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Pre-Application Conference

USAID Inclusive Political Outreach

**Funding Opportunity Number:
ADDENDUM-001-72036725APS00001**

December 6, 2024

Agenda

- Welcome and Introduction
- About USAID Nepal Localization APS
- Procurement Process
- Overview of Funding Opportunity
- Question Answer
- Closing

USAID Nepal Localization APS

- Annual Program Statement (APS) issued by USAID/Nepal on November 19, 2024
- USAID is committed to working with local organizations to put local actors at the forefront of their own development.
- Will issue various funding opportunities as an addendum to the USAID Localization APS.

One of the funding opportunity under the APS:

USAID Inclusive Political Outreach

ADDENDUM-001-72036725APS00001

Procurement Process

1. Issuance of Funding Opportunity
2. **Information Session - Pre-Application Conference**
3. Issuance of Amendment to the Addendum-001
4. **Phase 1 - Concept Note Submission (deadline: Monday, January 6, 2025)**
5. Phase 2 - Oral Presentations
6. Phase 3 - Co-Design and Cost Application
7. Submission of full Application
8. Pre-Award Survey
9. Evaluation of Application
10. Clarifications/Discussions/Negotiations
11. Final Revised Application Submitted
12. Award Process

SECTION 1: PROGRAM DESCRIPTION

SECTION I: PROGRAM DESCRIPTION

Background

- Inadequate civic education activities, especially targeted to marginalized groups
- Marginalized groups find themselves excluded from political processes
- Members of Parliament - both at the provincial and federal levels - require better tools to adequately legislate and be responsive to citizen needs

SECTION I: Activity Focus

Purpose: Aims to address these needs for, responsiveness and meaningful participation of underrepresented and marginalized groups in Nepal's political processes.

Objective 1: Improve the federal parliament and provincial assemblies' capacity

Objective 2: Expand meaningful participation of emerging youth, women, and members of marginalized group leaders in the political process

Objective 3: Strengthen inclusive civic engagement at federal and subnational levels

SECTION I: USAID Political Party Assistance Policy

Purpose of the Policy is to help parties become more representative and to reflect the interests of all social groups and citizens, not only a narrow elite.

Goal of the assistance is to develop and consolidate representative democracies with multi-party systems, by:

- Encouraging representative, inclusive, citizen-focused political parties; thus applicant(s) must work with a broad spectrum of Nepal's political parties.
- Encouraging parties' support for democratic processes, accountable governance, and rule of law.

SECTION I: Clarity on Electoral Reform Activities

- As some of the electoral reform objectives are currently covered by the existing USAID Democratic Processes activity, the **USAID Inclusive Political Outreach activity should not include** the following interventions:
 - Capacity strengthening of the Election Commission of Nepal
 - Strengthening electoral policies and legal frameworks

SECTION I: Geographic Focus

Kathmandu for federal level activities

Madhesh and Lumbini Province for sub-national activities

SECTION 2: FEDERAL AWARD INFORMATION



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SECTION 2: FEDERAL AWARD INFORMATION

- **ESTIMATED FUNDS AVAILABLE AND NUMBER OF AWARDS CONTEMPLATED**

\$5,000,000 (one award)

- **PERIOD OF PERFORMANCE**

Five years

SECTION 3: ELIGIBILITY INFORMATION



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SECTION 3: ELIGIBILITY INFORMATION

1) **Must be local entities.** Only local organizations as defined below are eligible for award. USAID defines a “local entity” as a corporation, a nonprofit organization, or another body that:

- Is legally organized under the laws of Nepal.
- Has as its principal place of business or operations in Nepal.
- Is majority owned by individuals who are citizens or lawful permanent residents of Nepal.
- Is managed by a governing body the majority of who are citizens or lawful permanent residents of the country receiving assistance, Nepal.

2) USAID does not envision direct support to GON entities or GON parastatal entities under this addendum.

SECTION 3: ELIGIBILITY INFORMATION

3) Following types of local organizations are encouraged to apply:

- Civic groups
- Colleges and universities
- Cooperatives
- Faith-based organizations Foundations
- Non-Governmental Organizations (NGOs)
- Private businesses
- Trade associations

4) Prime recipients must be local entities however, local entities are not restricted from partnering with non-local entities as subrecipients.

SECTION 3: ELIGIBILITY INFORMATION

5) LIMITATIONS ON SUBMISSIONS

Each applicant is limited to one concept note submission under this Addendum as the prime Applicant. There is no limitation on being included as a potential sub-awardee/supporting partner across multiple applications.

6) Unique Entity Identifier (UEI)

Entities submitting a concept paper are not required to have a UEI or be registered in SAM at the time of submission of the concept paper.

If the concept paper is selected for a potential award, the applicant must obtain a UEI and fully register in SAM prior to submission of a Full Application.

Helpful website: [Registering to Work with USAID: Main Step-by-Step Guide | Work with USAID | U.S. Agency for International Development](#)

SECTION 5: APPLICATION AND SUBMISSION INFORMATION

SECTION 5: APPLICATION AND SUBMISSION INFORMATION

THREE PHASES OF SOLICITATION:

- Phase 1 - Concept Paper

Only selected applicants from Phase 1 will be invited to participate in Phase 2.

- Phase 2 - Oral Presentation

Only one eligible and successful applicant from Phase 2 will be invited to participate in Phase 3.

- Phase 3 - Co-Design and Cost Application

AGENCY POINTS OF CONTACT: dshakya@usaid.gov;
ssriwastav@usaid.gov; and mtelevatos@usaid.gov

QUESTIONS AND ANSWERS: Answers to questions will be posted via an amendment on www.grants.gov.

Phase I Concept paper

Reference: Under Section 5, Phase 1; Page 9

Document Format

- Paper Size:
 - Letter or American National Standards Institute (ANSI) Letter (i.e., 8.5 by 11.0 inches or 215.9 millimeters (mm) by 279.4 mm); or
 - A4 (i.e., 8.27 inches × 11.7 inches or 210mm × 297 mm)
- Type Size: 12-point font
- Font Style: Calibri or similar serif typeface
- Spacing: Single spaced
- Margins: One inch (25.4 mm) top, bottom, left, and right
- Language: **English or Nepali**
- Page Limitation: **Not to exceed seven pages** (including the cover page). USAID will not consider any pages that exceed the prescribed page limitation.
- **No budget or cost application will be accepted during this phase and Late submissions will not be reviewed nor considered.**

Concept Paper - Cover Page

Addendum Reference: Pg 9 & 10 under Cover page information

1. Title of Proposed Activity.
2. Name and Address of Organization.
3. Statement that the Applicant is a “local entity” and explaining how they meet the definition in Section C, Eligibility Criteria of the USAID Nepal Localization APS.
4. Contact Point (lead contact name; relevant telephone, fax, e-mail information).
5. Lead Institution Name
6. Lead Institution UEI (if available):
7. Subpartner Organization Name(s) (if applicable):
8. Subpartner Organization Address(es) (if applicable):
9. Subpartner Organization UEI (if available/applicable):
10. Signature of an authorized representative of the applicant.

Concept Paper - Understanding of Operating Context

The Concept Note must include a narrative that

- Demonstrates an understanding of the current operating context and challenges related to the Program Description
- Acknowledges and addresses social and cultural barriers to inclusion in political life; entrenched issues of discrimination on the basis of caste, class, ethnicity, religion, origin, sex, gender, age; paternalism; disability and demographic power dynamics that hamper inclusion in political life.

Concept Paper - Key Interventions and Outcomes

The applicant **must** provide the following for each objective (refer to the Program Description):

- Key interventions and
- Illustrative outcomes based on the proposed interventions

Concept Paper - Institutional Capacity and Past Experience

- Provide relevant details of applicant's and its subpartners (if any) institutional capacity, expertise, and past experience to demonstrate their potential to implement USAID Inclusive Political Outreach.
- Provide relevant details of experience in implementing programs related to the parliaments, political parties and civic engagements in coordination with federal and subnational governments and civil society.
- The information must be provided in the following format:

Scope/Relevance to USAID Inclusive Political Outreach	Size in US\$	Performance Period (start & end dates)	Donor/Funding Source (or Prime Implementer)

PHASE 2 - Oral Presentations

- Only the best technically acceptable concept notes from Phase 1 will be invited for Phase 2.
- Details of date, location and other details of phase 2 will be provided when notifying shortlisted applicants.
- Questions for phase 2 are provided in pg 11 & 12 of the Addendum-001.
- Budget is not required at this stage.

PHASE 3 - Full Application Co-Design

- Only one Apparently Successful Applicant will be invited for Phase 2.
- To Co-create full technical and cost application
- USAID *may* authorize pre-award costs for the travel and logistics of the apparently successful applicant to participate in Phase 3
- Additional details and instructions for Phase 3 will be provided in the invitation letter to the invited applicant.
- If during the course of Phase 3, the AO determines that the apparently successful applicant is unable to provide a satisfactory Technical and Cost/Business Application, then the AO may designate the next highest-evaluated Applicant from Phase 2 as the apparently successful applicant.

SECTION 6: APPLICATION REVIEW INFORMATION

Section 6: APPLICATION REVIEW INFORMATION

PHASE I - Concept Note

Will be evaluated based on the

- Extent to which their concept notes demonstrate an understanding of the operating context
- The quality and appropriateness of the proposed key Interventions and outcomes, and
- The extent to which their institutional capacity and past experience demonstrates their potential to successfully implement USAID Inclusive Political Outreach.

Section 6: APPLICATION REVIEW INFORMATION

PHASE I - Concept Note Selection Methodology:

- **“Red light”** - The application contains many weaknesses and few or no strengths.
- **“Yellow light”** - The application contains some weaknesses and some strengths.
- **“Green light”** - The application contains many strengths and few or no weaknesses.

Only green lit applicants from Phase 1 will be invited to participate in Phase 2.

Section 6: APPLICATION REVIEW INFORMATION

PHASE II - Oral Presentation

Will be evaluated based on the

- Quality and appropriateness of the applicant's technical understanding and approach,
- Management and staffing and
- Meaningful adoption of the concepts of diversity, equity, inclusion, and accessibility.

Section 6:APPLICATION REVIEW INFORMATION

PHASE III - Full Application

No Criteria:

- Apparently successful applicant will work collaboratively with USAID/Nepal to co-design the Program Description
- Cost Application will be reviewed to to determine whether the costs are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.
- Full guidance will be provided before the start of phase III.
- Pre-Award Survey

Questions Received

Response to questions will be posted as an amendment to this Addendum-001 on www.grants.gov.

Currently, we are considering two options: 1. Submitting as a prime applicant, leading the initiative. 2. Joining a consortium as a co-lead, invited by another local nonprofit. Could you kindly confirm if it is permissible for our organization to apply as a prime applicant while also participating in a consortium for this program? Your guidance will greatly help us determine the next steps.

USAID Response: Section 3.3 of the Addendum-001 states that “All eligible interested organizations are restricted to submitting only one Concept Note as the Prime Applicant” and Section 3.4 states that “Applicants may serve as sub-awardees or supporting partners on multiple Concept Notes under this Addendum.” Hence, an applicant may apply as a prime applicant in only one application whereas the same applicant can apply as subawardee or subpartner in multiple/other applications.

Can an international company/contractor act as a technical support subcontractor under the prime contractor of a local institution?

USAID Response: As per Section C(4) of the USAID Nepal Localization APS under which this addendum is issued, eligibility for the prime applicant is restricted to local Nepali entities. Eligibility is not restricted for subawardees. Prime applicants are encouraged to propose appropriate sub-partners that enables them to best meet the activity requirements and that adheres to the laws and regulations of the Government of Nepal.

What are the conditions or limitations for such alignment, particularly in terms of project compliance, regulatory considerations, or funding source requirements?

USAID Response:

- At least 50% of the cost of award performance incurred for personnel must be expended for employees of the prime/local entity.
- The prime applicant is responsible for adhering to the laws and regulations of the Government of Nepal.
- The prime organization is the only entity that will be communicating directly with USAID.
- USAID funds will be disbursed to the Prime organization only.

Are subcontractors also required to obtain a Unique Entity Identifier (UEI) and register in the System for Award Management (SAM), or is this obligation limited to the prime contractor? Could there be any exceptions or conditional circumstances where subcontractors might bypass this requirement? Furthermore, what are the implications for eligibility or compliance if a subcontractor does not meet these registration requirements?

USAID Response: As per Section 3.2 of Addendum-001, “Entities submitting a concept paper are not required to have a UEI or be registered in SAM at the time of submission. If the concept paper is selected for a potential award, the applicant must obtain a UEI and fully register in SAM prior to submission of a Full Application, to proceed with the award process.”

Subrecipients are not required to fully register (only login access required) in SAM.gov to receive a subaward; however, first-tier subrecipient must obtain UEI to receive a subaward. Subrecipients cannot bypass the requirement of obtaining UEI and funds cannot be disbursed to subrecipient who do not have a UEI.

Are a Unique Entity Identifier (UEI) and System for Award Management (SAM) registration mandatory for subcontractors, or do these requirements apply exclusively to the prime contractor?

USAID Response: First-tier subrecipients are required to obtain a UEI in order to receive a subaward; however, subrecipients are not required to fully register (only login access required) in SAM.gov. Obtaining a UEI is mandatory for first-tier subrecipients.

Does the Primary applicant need to include/ disclose potential provincial level organizations' partners in the initial concept paper submission ?

USAID Response: Since one of the evaluation factors in Phase 1 is based on the institutional capacity and past experience of the prime applicant and its proposed subawardees, it is beneficial to include subpartners at the concept note stage. Any subawardees mentioned in the Phase 1 application cannot be removed in Phase 2 or 3; however, applicants may add subpartners as the selection process moves forward.

Does USAID have a recommended range of allocation split between prime and sub awardees?

USAID Response: No, there is no recommended allocation of split between the prime and subrecipients. However, if the subrecipients are non-local entities, the following restriction applies: At least fifty (50) percent of the cost of award performance incurred for personnel must be expended for employees of the prime/local entity.

Any further Questions?

Response to questions will be posted as an amendment to this Addendum-001 on www.grants.gov.

The content of this slide presentation is provided to prospective offerors as a courtesy. Information contained in the Addendum-001 and amendments thereto take precedence over information contained in this presentation.

Thank you