apply, where appropriate, the Agency branding standards published in the Agency's *Graphics Standards Manual* (available at www.usaid.gov/branding). Recipients should also note that the acknowledgement of USAID as a funding source may be applied where texts are publicly published.

The following Standard Provisions for solicitations are applicable to this RFA and may be found at: <https://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>

- Branding Strategy – Assistance
- Marking Plan – Assistance
- Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements - Representation

7. Pre-Award Costs

No pre-award costs are required.

8. Other Submission Requirements

Certain documents may be required to be submitted by the applicant in order for the Agreement Officer to make a determination of financial responsibility. Applicants shall submit any additional evidence of responsibility, as requested, to support the determination pertaining to adequate financial, management, and personnel resources and systems; ability to comply with the award conditions; satisfactory record of performance, integrity and business ethics; and/or qualifications and eligibility to receive a grant under applicable laws and regulations.

SECTION V – APPLICATION REVIEW INFORMATION

1. Merit Review Criteria

Technical applications and cost applications of each application will be reviewed separately. The technical application will be evaluated in accordance with the Merit Review Criteria set forth below. Thereafter, the cost application of all applicants submitting a technically acceptable application will be reviewed for general reasonableness, allowability, and allocability. To the extent that they are necessary (if award is not made based on initial applications), negotiations and/or interviews will then be conducted with all applicants whose application, after discussion and negotiation, has a reasonable chance of being selected for award. Awards will be made to responsible applicants whose applications offer the greatest value, cost-effectiveness, and other factors considered.

After it is determined that the minimum eligibility requirements have been met, a Selection Committee (SC) will evaluate applications according to criteria described below. Moreover, there will be a separate SC for each commodity.

<u>Merit Review Criteria</u>	<u>Maximum Possible Points</u>
A. Organizational Capabilities	15
B. Situation Analysis	20
C. Program Objectives/Strategy	25
D. Implementation Plan	40
Total Possible Points	100

A. Organizational Capabilities

Factors under this criterion include the following:

- Types of activities or services provided and a demonstrated ability to be able to effectively perform those activities and services including;
 - Abilities and capacities to meet goals, targets, and objectives programmatically, technically, and logistically.
 - Abilities to adhere to agreed-upon/approved schedules/timelines.
- Demonstrated institutional capacity to accomplish the range of programmatic, technical, and logistical activities as described in this RFA;

- Capacity to manage relationships with government officials and institutions.
- Evidence of technical and managerial resources and expertise (or the ability to obtain such).

B. Situation Analysis

Factors under this criterion include, but are not necessarily limited to, the following:

- Demonstrated understanding of the food security and nutrition situation in the country and target area; and
- Thorough description of the target population's nutrition status, the number of program participants, and the targeting criteria used to select them.

C. Program Objectives/Strategy

Factors under this criterion include, but are not necessarily limited to, the following:

- Identification of realistic goals/objectives, describing program activities, specifically food distributions, in sufficient detail. Such details must include how, when, where, and by whom the food will be distributed;
- Identification of a monitoring and evaluation (M&E) schedule, providing indicators/benchmarks and measurement tools that will enable them to track progress towards objectives and program impact;
- Overall technical merit of program strategy; and
- Appropriate M&E plans may include activities such as tracking the quantity of commodity distributed and the number of individuals targeted and supplemented; the number of individuals reached through nutrition specific and nutrition sensitive program activities; and growth monitoring.

IMPORTANT: See appropriate purpose and use of the available LNS supplemental commodities per the above information (pages 5-7)

D. Implementation Plan

Factors under this criterion include, but are not necessarily limited to, the following:

- Adequacy and feasibility of comprehensive logistics plan detailing:
 - Shipment of commodities from producer's facility to loading port in country;
 - Internal transport of commodities;
 - Warehousing/commodity storage;
 - Delivery schedule;
 - Distribution schedules; and
 - List of distribution sites.
- Appropriateness of plan for management/disposal of commodity-related solid waste;
- Suitability and ration servings/dose for the target population(s);
- Coordination with other food security activities being implemented in the target area by the host government and/or other organizations (i.e., PIOs, PVOs and NGOs); and
- Demonstrated awareness of other food security programs operating in the country, and details on coordination with those programs.

- A Monitoring & Evaluation Plan with sufficient resources (human capital and financial) to effectively monitor the program activities.

2. Review of Cost Application

The cost application of all applicants submitting a technically acceptable application will be reviewed to determine if costs are reasonable, allocable, and allowable. If an application is recommended for award following the technical review, USAID may at its option conduct cost negotiations.

Costs will be reviewed for cost reasonableness, allowability, allocability, adequacy of budget detail, and financial feasibility. If applicable, the applicant's cost share contribution will be reviewed using the same criteria as well as 2 CFR 200.306 requirements regarding cost share.

3. Review and Selection Process

After initial selection, the apparent successful applicant(s) will be asked to provide additional information pertaining to any application concerns. This information will be used to make a determination before a grant is provided. The Agreement Officer shall make the final selection.

SECTION VI – AWARD AND ADMINISTRATION INFORMATION

1. Federal Award Notices

USAID may make an award resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offer(s) the greatest value. USAID may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, and (d) waive informalities and minor irregularities in applications received.

The AO is the only individual who may legally commit the U.S. Government to the expenditure of public funds.

Upon receipt of award, grantees must contact the manufacturer for the overall availability of the commodity(ies) and for planning the arrangements for receipt, loading, and delivery.

2. Administrative Requirements

Awards will be made in accordance with applicable USAID Standard Provisions. For non-governmental organizations 2 CFR 700, 2 CFR 200 and [ADS 303mat, Standard Provisions for Fixed Amount Awards to Non-governmental Organizations \(NGOs\)](#). For international organizations, [ADS 308mai, Fixed Amount Agreements with Public International Organizations](#) will apply, as appropriate.

3. Reporting

IFRP partners are required to submit an Annual Results Report (ARR) in accordance with the

[FFP ARR Guidance for Emergency Awards](#). This report must be submitted via [FFP’s Partner Reporting Tool](#), and will be instrumental in helping USAID complete reporting on overall program performance.

IFRP Partners are also required to submit one copy of a final performance report to the Agreement Officer’s Representative (AOR), who can also provide guidance on how to adapt FFP Reporting Guidance to the unique nature of this kind of award.

SECTION VII - AGENCY CONTACTS

Agency contacts may be found in Section IV – Submission and Application Information, 1) Point of Contact.

SECTION VIII – OTHER INFORMATION

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

In regards to freight forwarders and in light of possible debarment of certain freight forwarders, applicants are advised to check the Excluded Parties Listing Systems (www.sam.gov) prior to providing new work to freight forwarders through new awards, extensions of existing awards, increases in scope of existing awards, and/or increases in the total estimated amount of existing awards.

Under this RFA, all applicants (for NGOs, PVOs, and PIOs) may be required to comply with the USG Cargo Preference Act as described in [ADS 315](#). Compliance with the Cargo Preference Act is carried out at an Agency level and will be coordinated by the Bureau for Management, Office of Acquisition and Assistance, Transportation Division (M/OAA/T).