AMENDMENT No. 01, ADDENDUM-001-72036725APS0000 DATED: DECEMBER 11, 2024

ADDENDUM-001-72036725APS00001
USAID INCLUSIVE POLITICAL OUTREACH
Addendum #001 under the USAID Nepal Localization Annual Program Statement (APS)
72036725APS00001

Issuance Date:	November 21, 2024
Question Deadline:	December 3, 2024, by 5:00 PM Nepal Time
Pre-Application Conference Registration Deadline:	December 4, 2024, by 5:00 PM Nepal Time
Pre-Application Conference Date:	December 6, 2024
Concept Note Submission Deadline:	January 6, 2025, by 5:00 PM Nepal Time

PLEASE NOTE: This is an addendum to an existing announcement. All interested organizations should carefully review both this and the full USAID Nepal Localization APS announcement, which can be found here: https://grants.gov/search-results-detail/357215. Important information contained in the full USAID Nepal Localization APS announcement is not repeated in this specific addendum.

Pursuant to the Foreign Assistance Act of 1961, as amended, the United States Government, as represented by the U.S. Agency for International Development (USAID) in Nepal is announcing Addendum #001 to the USAID Nepal Localization APS: **USAID Inclusive Political Outreach, ADDENDUM-001-72036725APS00001** .

Through this addendum, USAID/Nepal is seeking concept notes from local actors for the submission of concept notes to address the need for inclusive, responsive and meaningful participation of underrepresented and marginalized groups in Nepal's political processes. **Concept notes must be submitted no later than the date and time specified above.**

- **Questions:** Please send questions about this solicitation to dshakya@usaid.gov; ssriwastav@usaid.gov; and mtelevantos@usaid.gov no later than the date and time specified above. USAID/Nepal will furnish promptly to all prospective Applicants, as an amendment to this Addendum, all responses to questions received.
- **Pre-Application Conference:** USAID/Nepal will hold a virtual pre-application information session in Nepali language on the date specified above for all interested applicants to provide an overview of the USAID Inclusive Political Outreach addendum and application process and answer questions. All interested participants are requested to register for the pre-application conference by the date and time specified above by sending an email to dshakya@usaid.gov and bnepali@usaid.gov. *USAID strives to host inclusive, accessible events that enable all individuals, including persons with disabilities, to engage fully. To request*

accommodation or for inquiries about accessibility, please email dshakya@usaid.gov and bnepali@usaid.gov. USAID/Nepal will provide further information about the pre-application conference upon receiving your email. Pre-application notes, including answers to questions, will be posted as an amendment to this Addendum on www.grants.gov.

Subject to the availability of funds, USAID/ Nepal anticipates supporting up to one five-year award valued up to $5 million. USAID reserves the right to award more awards than this estimate and to fund any or none of the Concept Notes/Full Applications submitted under this addendum to the USAID Nepal Localization APS.

Unless otherwise stated herein, all terms and conditions of the USAID Nepal Localization APS apply (https://grants.gov/search-results-detail/357215).

It is the responsibility of the Applicant to review the entire USAID Nepal Localization APS and Addendum, both of which are available on www.grants.gov, and USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on www.grants.gov or accessing the APS, please contact the grants.gov helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

Thank you for your interest in USAID activities.

Sincerely,

Maria Televantos Digitally signed by Maria Televantos
Date: 2024.12.11 13:25:05 +05'45'

Maria Televantos
Agreement Officer
Office of Acquisition and Assistance
USAID/Nepal

SECTION 1: PROGRAM DESCRIPTION

The U.S. Agency for International Development (USAID) is issuing this Addendum pursuant to the Foreign Assistance Act (FAA) of 1961, as amended. Any potential resulting award(s) will be subject to 2 CFR 700 and 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and USAID's Standard Provisions for U.S. and Non-U.S. based organizations per ADS 303.

A. Background

Since the establishment of the country's 2015 constitution, Nepal has made notable progress in building democratic institutions, establishing a competitive multiparty system, deepening federalism and conducting peaceful and credible elections. Nepal's democracy, though, is still fragile. The adoption of a federal system was hailed as a sign of democratic progress, but the new provincial and local governments are struggling to fulfill their mandates with an unfinished legal and budgetary framework and an incomplete understanding of their new roles and responsibilities.

The 2015 constitution also marked a historic moment for political inclusion and diversity in Nepal by mandating quota provisions for women, and ethnic populations. However, direct representation of these populations is still a challenge as structural and societal barriers significantly diminish the constitutional gains. For example, in the 2022 elections, almost all women were elected through the closed party list proportional representation system with only eight women out of 165 under the First-Past-the-Post system. Similarly, political parties have not embraced these populations at leadership levels. Many women or ethnic minorities do not receive sufficient skills training from political parties prior to the elections. Once elected, these populations rarely play leadership roles. Youth also face particular challenges as high unemployment and low standards of living push them to seek work abroad with few opportunities for meaningful political engagement. Additionally, youth's parliamentary representation is not guaranteed by law and costly elections prevent them from running for office.

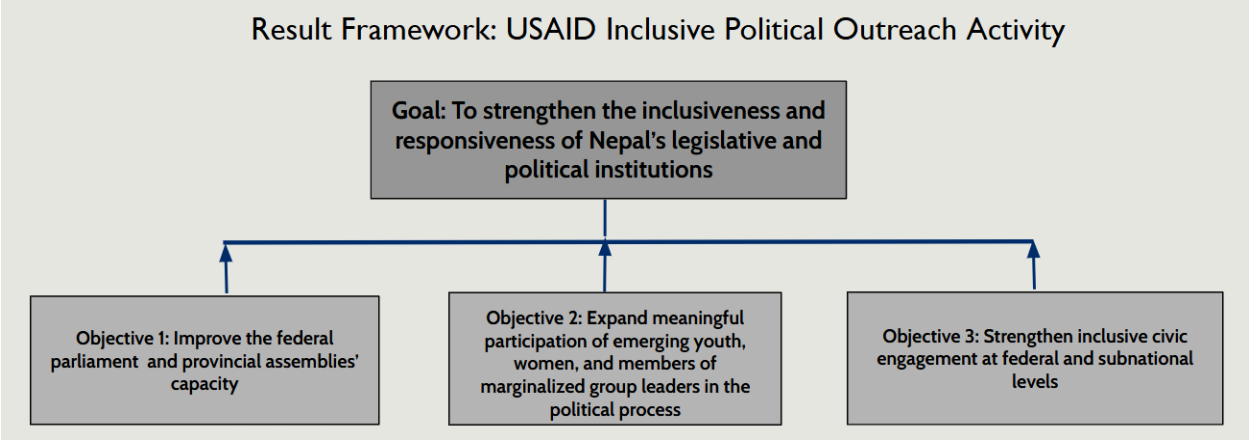
USAID stakeholder consultations confirmed there is a dearth of civic education activities, especially targeted to marginalized groups. Members of Parliament - both at the provincial and federal levels - require better tools to adequately legislate and be responsive to citizen needs. Other marginalized groups – persons with disabilities, migrant workers, members of the LGBTQI+ community, lower-and-non-caste individuals, and religious minorities – also find themselves largely excluded from political processes.

USAID seeks to fund the USAID Inclusive Political Outreach activity to address these needs for, responsiveness and meaningful participation of underrepresented and marginalized groups in Nepal's political processes.

B. Activity Focus

This activity will focus on strengthening inclusiveness and responsiveness, especially for women, youth, and marginalized groups (WYM), in relation to parliamentary engagement, and political representation within political parties and elected offices.

The Development Hypothesis of the USAID Inclusive Political Outreach design holds that: **"If Nepali institutions include women, youth, and marginalized citizens throughout political and policy processes, then Nepal's representative institutions become more responsive to citizens to support a more prosperous, equitable, and self-reliant Nepal."** The development hypothesis is illustrated with the result framework below:



USAID Inclusive Political Outreach will have the following desired outcomes under each of the objectives:

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

- Improved engagement of Members of Parliament (MPs) with women, youth and marginalized (WYM) populations to understand their needs and inform policy formulation and law making.
- Increased capacity of MPs to articulate their issues into policies that address their needs.
- Improved capacity of parliament secretariats at federal and provincial level to deliver parliamentary functions such as generating evidence /research for formulating inclusive legislations, advancing digital parliamentary tools and services, strengthening parliamentary budget office etc.
- Training and capacity development of federal parliament and provincial assemblies' staff and generating learning from international best practices
- Improved outreach and communications skills of MPs at national and provincial levels
- Extensive engagement of and inputs from the marginalized populations into federal and provincial legislations.
- Strengthened oversight capacity of Federal Parliament and Provincial Assemblies.

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

Desired outcomes:

- More active and influential WYM group leaders rise within political parties
- Political party decisions lead to more representation of WYM populations within party leadership
- WYM groups are empowered as political leaders and Members of Parliament to better serve their populations.

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

- WYM populations with deeper civic awareness for informed decision making and improved political participation
- Meaningful participation of WYM groups in the political process
- Strengthened parliamentary process monitoring and oversight from Nepali civil society organizations

The specific activities, corresponding to the desired outcomes listed above, are to be developed following a co-creation process run by the successful implementing partner with involvement of relevant stakeholders.

USAID Political Party Assistance Policy

The Recipient must adhere to USAID's Political Party Assistance Policy[1]. A central 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. The goal of USAID's political party 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.

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

C. Geographic Focus

The geographic focus will be Madhesh province and Lumbini province for sub-national activities, and Kathmandu for federal level activities. The specific number of target municipalities for the sub-national activities will be determined together with USAID during co-creation.

[END OF SECTION 1]

[1] Full link to USAID's Political Party Assistance Policy:
https://www.usaid.gov/sites/default/files/2022-05/PPAP-Update_2021-Formatted-for-Public-Release.pdf

SECTION 2: FEDERAL AWARD INFORMATION

1. Estimate of Funds Available and Number of Awards Contemplated

The anticipated Total Estimated Amount of this award is up to $5 million. USAID/Nepal anticipates awarding one award under this Addendum to the USAID Nepal Localization APS.

2. Period of Performance for Federal Award

The Period of Performance of this proposed activity will be for five years.

3. Type of Instrument

The Assistance Award that will result from this addendum may take the form of a cooperative agreement.

[END OF SECTION 2]

SECTION 3: ELIGIBILITY INFORMATION

1. Eligibility is restricted to Local organizations/Entities of Nepal. For the detailed eligibility information please, including the full definition of "Local Entity," please refer to "Section C: Eligibility Information" in the USAID Nepal Localization APS.

2. **Unique Entity Identifier (UEI) and System for Award Management (SAM):** 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. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process using the Registering to Work with USAID: Main Step-by-Step Guide available on https://www.usaid.gov/work-usaid/get-grant-or-contract/trainings-how-work-usaid/how-work-usaid-registering-to-work-usaid.

3. All eligible interested organizations are restricted to submitting only one Concept Note as the Prime Applicant. If more than one Concept Note is received with the same Prime Applicant, USAID will seek written clarification from the relevant entity regarding which Concept Note should be considered for review. If clarification is not resolved *within five (5) business days,* all Concept Notes submitted by the Applicant will be deemed ineligible.

4. Applicants may serve as sub-awardees or supporting partners on multiple Concept Notes under this Addendum.

5. Eligibility is not restricted for subawards. Both local and international organizations can be a subrecipient for the prime local organization. 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.

Please refer to the USAID Nepal Localization APS "Section C: Eligibility Information" for additional details on the eligibility requirements.

[END OF SECTION 3]

SECTION 4: AGENCY POINTS OF CONTACT

All questions, concept notes, and other communications in relation to this APS Addendum must be submitted to the points of contact listed below:

Name: Maria Televantos
Title: Agreement Officer (AO)
Email: mtelevatos@usaid.gov

Name: Dibya Shakaya
Title: Acquisition and Assistance (A&A) Specialist
Email: dshakya@usaid.gov

Name: Sanjog Sriwastav
Title: Acquisition and Assistance (A&A) Specialist
Email: ssriwastav@usaid.gov

[END OF SECTION 4]

SECTION 5: SUBMISSION INSTRUCTIONS

The award process for the USAID Inclusive Political Outreach (IPO) activity consists of three phases:

- Phase 1 - Concept Paper;
- Phase 2 - Oral Presentations from the shortlisted applicants; *and*
- Phase 3 - Co-creation event for the development of the full proposal with the apparently successful applicant.

Only selected applicants from Phase 1 will be invited to participate in Phase 2. Only one eligible and successful applicant from Phase 2 will be invited to participate in Phase 3.

PHASE 1 - CONCEPT PAPER

Applicants must submit concept notes electronically to USAID/Nepal to dshakya@usaid.gov; ssriwastav@usaid.gov; and mtelevantos@usaid.gov no later than the deadline stated in the cover letter for consideration.
Below please find the concept note page and formatting dimensions and limitations:

- **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.

1) 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[2] (if available):

[2] The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. For more information, refer to: SAM.gov. Entities submitting a concept paper are not required to have a UEI or be registered in SAM at the time of submission.

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.

2) Understanding of Operating Context

A narrative demonstrating an understanding of the current operating context and challenges related to the Program Description. The narrative must acknowledge and address 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.

3) Key Interventions and Outcomes

The applicant must provide the following for each objective:

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

- Key interventions
- Illustrative outcomes based on the proposed interventions

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

- Key interventions
- Illustrative outcomes based on the proposed interventions

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

- Key interventions
- Illustrative outcomes based on the proposed interventions

4) Institutional Capacity and Past Experience

The applicant must provide relevant details of its and its subpartners (if any) institutional capacity, expertise, and past experience to demonstrate their potential to implement USAID Inclusive Political Outreach.

Experience of the Applicant's and proposed subpartners (if any) in implementing programs related to the parliaments, political parties and civic engagements in coordination with federal and subnational governments and civil society. The Applicant must submit the scope, size (in U.S. dollar), and period of performance (start and end dates) of these efforts in the following format:

Program Implemented	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

Shortlisted applicants who submitted the best technically acceptable concept notes from Phase 1 will be invited to present their applications orally, in person to USAID/Nepal. Oral Presentations are expected to occur after the selected applicants have been notified and invited to participate in the oral presentations. Applicants invited to Phase 2 will be provided the details regarding the date, location, duration, and other details of the oral presentation in a notification letter.

Three-days prior to Oral Presentations, applicants must submit slides using the Microsoft PowerPoint or Google Slides format not to exceed 15 slides. Applicants must also submit the names of individuals who will conduct their presentation; USAID anticipates the participation of approximately three representatives from the shortlisted applicant in Phase 2. Applicants are free to structure their oral presentations as they want using charts, graphs, or tables. Additional information with regards to oral presentations, if any, will be made available to those applicants invited to participate in the oral presentations. Further, USAID is not requesting cost information as part of the Phase 2 submission.

Based on the concept note submitted under Phase 1, applicants must incorporate answers to the following three areas (1, 2 and 3) into their oral presentation:

1. **Technical Understanding**
   - What are examples of a few innovative tools and methods that you will use in support of implementing your concept note?
   - Which stakeholders will you collaborate with and how?
   - How will cross-sectoral collaboration, and collaborative learning and adaptive management be prioritized?
   - How will you ensure political participation is advanced for women, youth, Dalits, and other marginalized groups?

2. **Management and Staffing**
   - What type of key staff do you plan to mobilize and how will they ensure success of the project?
   - How will sustainability be embedded throughout the implementation of the project?
   - In targeted geographies where similar activities are already taking place, how will your approach not duplicate existing activities and resources, and how will these efforts be coordinated?

- How will proposed partnerships be managed so they will work together to achieve the technical approach?

3. DEIA

- How will you apply Diversity, Equity, Inclusion, and Accessibility (DEIA) to your Program and Management Approaches?

USAID/Nepal's working definition of DEIA is as follows: "**Diversity** is the practice of including many communities, identities, races, ethnicities, backgrounds, abilities, cultures and beliefs. **Equity** is the consistent and systematic, fair, just and impartial treatment of all individuals. **Inclusion** is the recognition, appreciation, and use of the talents and skills of employees of all backgrounds. **Accessibility** is the design, construction, development and maintenance of facilities, information and communication technology, programs and services so that all people, including persons with disabilities, can fully and independently use them."

PHASE 3 - FULL APPLICATION CO-DESIGN

After Phase 2 has concluded, the apparently successful applicant will be invited to Phase 3 in order to co-create the full technical and cost application with USAID and other relevant stakeholders. Only one apparently successful applicant will be invited to Phase 3.

USAID expects extensive participation of the apparently successful applicant during Phase 3. It is also expected that by the end of the co-creation process, the apparently successful applicant will have submitted a finalized and mutually agreed-upon program description, management and staffing approach, and cost application (see Section 'cost/business application' below).

Notes: (1) USAID may authorize pre-award costs for the travel and logistics of the apparently successful applicant to participate in Phase 3. (2) Additional details and instructions for Phase 3 will be provided in the invitation letter to the invited applicant. (3) 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, or did not meet deadlines for submissions, or the Applicant and USAID cannot come to agreement on the terms and conditions of the final award, then the AO may designate the next highest-evaluated Applicant from Phase 2 as the apparently successful applicant.

Cost/Business Application: USAID is not requesting cost information as part of the Phase 1 and Phase 2 application submission. The apparently successful applicant will develop and submit a full cost application during Phase 3. The detailed cost application instructions will be provided to the apparently successful applicant at the start of Phase 3.

[END OF SECTION 5]

SECTION 6: APPLICATION REVIEW INFORMATION

PHASE 1 - CONCEPT PAPER

Merit Review Criteria: Concept Notes will be evaluated in accordance with the merit review criterion set forth below:

Applicants 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.

Phase 1 Selection Methodology: USAID will employ a red light/yellow light/green light selection methodology in Phase 1. The definitions of this system are as follows:

- "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.

PHASE 2 - ORAL PRESENTATIONS

Merit Review Criteria: Oral presentations will be evaluated in accordance with the merit review criterion set forth below:

The applicant 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.

Phase 2 Selection Methodology: USAID will employ an adjectival rating selection methodology for Phase 2. *Only the highest rated and eligible applicant from Phase 2 will be invited to participate in Phase 3.*

PHASE 3 - FULL APPLICATION

Program Description and Management and Staffing Plan: There are no technical evaluation criteria for Phase 3. This phase is devoted to the program description and management and staffing plan co-design process. Only the one apparently successful applicant selected from Phase 2 will work collaboratively with USAID/Nepal to co-design the Program Description, which will be incorporated into the resulting Cooperative Agreement.

Cost Application: A full cost application will be developed by the apparently successful applicant selected for co-creation during Phase 3.

USAID will evaluate the cost application of the apparently successful applicant under consideration for an award to determine whether the costs are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

USAID will also consider (1) the extent of the applicant's understanding of the financial aspects of the program and the applicant's ability to perform the activities within the amount requested; (2) whether the applicant's plans will achieve the program objectives with reasonable economy and efficiency; and (3) whether any special conditions relating to costs should be included in the award.

Pre-Award Survey: All first-time applicants for USAID funding are subject to a pre-award survey to verify that the applicant has proper procedures in place to receive USAID funding (ADS 303.3.9). The AO may determine that a pre-award survey is required in accordance with ADS 303.3.9.1 to determine whether the applicant has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with established U.S. Government standards, laws, and regulations. Applicants who do not currently meet all USAID requirements for systems and controls may still be eligible under special award considerations and should not be discouraged from applying.

[END OF SECTION 6]

SECTION 7: FEDERAL AWARD AND ADMINISTRATION INFORMATION

Section F of the USAID Nepal Localization APS "Federal Award Administration Information" includes the requirements that an applicant must meet if they are requested for Phase 3 to co-design the activity and receive an award from USAID. Please note that **these requirements do not have to be met in order to submit a concept under the APS addendum.**

[END OF SECTION 7]

[END OF ADDENDUM-001-72036725APS00001]