



Questions and Answers to USAID Funding Opportunity Funding-Opportunity-674-16-00001

TITLE: PROMOTING HUMAN RIGHTS IN SOUTHERN AFRICA

1. Q: Our NGO has programmes and offices in many countries in the SADC region. Each of these offices are also duly registered as local NGO's in their own right. Can each of the country offices submit stand-alone concept notes?

A: Yes

2. Q: Given that the call encourages local organisations to send submissions, would it in fact be advisable that each country office submit as one local NGO for activities spanning between 12 months to 3 years, with a budget ranging from USD 100,000 to USD 750,000?

A: This would be an internal decision for your organization. USAID has no preference on the matter.

3. Q: Could our NGO submit country proposals AND another overall regional proposal which includes activities in multiple countries covered in the call?

A: Yes

4. Q: Our Organization is registered in South Africa. Can local partner organisations in each country be included in the project?

A: Yes however for a single award there will be a prime organization that is responsible for the project. Any partner will be considered a subawardee of the prime and will be the responsibility of the prime. USAID's relationship will be with the prime only and not the partner/subawardees.

5. Q: Is there room for sub-granting to partner organisations and if so are there limits for such sub grants?

A: See answer above regarding partnering. Regarding limits there are no limits regarding the prime partnering with local organizations.

6. Q: Can we have confirmation that Namibia is one of the countries included in the call? (The introduction does not mention Namibia, however it is mentioned in the Eligibility section).

A: Yes Namibia is included.

7. Q: The total number of pages: is it 5 or 8? (On page 6, the call mentions an 8-page limit whereas on Attachment A (the Application Template), it indicates that the application should not exceed 5 pages.

A: The correct total number of pages is 5.

8. Q. The minimum font size is mentioned as 11 but is there any particular font which should be used?

A: Times New Roman

9. Q. On page 1 under the notice of funding opportunity it says “submit to: HRGSouthernAfrica@usaid.gov.” On page 4 under The Process – point 2. it says applications must be submitted to usaidsouthernafRICadisabilitiesgrant@usaid.gov .“ Please clarify to which address the application must be submitted.

A: The correct address is HRGSouthernAfrica@usaid.gov.

10. Q: On page 4 under A. General Guidance it says” ... global funding is available to implement programmes inclusive of **people with disabilities**”. Can you please clarify the relevance of this within the Promoting Human Rights in Southern Africa focus of the call.

A: This was a typographical error and should have read programs to promote Human Rights in South Africa. While USAID welcomes programs that promote inclusivity of people with disabilities, it is not a sole focus of the program.

11. Q: The notice of funding opportunity documents refers to both an **Attachment A**; and **Attachment A – Required Application Format**. Do both of these versions mean the same thing and can you confirm that what is being referred to is actually the document called **Attachment A – Application Template**.

A: Attachment A is the required Application Format. Please use this format for your submission.

12. Q: On page 4 point 2 it says “organizations should follow the instructions in **Attachment A** addressing the evaluation criteria listed below”. In Attachment A there aren't specific questions directly related to the evaluation criteria list. Does this mean that we have to incorporate answers that meet these criteria into those we provide to the questions stated in **Attachment A – Application Template** i.e. problem statement, purpose e.t.c.?

A: Please answer the questions in the application template in attachment A. The answers will be evaluated using the evaluation criteria described in the solicitation. Please keep these criteria in mind when answering the questions.

13. Q: On page 5 under Application Format there is reference to a cover page – can this be in our own format?

A: This may be in whatever format the organization chooses. Please do not exceed one page.

14. Q: Our Organization does not have a NICRA. Is there a ceiling or guideline for the attribution of indirect costs or attribution to cost centres?

A: USAID's regulations allow partners who have not had a NICRA the option of electing a 10% de minimus rate. See 2 CFR 200.414
<http://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-sec200-414.pdf>

Other options for recovering indirect costs are:

- Directly charge by apportioning and charged in Other Direct Costs See Section B.4 at <http://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200-appIV.pdf>
- Directly Charge as fixed amount (see standard provision below)
- Negotiate a rate (NICRA) - This is difficult in practice and not guaranteed for Non-US organizations

INDIRECT COSTS – CHARGED AS A FIXED AMOUNT (NONPROFIT) (JUNE 2012)

a. The recipient will be paid a fixed amount to cover indirect costs, as provided below. Indirect costs are common costs that benefit the day-to-day operations of the organization, including categories such as salaries and expenses of executive officers, personnel administration, and accounting, or that benefit and are identifiable to more than one program or activity, such as depreciation, rental costs, operations and

maintenance of facilities, and telephone expenses. In determining the fixed amount, these costs must be prorated equitably and consistently across all programs and activities of the recipient using a base that measures the benefits of that particular cost to each program or activity to which the cost applies. The bases must be established in accordance with reasonable criteria, and be supported by current data. Indirect costs must then be charged to the programs they benefit. b. The fixed amount for indirect costs and a schedule for payments must be incorporated into the award budget. This award must specify the categories of costs, as described in paragraph a., that are covered by the fixed amount, and the recipient must not charge such costs separately as direct costs. Any deviations must be approved, in advance, in writing, by the Agreement Officer (AO). c. USAID will not pay the recipient in excess of the negotiated fixed amount for indirect costs, as authorized in this award. Similarly, where the actual costs are less than the agreed fixed amount for indirect costs included in the award budget, the recipient will not be liable to return the difference to USAID. However, if the total costs, including direct costs and the indirect costs described in a., that USAID is supporting through this award change significantly (that is, by 20 percent or more in the aggregate), the AO reserves the right to adjust the fixed amount for indirect costs to equitably charge the indirect costs that benefit this award. [END OF PROVISION]

15. Q: Our Organization has cost centres in headquarters and regionally. Is there a guideline for the distribution of such costs?

A: There is no specific guidance outside the guidance provided in answer to question 14.

16. Q: The Application Template mentions that the Problem Statement must provide a brief overview of human rights challenges in the country, ‘ideally drawing on the Mission’s rapid human rights “landscape analysis”.’ Could this analysis for each of the priority countries be shared with us or is it available online?

A: USAID’s regional strategy can be found at <https://www.usaid.gov/sites/default/files/documents/1860/SouthernAfricaRDCS.pdf>

17. Q: Training for and support to government institutions and officials such as judges and magistrates: are there any restrictions that have to be taken into account? If so, what are they? (e.g. per diem to government officials, allowances, honorarium etc.)

A: Please see USAID guidance at <https://www.usaid.gov/ads/policy/300/119780>

18. Q: Are there specific challenges from the view point of this grant in the Swaziland context that are priorities?

A: There are no specific challenges that are priorities for Swaziland. Please see the solicitation for regional priorities.

19. Q: It states clearly in the notice brief that organizations operating in South Africa, Swaziland, Lesotho, Namibia or Botswana or those organizations interested in regional programming covering more than one country in the SADC region are invited to submit applications. To ensure that our interpretation is correct I would like to ask you to kindly confirm that we can EITHER submit an application for ONE country on the list or for TWO or MORE countries in the SADC region including but not limited to the list of countries in the call?

A: Yes you can either submit an application for one country on the list or for two or more (regional application) on the list. Applications are limited to the list of countries in the call.

20. Q: I noticed that proposals will be directly send to USAID Southern Africa, hence I was wondering whether it is a requirement for the call to be registered as a Private Voluntary Organization (PVO) with USAID?

A: No

21. Q: I understand that local organizations are strongly encouraged to apply. Would we as an international organization be able to be technical partners in a proposal rather than the lead agency?

A: International organization may apply as either the lead organization or as a partner with a local organization. If you chose to apply as part of a consortium, please be clear who the lead organization is in the application.

22. Q: You are indicating in the application template that an illustrative budget is required. Do you have a template you would like us to complete? Does USAID Southern Africa provide any guidance on the overhead cost ratio?

A: A particular budget template is not required for the concept stage however for full application organizations will be required to submit an SF-424a in addition to their detailed budget so organizations may want to structure their budget in a similar format to SF-424a section B. SF-424a may be found at <https://www.usaid.gov/documents/1866/sf-424a>

Regarding the overhead ratio please see question 14.

23. Q: Is it encouraged to provide co-financing?

A: Co-financing is not required but may be seen favorably if it provides sustainability or an opportunity to leverage additional resources to compound development outcomes.

24. Q. We are a Non Government organization working in Burundi and DRC. May we submit our application to you or is there another place for the application? Are you receiving applications from Malawi, Zambia, Mozambique, Zimbabwe or Uganda?

A. USAID/Southern Africa is only receiving applications from qualified organizations in South Africa, Swaziland, Lesotho, Namibia or Botswana. Qualified organizations from other countries interested in this funding opportunity should contact their local USAID field mission for more information on this program. Mission contact information can be found at: <http://www.usaid.gov/where-we-work> or <http://www.usaid.gov/mission-directory> and check www.grants.gov.

25. Q: Kindly please send us the proposal format for our organization to apply for funds.

A. Application/proposal format is included as Attachment A to the funding opportunity. Please see the “Related documents” tab for “FUNDING-OPPORTUNITY-674-16-00001” at www.grants.gov.