



Funding Opportunity Title:	Modernizing Extension and Advisory Services Program (MEAS)
Announcement Type:	Request for Application
Funding Opportunity Number:	RFA No. USAID-Washington-EGAT-10-000003-RFA
Catalog of Federal Domestic Assistance (CFDA) Number:	98.001
Issuance Date:	April 29, 2010
RFA Applicant Questions Due:	May 7, 2010 at 10:00 a.m. (Eastern Standard Time)
Pre-Application Conference:	May 19, 2010 at 2:30 p.m. in the USAID Information Center / Library meeting room M-18 on the mezzanine level of the Ronald Reagan International Trade Center, 1300 Pennsylvania Avenue, NW, Washington, DC 20523. <i>**Note: The Pre-Application Conference is the last opportunity for potential applicants to ask questions of USAID.</i>
Closing Date and Time for Application Submission:	June 16, 2010 at 10:00 a.m. (Eastern Standard Time)

The United States Agency for International Development (USAID) seeks applications from eligible institutions to implement one part of an activity entitled “Modernizing Extension and Advisory Services Program.” The authority for this activity and RFA is found in the Foreign Assistance Act of 1961, as amended.

The successful applicant will be awarded a five-year Leader with Associates (LWA) Cooperative Agreement with responsibility for designing and implementing a worldwide program of knowledge management and extension services development activities intended to provide results in multiple countries and/or regions. The applicant is required to submit a technical and cost application as detailed in Section IV. The Recipient will be responsible for ensuring achievement of its objectives and to coordinate and cooperate with other activities being carried out under the Modernizing Extension and Advisory Services Program. Please refer to the Program Description (Section I) for a complete statement of goals and expected results.

Additional related activities may be awarded by USAID missions or other USAID offices as Associate Awards. These Associate Awards are not competed, but rather are awarded under the Leader agreement and are subject to the provisions of the Leader award. Associate awards may be either cooperative agreements or grants.

This LWA is a Title XII activity as described in that section of the Foreign Assistance Act of 1961, as amended in 2000. Eligible institutions are U.S. universities and those who partner with the university including non-governmental and private/voluntary organizations, and for-profit firms. The nature of the program lends itself to a consortium approach involving multiple universities with experience with agricultural extension services in conjunction with multiple NGO and/or for-profit entities with experience implementing international rural development field programs.

USAID strongly encourages applicants to include sub-awards for minority serving institutions (MSIs) and/or Minority Controlled Private Voluntary Organizations (MCPVO). Minority controlled Private Voluntary Organizations are nonprofit organizations that receive some portion of their annual revenue from the private sector, and receive voluntary contributions of money, staff time, or support from the general public. The Minority Controlled Private Voluntary Organization must be controlled by a board of directors or similar governing body with a membership of more than 50 percent Black Americans, Hispanic Americans, Native Americans, or other economically disadvantaged minorities.

While for-profit firms may participate, pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments such as cooperative agreements. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the LWA Cooperative Agreement.

Applicants under consideration for an award that have never received funding from USAID will be subject to a pre-award audit to determine fiscal responsibility, ensure adequacy of financial controls and establish an indirect cost rate.

To be eligible, applicants must: (1) demonstrate an established capacity to provide the technical services and expertise described; (2) have a proven track record in managing programs promoting agricultural and rural extension and advisory services in developing countries; (3) be legally registered in the United States; and (4) be able to manage USAID financial management standards to ensure funds accountability.

Subject to the availability of funds, USAID intends to award a five-year Leader Award for up to \$9,000,000. Applicants should use an annual Leader Award funding level of \$1,800,000. The actual annual obligation in years two through five will be based on the pipeline, proposed activities in the annual work plans, and availability of funds. There is no ceiling on the level of Associate Awards, although up to \$50,000,000, is anticipated over the life of the agreement. There is no guarantee that any Associate Awards will be funded. Considering current renewed interest in agricultural development, however, there is potential for, and need for capacity to implement, extensive programs through the Associate Award mechanism. USAID reserves the right to fund any or none of the applications submitted.

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

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

For the purposes of this RFA, the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer". Also, "application" is synonymous with "proposal."

The award will be made to that responsible applicant whose application offers the greatest value in furthering the goals of the Program.

Applications are submitted at the risk of the applicant; all preparation and submission costs are at the applicant's expense. Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application. In addition, final award of any resultant Cooperative Agreement cannot be made until funds are available for award.

This RFA and any future amendments can be downloaded from <http://www.grants.gov>. Select "Find Grant Opportunity for Which You Would like to Apply", then click on "Browse by Agency", and select the "US Agency for International Development" and search for the RFA.

In the event of an inconsistency between the documents comprising this RFA, it shall be resolved by the following descending order of precedence:

- (a) Section V Application Review Information: Selection Criteria
- (b) Section IV Application and Submission Information
- (c) Section I – Funding Opportunity Description: The Program Description
- (d) This Cover Letter.

The applicant shall submit applications in BOTH electronic and hard copy format as described in Section IV. Applications must be received by the closing date and time indicated at the top of this cover letter. Late applications will not be considered for award. Applications must be directly responsive to the terms and conditions of this RFA. Telegraphic or fax applications (entire proposal) are not authorized for this RFA and will not be accepted.

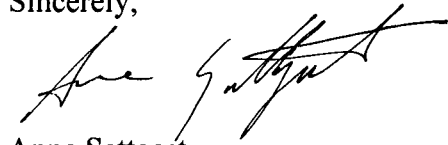
Pre-Award Conference: USAID will host a pre-application conference to address issues regarding this RFA on May 19, 2010, at 2:30 p.m. in meeting room M-18 of the USAID public

library and information center on the mezzanine level of the Ronald Reagan International Trade Center at 1300 Pennsylvania Avenue, NW, Washington, DC 20523. This conference is open to all potential applicants. If interested in attending, please confirm attendance to Anne Sattgast at asattgast@usaid.gov. Due to limited space, no more than two representatives of each organization may attend and seating will be available on a first come, first served basis.

Any clarification questions concerning this RFA should be submitted in writing to Anne Sattgast via email at asattgast@usaid.gov, with a read receipt requested, by the date and time specified above. If there are problems in downloading the RFA off of www.grants.gov, please contact the Federal Grants Help Desk at 1.800.518.4726 or support@grants.gov for technical assistance.

Thank you for your interest.

Sincerely,

A handwritten signature in black ink, appearing to read 'Anne Sattgast', with a stylized flourish at the end.

Anne Sattgast
Agreement Officer
USAID M/OAA/EGAT

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SECTION I – FUNDING OPPORTUNITY DESCRIPTION

A. THE PROGRAM

A.1 INTRODUCTION

Agriculture and rural development were the basis for international development efforts from the 1950s through much of the 1980s. Since then, in part because of complacency stemming from increased global food production and secular decline in prices, USAID shifted focus away from agriculture. Up until this past year, agriculture development had slipped in the U.S.’s development agenda. The share of total U.S. development spending that went to agriculture fell from 25 percent in 1980 to six percent in 1990 and to one percent in 2003. Nearly one billion people suffer from chronic food insecurity, and the World Food Program reports that 25,000 people die each day from malnutrition-related causes. The 2008 World Development Report documented the potential and remaining challenges for agriculture to contribute to meeting global development objectives. Recognition of the serious under-investment in agriculture was further highlighted by the 2008 global food crisis, which drew attention of policymakers to agriculture and its critical role in ensuring food security, poverty reduction, and sustainable development.

In response to the food crisis, there have been concerted calls for increased investment in agriculture and rural development in the U.S. foreign assistance program. There is wide recognition that a permanent solution to food insecurity requires restoration of rapid and sustained economic growth that directly engages the world’s poorest populations, many of whom depend on agricultural labor for most or all of their household income and food consumption. This has led the President to call on Congress to double U.S. financial support for agricultural development in developing countries to more than \$1 billion in 2010 and to ask for development of a comprehensive Global Hunger and Food Security Initiative to be launched in FY 2011.

Initiatives to increase funding for agriculture to address problems of hunger and poverty may effectively double funding for agriculture development, targeting countries chosen on the basis of a combination of: high prevalence of hungry people in need; reasonable prospects for expanded agricultural productivity; and potential for role as regional breadbasket. Implementation of an expanded program for agriculture and rural development will require extensive investment to promote innovation in rural livelihood systems¹.

Needed innovations will differ with respect to country and location specific conditions. Innovations may involve a wide variety of types of changes, including changes in: technology (use of inputs), management systems (production systems), institutions (organizations and linkages), governance (political and priority setting structures), policies (regulation), investment, marketing (value chain development, processing, value addition) and resource conservation and use. Any of such rural innovation requires changes in knowledge, attitudes, and behavior of rural people, all of which depend on access to new information, ideas, and technologies. While these may be locally developed, there is typically a need for institutions that facilitate access to knowledge and information resources. These are provided through rural advisory systems.

¹ “Livelihoods systems” or “livelihoods” are some what difficult to define precisely, but this term is used here instead of “rural production systems” to emphasize that innovation may be needed in many rural institutions and practices beyond simply the agricultural or non-agricultural production systems. This may involve changes in use of resources, coping mechanisms, conservation, etc.

The impetus for USAID’s re-engagement in agriculture is that of food insecurity in many countries, a problem highlighted by the 2008 food price crisis. Although enhancing food security is itself a tremendous challenge, the under-investment in agriculture has broader implications. Increased investment in rural advisory services is necessary to respond to the additional challenges of: environmental and resource conservation, public health and food safety, economic growth and poverty reduction, social equity, and good governance.

A.2 PROBLEM STATEMENT

During the 1950s and 1960s, most developing countries established public sector extension agencies with the objective of transferring new technologies for farmers to increase food production. These agencies often played an important role in the considerable successes in increasing global agricultural productivity and production over the past decades. An IFPRI meta-analysis of rate of returns studies on agricultural technology investments showed an average annual rate of return of 45 percent for research and extension and 79 percent for extension only. Despite their apparent successes, following completion of donor projects, many public extension agencies went into decline, or in, some cases collapsed entirely. “Extension” came to be widely denigrated as inefficient, ineffective and unsustainable. While there clearly were problems in previous investments in extension, there is an urgent need to learn from those problems and expand investment to address the new challenges facing agriculture and rural development.

Extension and rural advisory services:

Operate under several different strategic approaches for example:

- technology transfer—introducing predetermined innovations to clients to solve problems;
- human capacity development—adult education to enable clients to resolve problems;
- facilitation—participatory identification of problems with clients and development of local capacity to address them;
- advisory services—providing assistance in response to clients’ specific requests for assistance;
- information services—providing a basis for client decision-making. and
- Knowledge management systems.

A.2.1 Understanding Extension and Advisory Services as a System

Initially, public extension services were established as top-down, public sector agencies to transfer new technologies to farmers. Many experienced problems from the beginning—poorly trained extension agents, lack of suitable technology to transfer, inefficient procedures, lack of adequate funding, and others. The World Bank made major investments in the 1970s and 1980s to improve extension service operation and management through use of the “Training and Visitation” (T&V) approach to extension. This enjoyed some successes, but after Bank projects ended, this too floundered, due in large part to recurrent cost requirements for the T&V system that were too great for host countries to maintain. These problems with extension programs caused many to give up on public sector extension services.

Private sector extension approaches came into vogue in the 1990s. While these were often quite effective, they have significant limitations. Private for-profit firms generally (and rightly) limit services to those that increase the profit base for the firm. While these generally benefit the client and perhaps the broader public, this is not the motivation or an ultimate objective of the firm and such services leave many rural needs unmet. NGOs have stepped in as major extension service providers and often do so very well. These programs however are often limited by poor technical backstopping, limited reach and unstable funding. Ultimately public interests require some public extension investments to: provide public goods-type services (relating to environmental protection, conservation, control of noxious weeds and pests, animal health, nutrition, food safety and public health, etc.), implement public policy, collect information, deal with emerging concerns, and respond to emergencies. An important caveat to this is that public financing for extension does not however require the public delivery of services.

This experience indicates that a single provider—whether a public extension agency or private firm or NGO—is generally unable and ill-equipped to deliver the full range of rural knowledge and information services required. The corollary to this is that rural needs are best served by a pluralistic system of institutions providing knowledge and information services, each institution focusing on those services for which it is best suited.

Where previously, rural public agricultural extension services were considered the exclusive source of knowledge and information to promote innovation, it is now recognized that rural extension and advisory service systems² include the range of institutions through which farmers and other rural people obtain knowledge and information. Thus, experience and changing conditions now make it clear that multiple institutions—public and private, formal and informal—are involved in making knowledge and information available to rural people. These include: public extension agencies, agribusinesses, NGOs, producer and community organizations, input suppliers, agribusinesses, mass media, electronic communications, and others. The complex of institutions that facilitate change is now recognized as the agricultural knowledge and information systems (See <http://siteresources.worldbank.org/INTARD/825826-1111044795683/20424542/vision.pdf>) or the even broader agricultural innovation systems (AIS) (See http://siteresources.worldbank.org/INTARD/Resources/Enhancing_Ag_Innovation.pdf).

Recognition that extension and advisory services (and the overall agricultural innovation system) function as pluralistic systems is important to the design and implementation of agriculture and rural development programs. Yet, USAID agriculture and rural development staff numbers have declined precipitously and the hiatus in funding for agricultural development on a broad scale has resulted in the Agency losing much of its former expertise in agricultural extension. Many of USAID's implementing partners and other development agencies have also seen decline in expertise for the building of national extension systems and strategies. While many NGOs and other programs have experience with extension implemented through agribusiness programs, natural resource management programs, NGO agricultural projects, and others, often operate on a limited scale and frequently lack a comprehensive approach to providing knowledge and information for rural innovation. There is a need to expand the base of expertise in extension and advisory services development on which USAID programs and host countries can draw to design effective programs.

The concept of the rural extension and advisory services system is not widely appreciated in many developing countries. In many countries, public extension services perform poorly, if at all. Those that function often lack a strategic vision. This in turn prevents them from either demonstrating their full potential or arguing for the resources needed to carry out their mandate. Many extension specialists look back to the days of more generous donor funding and retain the unrealistic vision of recreating monolithic public extension service to deliver innovation to small farmers. The public sector has a critical role in most national extension systems, providing funding, quality control, core services, and/or coordination to the overall system. There are many extension activities that operate independently of public agencies, such as Costa Rica pineapple, Kenya green beans, flowers, and other high value exports successfully promoted by private firms in many countries. Even these private extension efforts often draw on public sector agencies for assistance with specific pest, soils, or marketing issues.

There is need to promote a general understanding of the broad range of options possible in establishing, operating and maintaining a modernized rural extension systems that promotes innovation.

² “Extension” and “extension and advisory services” are used interchangeably in this RFA, both referring to the pluralistic systems through which rural people access knowledge and information. It should be noted that some prefer to avoid the term “extension” because of its association with the oft discredited, top-down public sector extension agencies.

A.2.2 New Approaches to Extension and Advisory Services

Extension was formerly seen as a simple mechanism for technology transfer, part of a “pipeline” delivering new technologies from research programs to passive farmer adopters. This is now recognized as overly simplistic. Innovation derives from a wide range of sources and interactions between numerous stakeholders. As noted above, extension includes several competing or complementary strategic approaches: technology transfer; human capacity development; facilitation of local capacity and institutional development; and advisory services responding to specific requests for assistance. Also as noted above, governments often rely on extension for other public goods-type of services. Extension should play an important role as a feedback mechanism, aggregating, interpreting and representing rural needs to research programs, public agencies and other institutions.

Extension previously focused on farm-level productivity. This remains an important agenda for extension, but the range of demands is now greater in the areas of market information and development, producer organization development, enterprise development, sustainable use of natural resources, food safety, health, nutrition, etc. Client populations are apt to be more varied, including women farmers, agribusinesses, rural youth, resource poor farmers and minority groups.

New extension programs frequently incorporate a number of operational strategies that have proven beneficial in improving efficiency, effectiveness and sustainability. However, there are few, if any, models of complete success. The following – somewhat overlapping – strategies are common in new extension programs:

- Decentralized planning and implementation, based at the local and/or regional level
- Pluralistic service delivery from NGOs, private firms and consultants, producer organizations, and others
- Private sector approaches, frequently involving government contracting out service delivery to NGOs and private firms
- Demand-driven programs responding to client defined needs and making service providers accountable to the client
- Participatory approaches that involve clients in priority setting, activity planning and implementation
- Cost sharing with fee-for-service requirements, voucher systems, or other client contributions to cover program costs
- Use of mass media or electronic communications technologies to reach clients at lower cost or facilitate communications and linkages
- Market-orientation focusing on farming as a business and profitability of the enterprise as a basis for the service delivery
- Crop diversification, which is an increasingly necessary strategy for maximizing farm income and household food security
- Results orientation with monitoring and evaluation systems to track quality of services, client satisfaction and outcomes and results of the services.
- Scaling up strategies that deliver new technologies.

Financial sustainability has been the Achilles’ heel of many past extension system investments. New extension approaches and strategies attempt to address these by improving cost-efficiencies (e.g., use of mass media and information communication technologies (ICTs), contracting out, etc.), cost-sharing (e.g., user fees, partnerships with NGOs and private sector providers, etc.), and more effective targeting (e.g., market-oriented services, demand-driven planning, etc.). Attention to cost effectiveness and financial sustainability will be a major element of the program.

A number of references are available that summarize new thinking on extension and advisory service systems in developing countries. Applicants should be familiar with these in preparing applications. Many of the principles and lessons learned on extension and advisory systems good practice and reform as detailed in these references will be the basis for implementation of the MEAS Program. This list is found in Annex B: Useful Websites. While these references document current thinking on extension services, they are clearly not the last word. There is need to assess the efficacy of these new approaches and strategies for extension and provide evidence- and results-based documentation of good practice in extension and advisory service development that builds on these lessons from the past and adapts them to varied country conditions.

A.2.3 Extension “Models”

Extension and advisory services must fit the diverse needs of their clientele’s objectives, subject matter content, operating environment, and their scale. Clearly, no single approach or strategy fits all situations. In the past, enthusiasm for specific extension approaches—the US Land Grant university model, farmer field schools, and (especially) the T&V system—has generated methodological orthodoxies, with attempts to impose specific strategies or approaches in situations where they were ill-suited. Such attempts resulted in controversy and inefficient use of development resources. Applicants are cautioned to avoid focusing on a single approach or strategy, but rather to promote varied approaches to rural knowledge and information service development, dependant on analysis of the operating environment. There is of course considerable challenge to maintaining needed objectivity and a distinction between “defining and promoting good practice” and “focusing on marketing a single approach”.

Specific extension methods also have their hard core supporters. Extension and advisory service methodologies for the transfer of knowledge and information also vary. Common methods include: formal training session, demonstrations, field days and observational trips, fairs, mass media, farmer field schools, farmer-to-farmer exchange, discussion groups, cell phones, and others. Programs frequently must combine a variety of methods to effectively reach varied target clients. There is need for assessment of different methodologies to determine their effectiveness and the situations in which they are most effective and how they can be combined to greatest impact. Analysis of the cost-effectiveness and financial sustainability of different extension methods and approaches will be a key aspect of the program.

A concerted effort is needed to address constraints to modernizing the rural knowledge and information systems that underpin rural and agricultural sector development. The focus of such effort should be on agricultural extension and advisory services, but the scope must be broader to address other rural needs. As a part of the effort, there is need to:

- improve understanding of how rural extension and advisory service systems can be established, financed, and managed to operate most efficiently, effectively, and sustainably.
- promote awareness of new extension strategies and approaches and of extension and advisory services as pluralistic systems, as opposed to a monopoly government service.
- demonstrate and disseminate improved approaches and strategies for extension as a mechanism for promoting rural change and determine and document the conditions and situations to which various strategies apply.
- assist country programs and institutions in analysis, planning, and training staff and managers to establish and strengthen extension systems needed to meet development objectives, principally relating to food security, poverty alleviation and resource conservation.

This RFA is an initiative to respond to these needs with a program oriented towards assisting with modernization of extension and advisory service systems to meet rural needs.

A.3 PROGRAM DESCRIPTION

The Goal for this activity within the Modernizing Extension and Advisory Services (MEAS) Program is to establish institutional capacity to promote rural innovation necessary to achieve sustainable food security, reduce poverty, conserve natural resources and address other rural problems.

The Program Objective for MEAS is to define and disseminate good practice strategies and approaches to establishing efficient, effective and financially sustainable rural extension and advisory service systems in selected countries.

The Recipient of this award will work with existing public and private sector extension services. Private sector involvement in extension is important in many circumstances to enhance efficiency, cost-effectiveness, client-orientation, and financial sustainability. Public sector involvement is also critical. Many public extension services are in severe decline, despite the fact that the public sector retains a key role in facilitating and regulating extension and advisory services, financing public goods extension services (e.g., relating to environmental and natural resources conservation, public health and nutrition, youth employment, crop and livestock health, poverty reduction, etc.), and providing for quality control and quality enhancement of extension services. Developing public-private partnerships is likely to be an important element of many, if not most, activities under the program, though this will depend in part on the nature of country and partner requests for assistance. A major issue to be addressed throughout the program is that of enhancing cost-effectiveness and financial and institutional sustainability of extension services.

As advisory services and extension needs can vary widely, the key effectively responding to demands to modernize extension services will hinge on the Recipient's adaptability and ability to tailor extension arrangements, financing and approaches to the specific country and sector context. "Good practice" will frequently require the extension services to establish and maintain linkages with other providers of government services: roads, financial regulation, water boards, etc.

The general program approach will be to build on existing extension and advisory services, expertise in US land grant universities and other institutions to: assess the experience and results from use of various extension strategies and approaches; document and draw lessons from such experiences; disseminate an understanding of the state-of-the-art with regard to rural extension and information service systems; and integrate good practice recommendations into developing country extension systems.

Successful implementation of this program will likely require a mix of skills and capabilities, including analytical and objectives evaluation skills, education and training capability, and developing country logistical and program implementation capacity. This is likely to require a consortium or partnership arrangement that provides synergies of such a partnership/consortium as opposed to implementation by a single institution. Whether the arrangement is a single institution or partnership, the application in

Using "good practice" in promoting "good practice:

The MEAS Program is itself an extension activity designed to change investments in rural knowledge and information services and, as such, should embrace strategies of:

- local level planning and implementation,
- institutional pluralism,
- private sector approaches,
- demand-driven response to client needs,
- participatory planning and implementation,
- cost sharing,
- effective use of mass media and ICTs,
- market-orientation,
- linkages with other government services, and
- results orientation.

response to this RFA must demonstrate a convincing case for the ability to provide the competencies needed to implement the Program.

The scale of activities under this program will depend on the availability of USAID funding and the demand for assistance with the development of modernized extension and advisory services systems. The level of activity is uncertain, but expected to increase rapidly with programs to address global problems of food insecurity, global climate change, and rural poverty. Specific program activities will be defined and approved in Annual Work plans for the program. First year funding for the startup of the Leader Award Program is estimated at \$1.8 million in two tranches. In contrast, demand for services through Associate Awards may be substantial and will require extensive capability on the part of the Recipient to respond to multiple developing country requests for services.

At the time of the release of this RFA there is an initiative to pull together donors and practitioners of rural advisory service through the Global Initiative for Rural Advisory Services (GIFRAS). (See: <http://www.neuchatelinitiative.net/english/index.htm>). This initiative grew out of the Neuchâtel Initiative's Annual Consultative Meeting on September 18, 2009. In addition, a global survey of extension capacity will begin with an inventory of extension capacity in three countries. This will expand in a global initiative, which will inform and assist the Recipient in planning and implementing Program activities. Cooperation and collaboration with these initiatives and other yet to be defined activities under the Modernizing Extension and Advisory Services Program will be important to efficient achievement of objectives.

A.3.1 MEAS Project Components

The MEAS Activity is made up of three components or themes. All activities are expected to benefit a wide audience of users, including developing country policymakers and technical specialists, development practitioners from NGOs, other donors, and consultants, and USAID staff and projects. Many activities will be relevant to country programs responding to new challenges of enhancing food security and climate change. Here are the three themes.

A.3.1.1 Mainstreaming Modern Approaches to Extension

The Recipient will be expected to develop user-friendly materials for dissemination and training programs that promote new strategies and approaches to rural extension and advisory service delivery. Initially, these will likely include a state-of-the-art training module targeting development practitioners (including USAID staff and implementation partners) involved with planning and implementing extension programs; state-of-the-art course on rural extension and advisory service system development options for host country officials and practitioners and NGO staff; and short technical notes on various aspects of good practice relating to rural knowledge and information services. Applicants are to propose and justify their appropriate mix of training courses to achieve results.

A.3.1.2 Documenting Lessons Learned and Good Practice

The Recipient will be expected to develop case studies, conduct evaluations, carry out pilot projects, and assist on-going extension service reform programs to document experience and impacts from modernizing service delivery systems. Under this component, action research and synthesis of experience on extension methods and approaches will be carried out. Initially, work will draw mainly on case studies and experience in on-going activities being implemented by: the Applicant and partners using other funding, other USAID or other donor projects, host governments or NGOs, or others. An important activity in the selection of case studies should be to assess costs/ benefits and financial sustainability issues of the specific extension service. Depending on funding availability, future work may involve the design and

implementation by the Recipient of demonstration or pilot extension projects. Future analytical work may also draw on the experience under Associate Awards implemented under the LWA.

Initially, the Recipient should undertake a work program of a series of case studies and evaluations and propose pilot programs to guide definition of good practice in targeting extension and advisory service delivery to meet needs of women farmers and entrepreneurs. Analytical work should identify development project elements necessary to promote women's leadership capacity building and gender-equitable participation and sharing in results of extension programs. Case studies and assessments undertaken and pilot programs designed under this activity should span geographic regions, cultural traditions, and production systems to provide a basis for developing robust and nuanced recommendations relating to gender-equity in extension service systems. Applicants will propose an appropriate work plan for this gender-sensitive extension services good practice definition. For initial references, see also:

- ⇒ Agricultural Knowledge and Information Systems (AKIS): Agricultural Research, Extension, and Education (<http://siteresources.worldbank.org/INTARD/214578-1112681119394/20434014/AKISFactsheet.pdf>)
- ⇒ Integrating Gender into Extension Services: Rural Women in the Sahel (<http://www.worldbank.org/afr/findings/english/find51.htm>)
- ⇒ Improving Women Farmers' Access to Extension Services (<http://www.fao.org/sd/exdirect/EXan0039.htm>)

A.3.1.3 Designing Modern Extension and Advisory Services Program

The Recipient will be expected to provide technical assistance to selected host country organizations – public and private – for the design, evaluation and reform of rural extension and advisory services. Such services will help to establish efficient, effective, and sustainable systems. Services may address a specific issue relevant to the extension system or may assist with development of strategies and plans for the overall system. It is expected that USAID Missions will assist in identifying opportunities for assistance. Analyses and design work may be coordinated with USAID Mission interests in funding food security and nutrition programs.

A.3.2 Potential Extension and Advisory Service Topics and Issues

There is a wide range of topics and issues that may need to be addressed in the three component areas of the project, as described above. Applicants should develop proposals with the expectation that major demand for extension and advisory service delivery will derive from: a global hunger and food security initiative (See: <http://www.state.gov/s/globalfoodsecurity/129952.htm>); global climate change initiatives (See: http://www.usaid.gov/our_work/environment/climate/); and the need from many current agricultural development projects for information and knowledge services for the multiple participants in value chains for specific commodities. Applicants should however be prepared to address requests for assistance with extension and advisory services in support of other program objectives as well. The specific topics and issues will be identified and agreed upon in Annual Work Plans.

- Targeting extension services to specific client groups, such as:
 - women owned and managed agribusinesses
 - rural youth
 - fishing communities
 - nomadic populations and pastoralist groups
 - peri-urban agriculturalists
 - the food insecure, resource-poor farmers, and the ultra-poor in rural areas
 - ethnic minorities and disadvantaged groups
- Providing services through different types of service providers, such as:

- producer organization based extension and advisory services
- technical advisory services through input suppliers
- agribusiness based extension services (e.g., contract production systems, quality control systems, certification systems, etc.)
- agricultural education and training institutions
- effective NGO extension strategies
- internet and web-based services for extension agent training
- Delivering specific types of extension services, such as:
 - aquaculture extension services
 - promoting agro-forestry
 - development of producer and community organizations
 - market information systems
 - technologies for household food production, including simple work-saving technologies
 - nutritional education
 - natural resource management in parks and protected area borders
- Targeting extension and advisory services at specific objectives, such as
 - food security
 - poverty reduction
 - climate change mitigation and adaptation
 - development of specific value chains
 - resource reclamation and/or environment conservation
 - crop diversification
- Management and quality enhancement of extension and advisory services, such as:
 - training and education requirements for effective extension agents
 - recruitment, training and deployment of female extension agents
 - monitoring and evaluation of extension and advisory service programs
 - communications support for extension and advisory services
 - technical backstopping for extension and advisory services
 - cost sharing arrangements for sustainable extension service financing
- Public sector funding strategies to promote pluralistic extension and advisory services
 - cost recovery and user fee strategies
 - identifying recurrent cost implications of proposed extension models
 - analytical techniques to estimate cost effectiveness of extension alternatives
 - analytical techniques to compare extension costs with benefits to producers and society, e.g., increased value of production, less environmental damage, etc.
- And other topics identified by the Program in consultation with USAID and other practitioners.

Specific topics for definition of good practice and documentation of experience and results will be determined by the Recipient in consultation with USAID and in response to demand from USAID Missions and Offices, extension practitioners, and developing countries. The Applicant should propose a preliminary list of priority topics for such action research and definition of good practice activities over the life of the program. Opportunities for design and implementation of modernized approaches to extension and advisory service system development will be identified by the Recipient in consultation with USAID and in response to demand for assistance. The Applicant should propose an arrangement for responding to demands for assistance with design and establishment of modern extension and advisory service over the life of the MEAS Program.

A.3.3 Associate Awards

Associate Awards under the LWA may or may not be funded, depending on USAID Mission and other Office funding for agriculture and rural development and Mission strategies for providing assistance. It is expected that three types of Associate Awards would be relevant to USAID programs:

- 1) Design of extension and advisory services programs to be funded by USAID Missions and Offices. This would build on and expand the services available under the Leader Award and might include initial training and capacity building investments required for rapid and efficient implementation of the new or reformed extension program.
- 2) Pilot projects to test proof-of-concept for new approaches and strategies for extension programs, to demonstrate potential for results, and/or to develop new approaches to extension.
- 3) Implementation of extension and advisory services programs to support rural development, food security, resource conservation, local capacity building or other specific national development objectives.

Applicants should describe their proposed arrangements and strategies for responding to and promoting Requests for Applications for Associate Awards (RFAAs).

A.4 PERFORMANCE MONITORING PLAN

The Recipient shall operate with a focus on achieving developmental results and impacts. A Performance Monitoring Plan (PMP) will be completed as part of the Life-of-Program Work plan and will provide for routine monitoring and reporting focusing on program performance and impact. Specific performance and results indicators will be built into all Program activities. See Annex C for a list of possible indicators. The Recipient will report on indicators, such as are summarized in the following illustrative example for a Program funded at \$9.0 million over five years. The applicant will need to project its five year targets. Illustrative indicators and targets for the Project implementation (assuming full funding) are presented below.

Indicator	Five Year Target
Seminars & Training Courses Developed	10
Technical Notes & Good Practice Papers Disseminated	10
Case Studies Completed	24
Pilot Programs Implemented	24
Program Evaluations	10
Extension Strategies/Approaches/Methodologies Developed	5
Extension and Advisory Services Systems Designed/Reformed	20
Practitioners Trained	240
Policy Makers Trained	640
Rural Clients Receiving Improved Services	20 million
Client Annual Income Increase	100 million

The Recipient will establish a management information system (MIS) adequate to inform program management decisions and report routinely on inputs, activities and outputs and – when possible, on outcomes. The management information system will define beneficiaries and benefits and include

indicators, procedures, and reporting systems needed to track program performance and impact. Since the Program will require monitoring and evaluating the performance of extension and advisory services programs, this capacity for monitoring and evaluation may inform the development and operation of the Program itself. The management information systems with its component indicators and data collection systems must be robust enough to serve to monitor diverse activities in different country situation with differing objectives, strategies, and timeframes. See Annex C for a list of possible indicators. Additional information is available at: http://www-wds.worldbank.org/external/default/WDSP/IB/2005/06/17/000012009_20050617110919/Rendered/PDF/319230rev.pdf and http://siteresources.worldbank.org/INTARD/Resources/ARD_DP20.pdf.

The Program PMP may be simpler than the field level indicators used in tracking extension and advisory service performance of sub-activities. However, the Program Performance Monitoring Plan with performance and impact indicators shall provide the basis to track and report on changes along the cause and effect pathway of the program's development hypothesis—from inputs and activities to outputs, outcomes (results) and impacts. To the extent possible, the PMP shall gather data and report against applicable Foreign Assistance Framework program standard indicators, listed below.

B. KEY PERSONNEL

The one Key Personnel position for the Program will be the MEAS Program Director. The Program Director shall have over-all responsibility for the implementation of the MEAS Program and shall be the principal point of contact for USAID for issues in regarding program planning and implementation. The Program Director will be responsible for activity coordination, planning, Work plan development, program reporting, over-all program monitoring and evaluation, and coordination and representation of the Program with USAID and other stakeholders. The Program Director's minimum qualifications include: a university degree in a subject relevant to international agricultural development (technical agriculture, business administration, international development, economics, rural sociology, etc.), experience with extension and advisory services, program management experience, and at least five years experience in international development.

The Program Director, as Key Personnel under the Leader Award Cooperative Agreement, need not be assigned full-time to the Program, as cost considerations and program needs may not require full time assignment. The Recipient shall justify its proposed level-of-effort for the Key Personnel position and obtain USAID AOTR approval for time allocation of any position not assigned full-time to the Recipient FTF Program.

C. AUTHORIZING LEGISLATION

The authority for this RFA is found in the Foreign Assistance Act of 1961, as amended.

D. ELIGIBILITY REQUIREMENTS

This LWA is a Title XII activity. As such, eligible institutions are U.S. universities as described in Title XII of the Foreign Assistance Act of 1961, as amended in 2000. Partners including non-governmental and private/voluntary organizations, and for-profit firms may be included in the application. The nature of the program lends itself to a consortium approach involving multiple universities with experience with training and agricultural sector analytical and policy work in conjunction with multiple NGO and/or for-profit entities with experience implementing international rural development field programs.

Applicants must: (1) demonstrate an established capacity to provide the technical services and expertise described; (2) have a proven track record in managing programs promoting agricultural and rural extension and advisory services; (3) be legally registered in the United States; and (4) be able to manage USAID financial management standards to ensure funds accountability. Moreover, Applicants must have had within the past five years a minimum of three years experience in planning, managing, monitoring and reporting on international agricultural development programs. For-profit businesses must waive profits and/or fees to be eligible to submit an application.

E. ADMINISTRATION

22 CFR 226, OMB Circulars, and the Standard Provisions for U.S., Nongovernmental Recipients will be applicable. USAID prefers that instead of attaching complete copies of 22 CFR 226 and the OMB Circulars to the RFA, applicants obtain copies at the following locations:

22 CFR 226 - http://www.access.gpo.gov/nara/cfr/waisidx_06/22cfr226_06.html

OMB Circulars - <http://www.whitehouse.gov/omb/circulars/>

Standard Provisions – see Annex E to this document

SECTION II – AWARD INFORMATION

A. ESTIMATED FUNDING LEVEL

Subject to the availability of funds, satisfactory performance and continued demand for extension and advisory service development, USAID intends to award a five-year Leader Award for up to \$9,000,000. There is no limit on the total level of Associate Awards, but up to \$50,000,000 is anticipated over the life of the agreement. This is subject to USAID Country Mission priorities and availability of fund.

USAID intends to award a five-year Leader Award for up to \$9,000,000. Applicants should use as a guide an initial startup amount in mid-FY 2010 of \$50,000 followed by a late FY 2010 obligation of \$1,450,000 and an annual obligation thereafter through FY 2014 based on the outstanding pipeline and the planned level of effort for the following year.

USAID intends to award without discussions. Therefore, each application should contain the applicant's best terms from a technical and cost standpoint. However, USAID reserves the right to hold discussions if deemed necessary.

Neither financial data submitted with an application nor representations concerning facilities or financing will form a part of the resulting Cooperative Agreement.

B. ANTICIPATED START DATE AND PERFORMANCE PERIOD

USAID anticipates a start date in or about September 2010, and a performance period of 5 years.

C. AWARD TYPE AND SUBSTANTIAL INVOLVEMENT

Award Type The Government intends to award one Cooperative Agreement resulting from this RFA to the responsible applicant whose application conforms to this RFA offering the greatest value in furthering the goals of the Program (see also Section I of this RFA). The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

Substantial Involvement The intended purpose of Agreement Officer's Technical Representative (AOTR) involvement during the Leader award is to assist the recipient in achieving the supported objectives. The Agreement Officer has delegated the following approvals to the AOTR, except for changes to the Program Description or the approved budget. Such changes, as first reviewed by the AOTR, shall only be approved by the Agreement Officer.

Substantial involvement will be limited to:

1. Review and approval of annual implementation plans for the Leader Award
2. Approval of specified key personnel—Program Director
3. Review and approval of Scopes of Work for proposed Associate Awards
4. Approve the recipient's monitoring and evaluation plan

Specific substantial involvement provisions for Associate Awards will be identified for each award. These provisions may include (a) Approval of recipient's implementation plans; (b) Approval of specified key personnel; and (c) Agency and recipient collaboration, joint participation or approvals. The Mission or other office/bureau commissioning activities through an Associate Award will propose terms for substantive involvement, but terms for the Associate Awards should be consistent with the Leader Award.

SECTION III – ELIGIBILITY INFORMATION

A. TYPES OF ENTITIES THAT MAY APPLY

Eligible institutions are U.S. universities and those who partner with the university including non-governmental and private/voluntary organizations, and for-profit firms. The nature of the program lends itself to a consortium approach involving multiple universities with experience with agricultural extension services in conjunction with multiple NGO and/or for-profit entities with experience implementing international rural development field programs.

B. USAID ENCOURAGES APPLICATION FROM POTENTIAL NEW PARTNERS

USAID strongly encourages applications from potential new partners.

C. COST SHARING

There is no mandatory level of cost share requirement for this program but participation is encouraged. See CFR 226.23 for additional information on cost sharing.

D. OTHER MINIMUM QUALIFICATION REQUIREMENTS

In keeping with USAID's intent to encourage broad-based participation among universities, US and host country institutions and the respective private sectors, applications that clearly demonstrate a plan to promote the broad participation of US universities, including Minority Serving Institutions (MSI), and the cooperating institutions noted will receive favorable consideration.

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

A. APPLICATION FORMAT AVAILABILITY

All application materials are contained in or referenced in this RFA and available on www.grants.gov. If there are problems in downloading the RFA from www.grants.gov, please contact the Federal Grants Help Desk at 1-800-518-4726 or support@grants.gov for technical assistance.

B. FORM OF APPLICATION SUBMISSION

The chart below lists each element required for submission of a complete application.

What To Submit	Required Content	Required Form or Format
1. Application for Federal Assistance	Per required form, as described in Section IV.C.3	SF-424
2. Technical Application	Narrative as described in Section IV.C.1,2, 4	Word
3. Cost Application - Budget Information – Non Construction Programs - Cost spreadsheets - Budget narrative - Supporting Documentation	Per required form, as described in Section IV.C.5.a As described in Section IV.C.5.b As described in Section IV.C.5.c As described in Section IV.C.5.d	SF-424A Excel Word
4. Certifications, Assurances, and Other Statements of the Recipient - Assurances – Non Construction Programs - Certifications, Assurances, and Other Statements of the Recipient (May 2006)	Per required form, as described in Section IV.C.6.a As described in Section IV.C.6.b	SF-424B See Annex H

C. THE REQUIRED FORMAT FOR THE APPLICATION

C.1 PREPARATION AND SUBMISSION GUIDELINES

All applications received by the date and time indicated in the cover letter will be reviewed for responsiveness to the specifications outlined in this RFA. Applications received after the deadline may not be considered. The application must be prepared in accordance with the structural format set forth below and should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of the program. While applicants are expected to follow the format and the instructions contained therein, they should also be aware of the Selection Criteria in the solicitation and ensure that their applications reflect and address these criteria.

To facilitate the competitive review of the applications, USAID will consider only applications conforming to the format prescribed below:

Page Limits: The application must address all items requested under the sections listed below. The technical application must **not exceed thirty (30) pages**. Both the overall page limit and the individual section page limit must be adhered to. Pages in excess of stated limitation will not be considered. However, the list of items with no page limits below is not included in either count.

The technical application will include the following sections with page limits for each section as noted in parentheses.

Technical Application (30 pages)

- a) Cover Page (1 page)
- b) Executive Summary (1 page)
- c) Program Strategy (4 pages)
- d) Program Work plan (10 pages)
- e) Institutional Capability/Management Approach (8 pages)
- f) Staffing and Key Personnel (3 pages)
- g) Past Performance (3 pages)

There are no page limits (either for individual sections or overall) for the items listed below:

- Table of Contents
- Dividers
- Past Performance References
- Appendix: Curriculum Vitae (CV) for the proposed Director and other available specialists

The hard copy application submitted will be used for the official page count.

Cost Application (No page limit)

C.2 OTHER INSTRUCTIONS

- a) Applications must be prepared in English.
- b) Narrative portions of the application must be prepared in Microsoft Word in Times New Roman font size 12. The budget portions of the cost application must be prepared in Microsoft Excel with formulas shown. Certifications and other signed pages may be submitted in Adobe Acrobat.
- c) Page size cannot exceed 8 ½ x 11” for the technical proposal and 8 ½ x 14” for the cost proposal.
- d) All pages except for the cover page must be numbered. Technical and cost applications must be numbered separately.
- e) The technical application must have a table of contents following the cover page.

C.3 APPLICATION FOR FEDERAL ASSISTANCE

The applicant must complete SF-424, Application for Federal Assistance, as indicated by the form. The form will be posted with the RFA at www.grants.gov.

C.4 TECHNICAL APPLICATION FORMAT

C.4.1 Cover Page: The cover page shall include the name of the lead applicant applying for the award. If any partner organizations are included in the proposal, they shall be listed separately, and indicated as subordinate to the principal organization. A summary table shall be included that lists the prime applicant and all partner organizations as well as the percentage of overall program activities that each partner will contribute. The cover page shall also identify a point of contact, hereafter referred to as the “agent,” with the authority to negotiate and sign on behalf of the applicant. The individual's name (both typed and his/her signature), title or position in the organization, email and postal addresses, telephone and fax numbers shall be included.

C.4.2 Executive Summary: This section shall provide a concise summary of the applicant’s proposed program description, program methodology and expected results.

C.4.3 Technical Application: Applicants are expected to use their relevant expertise and capacities to promote modernization of rural extension and advisory service systems to address constraints or opportunities related to rural and agriculture development, food security, poverty reduction, and environmental conservation in target developing countries and regions. Within the proposal, applicants shall describe the proposed program and how it will effectively address existing constraints and opportunities. The Technical Application shall include the following sections:

C.4.3.1 Program Strategy: The Application shall present a strategy for achieving long-term development impacts to achieve the Program objective (See Section I.A). The application should demonstrate an understanding of good practice in development and operation of rural extension and advisory service systems based on diverse institutionally pluralistic systems involving public, private and/or civil society organizations. The application should incorporate a strategy for dissemination of knowledge, definition of good practice, and design of extension and advisory services systems in a manner that leads to engagement of and influence on USAID field Missions and bureaus, host-country policy makers and practitioners, as well as other development and donor organizations. The applicant should describe an overall vision for a portfolio of high quality, innovative activities to promote rural extension and advisory services system development to promote food security, poverty alleviation and economic growth, environmental conservation and equitable long-term development impact on host country beneficiaries. The application should demonstrate how the program will draw on lessons learned and capabilities of other programs and institutions.

C.4.3.2 Program Work Plan: The Application shall present a general five year, life-of-program work plan and a more detailed work plan for a limited set of activities in year one. The work plan should cover activities relating to rural extension and advisory service system development, including: a) development and dissemination of materials and training courses targeting specific targets or issues (training, publications, technical notes, etc.); b) analytical work for definition of good practice and documentation of experience and results for specific topics and issues (case studies, action research, pilot projects, evaluations and impact assessments, etc.); and c) assistance with institutional and program reform and/or design for activities in specific countries (analytical studies, planning, training, etc.), especially as may relate to food security or global climate change. The work plans should include a timeline for major tasks and a Performance Monitoring Plan with indicators, a plan and schedule to establish a baseline for the indicators and targets for monitoring performance and impacts (See Section I.A.4.). The Year One Work Plan shall include activities, such as case studies, pilot projects, and evaluations, to define good practice in targeting rural extension and advisory services to meet needs of women farmers and entrepreneurs and to promote women’s leadership in agriculture and rural development. The work plan shall include provisions for development of a set of meaningful progress indicators and baseline to measure impact and should show how planning, reporting, and analysis will be efficiently managed across activities. The work

plan should show how the Program will respond to client demand for knowledge management services and to USAID Office or Mission Requests for Associate Awards Applications (FRAAAs).

C.4.3.3 Institutional Capabilities/Management Approach: The Application shall propose a management structure for the Program. The management structure should demonstrate a balance between the needs to minimize administrative costs and the needs for extensive capacity to respond to, and implement programs under, Requests for Applications for Associate Awards for extension and advisory service development. The Application should describe capacities for: a) dissemination of good practice; b) definition of good practice; and c) extension and advisory services systems design and development work. The Application should describe processes for promoting, developing, and implementing Associate Awards and the capacity to implement Associate Awards. The Application should demonstrate institutional capabilities relevant to training, analysis and action research and those relevant to implementation of extension and advisory services programs. The Application must show an organizational structure, including proposed lines of responsibility, authority and communication, and procedures to ensure productivity as well as cost and quality control. The Application should describe how the Program may involve Minority Serving Institutions (MSI), minority-controlled private and voluntary organizations and/or minority owned businesses.

C.4.3.4 Staffing and Key Personnel: The Application shall propose a Program Director, describe his/her role and responsibilities for Program leadership and implementation, describe the individual's qualifications for this position, and include a full CV of the proposed director as an appendix (See Section I.E.). The Application shall identify other staff for administration, management and implementation of the Program, explain their roles and responsibilities, and explain the time allocation of any staff that is less than full time. The Application shall describe plans for expansion of Program activities if associate awards become numerous and also how possible attrition of staffing (in particular, replacement of director) will be addressed. Applications should identify and provide brief CVs for extension and advisory services experts (up to a maximum of 20) that would be potentially available to work on the Program. The Application should identify specific individual(s) – which might be, or include, the Program Director – to undertake work during Year One on definition of good practice relating to gender issues in extension and advisory services.

The Application shall list at least four references for the proposed candidate for Program Director with **current** phone numbers and email addresses. These shall be listed in an attachment along with references for organizational institutional past performance. As part of this review, USAID may contact some of the references. [Note: In addition to the references provided by the applicant, USAID may also contact other individuals knowledgeable about the proposed individual's performance, technical qualifications, and leadership abilities and may draw on information from other sources, including, but not limited to other government agencies, published media, and electronic data bases.]

C.4.3.5 Past Performance: Past performance is the degree to which the applicant completed related work successfully, satisfied its customers/sponsors under past agreements, and complied with relevant laws and regulations. The Application shall include description of past or current work undertaken by the Applicant and major sub-contractors or sub-grantees (responsible for 30 percent or more of the total budget) relevant to the proposed Program, with past performance references on those programs. For the Applicant and sub-awardees, as required, the past performance work descriptions and references shall include six (6) current programs or those recently completed, preferably completed within the past five years, but, if necessary, including programs completed during the past ten years. The applicant should use the past performance references to demonstrate capacity for creativity and leadership, to deliver high-impact results, and to effectively partner with other organizations (may include USAID).

The Application shall list at least six past performance references with current phone numbers and email addresses. These shall be listed in an attachment along with references for Key Personnel. Any past performance references older than ten years will not be evaluated. As part of this review, USAID may contact some of the applicant's past or current customers and partners to assess the applicant's performance. [Note: In addition to the references provided by the applicant, USAID may also contact other individuals knowledgeable about the applicant's performance on specific programs and other sources of information, including, but not limited to other government agencies, better business bureaus, published media, and electronic data bases.]

Please use Annex G to assist with Past Performance Information.

C.5 COST APPLICATION FORMAT

The cost application is to be submitted under separate cover from the technical application and shall include specific cost information for this program and additional required information from the applicant. Certain documents are required to be submitted by an applicant in order for an Agreement Officer to make a determination of responsibility.

The cost application must cover the budget for all core funds. While the yearly funding levels are unknown, the five-year budget can use indicative levels and correspondingly should identify any illustrative activities. The application will be assessed for cost effectiveness, and applications that minimize management costs in order to maximize research, outreach, and capacity building activities will generally be considered a better value.

The cost application must include the following:

- a. SF-424A, Budget Information – Non Construction Programs. The applicant must complete the SF-424A in its entirety for the Leader award budget only. (See Section II.A for the Government Estimate of funding available for the Leader Award.) The Associate Award budgets should not be proposed at this time; the Government estimate for the Associate awards is provided so that the recipients understand the magnitude of the program. This form will be posted with the RFA at www.grants.gov.
- b. Cost Spreadsheets. Cost spreadsheets must be prepared in Excel and detail the breakdown of each line item captured in the SF-424A. The Excel spreadsheets must be submitted electronically and be text accessible. Spreadsheets must include the following detail:
 - i. Separate costs for the applicant, each proposed assistance subrecipient, and each proposed procurement contractor involved in the program;
 - ii. The name, annual salary, fringe benefits, and expected level of effort for each person to be directly charged to the program, including regular personnel and consultants;
 - iii. A breakdown of the financial and in-kind cost share contributions, converted to dollar value, of all organizations involved in implementing the Cooperative Agreement. Indicate clearly if the cost share will be in-kind or cash in the budget and budget narrative;
 - iv. Allowances by type and by person;
 - v. Travel and per diem costs must be detailed according to the number of trips, destination, number of per diem days, and applicable per diem rate;
 - vi. Each type of "other direct costs" must be listed as a separate line item (including but not limited to passports, visas, equipment, and facility costs) indicating quantity and per unit cost.

- c. **Budget Narrative.** Narrative cost notes must be provided containing detailed explanation regarding each cost proposed. The budget narrative must be written in third person. Detail must be adequate for USAID to evaluate the necessity, reasonableness, allocability, and allowability in accordance with applicable cost principles of each cost element. The budget narrative must include the following detail:
- i. If not included in an indirect cost rate agreement with the U.S. Government, specify the applicable fringe benefit rates for each category of employee, and all benefits covered by the rate;
 - ii. Explanation regarding the proposed cost share: The applicant should determine and propose the appropriate cost share and the sources for meeting this cost share within the overall program. The cost share must consist of non-federally funded contributions (in cash or in-kind) that meet all the criteria detailed in 22 CFR 226.23, and must be discussed in detail within the budget narrative. The recipient is responsible for meeting the proposed cost share commitment regardless of intended sources. The applicant should determine the appropriate cost share and the sources for meeting this cost share within the overall program. Cost share, once accepted, becomes a condition of payment of the federal share;
 - iii. An explanation of the basis for budgeted allowances. All allowances must be in accordance with the U.S. Department of State's policies on Allowances and Differentials and consistent with the applicant's written personnel and compensation policies;
 - iv. Travel, per diem, and other transportation expenses must be fully described including departure and destination locations, the reason for the proposed trip, the source(s) of airline quotations, the number of per diem days, and the source and rate of the per diem rate used; and
 - v. The basis for proposed other direct costs, including the source of any estimate. If equipment is proposed, an equipment list must be provided detailing the budgeted cost of each item and the source of the estimate.
- d. **Supporting Documentation.** An annex to the budget narrative must contain the following supporting documents and information.
- i. A current Negotiated Indirect Cost Rate Agreement (NICRA) with USAID, an Indirect Rate Agreement with another federal agency, or financial statements as described below for the Management Office and proposed partner organizations must be submitted.
 - ii. Applicants that do **not** currently have a Negotiated Indirect Cost Rate Agreement (NICRA) from their cognizant agency shall also submit the following information:
 - 1. Copies of the applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
 - 2. Projected budget, cash flow and organizational chart; and
 - 3. Copies of applicable policies and procedures, including those related to accounting, purchasing, property management, and personnel.
 - iii. Applicants must submit any additional evidence of responsibility so that the Agreement Officer may make a determination of responsibility. The information submitted must be provided in third-person and substantiate that the Applicant:

1. Has adequate financial resources or the ability to obtain such resources as required during the performance of the award;
 2. Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant - nongovernmental and governmental;
 3. Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;
 4. Has a satisfactory record of integrity and business ethics; and
 5. Is otherwise qualified and eligible to receive a grant under applicable laws and regulations (e.g., EEO).
- iv. Applicants that have never received a grant, cooperative agreement, or contract from the US Government are required to submit a copy of their accounting manual and personnel and policy manual. If a copy has already been submitted to the US Government, the applicant must advise which Federal Office has a copy, and provide a point of contact with contact information (i.e., phone number).

C.6 CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF THE RECIPIENT

The following certifications are required:

- a) Assurances-Non Construction Programs. Applicants must complete the SF-424B, Assurances – Non Construction Programs, as indicated on the form. This form will be posted with the RFA at www.grants.gov.
- b) The required certifications and assurances, as established at ADS 303.3.8, which can be found in Annex H of this RFA:
 1. Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs;
 2. Restrictions of Lobbying (See 22 CFR 227);
 3. Prohibition on Assistance to Drug Traffickers (See ADS 206).
 4. Certification Regarding Terrorist Financing in accordance with AAPD 04-14. (Please note that this certification requires the applicant to ensure that recipients of subcontracts and grants are not listed as Specially Designated Nationals and Blocked Persons by the U.S. Treasury's Office of Foreign Assets Control.);
 5. Key Individual & Participant Certification Narcotics Offenses and Drug Trafficking
 6. Survey on Ensuring Equal Opportunity for Applicants; and
 7. Other Statements of the Recipient

D. THE DEADLINE FOR SUBMISSION OF APPLICATION

Applications must be submitted via www.grants.gov following the instructions on the website and be received by the closing date and time indicated at the top of the RFA cover letter. In the event of

technical difficulties preventing submission through www.grants.gov, the application may be submitted via e-mail to Anne Sattgast (asattgast@usaid.gov). The date and time the e-mailed submission is received by the USAID contact person indicated below will be used as a measure of timeliness.

In addition, the original, two hard copies, and one CD-ROM version must be submitted. The CD-ROM version must contain the files that were prepared in Word and Excel in a text accessible format (MS Office 2003 compatible) and all signed pages must be submitted as a pdf file. The original must include original signatures. The technical and cost applications shall be submitted in a single volume three ring binder with a divider separating the two. Hard copies must be submitted in a package with the name and address of the applicant and RFA number inscribed, to:

Via US Postal Service/UPS/ FedEx:

US Agency for International Development
1300 Pennsylvania Avenue N.W.
Room 7.09.145
Ronald Reagan Building; M/OAA/EGAT
Washington, DC 20523
Attention: Anne Sattgast

Hand-carried:

US Agency for International Development
14th Street Entrance
Ronald Reagan Building;
Washington, DC 20523
From lobby call ext 20338

Applicants should retain for their records one copy of the application and all enclosures which accompany their application. Erasures or other changes must be initialed by the person signing the application. If there is a conflict between the hard copy of the application and the electronic version of the application, the hard copy version will be used as the official application. Applications which are incomplete may not be considered in the review process.

It is the responsibility of the applicant to ensure that the application is received in hard copy, via email and that it has been submitted in Grants.gov in its entirety. USAID strongly recommends applicants to deliver hard copy applications in person at USAID. USAID bears no responsibility for data errors resulting from transmission or conversion processes.

E. FUNDING RESTRICTIONS

- a) Funding for the Modernizing Extension and Advisory Services Program may be affected by future budget levels. Any and all funding is subject to the availability of funds to USAID.
- b) Authority to Obligate the Government. The Agreement Officer is the only individual who may legally bind the Government for the expenditure of public funds. No costs chargeable to the proposed Cooperative Agreement may be incurred before receipt of either a fully executed Cooperative Agreement or a specific, written authorization from the Agreement Officer.
- c) The Applicant is reminded that US Executive Orders and US law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Applicant/Recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/subawards issued under this contract/agreement.
- d) Foreign Government Delegations to International Conferences - Funds in this agreement may not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference

costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization, except as provided in ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences or as approved by the AO <http://www.usaid.gov/policy/ads/300/350maa.pdf>.

F. OTHER IMPORTANT INFORMATION

- a) Acknowledgement of Amendments to the RFA. By submitting an application in response to this RFA, applicants acknowledge receipt of any amendments to the RFA.
- b) Preparation of Applications:
 1. 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.
 2. Each applicant shall furnish the information required by this RFA. The applicant shall sign the application and print or type its name on the Cover Page of the technical and cost applications. Erasures or other changes must be initialed by the person signing the application. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.
 3. Applicants who include data that they do not want disclosed to the public for any purpose or used by the US Government except for evaluation purposes, should:
 - (a) Mark the title page with the following legend:

"This application includes data that shall not be disclosed outside the US Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, a cooperative agreement is awarded to this applicant as a result of, or in connection with, the submission of this data, the US Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting cooperative agreement. This restriction does not limit the US Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets marked: "; and
 - (b) Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."
- c) Explanation to Prospective Applicants. Any prospective applicant desiring an explanation or interpretation of this RFA must request it in writing by the date listed on the cover letter to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of a Cooperative Agreement will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.
- d) Branding and Marking Requirements. Per ADS 320. In an effort to more accurately credit the American people for the foreign assistance they finance, USAID has engaged in a branding campaign. Effective January 2, 2006, all USAID-sponsored assistance awards are required to

<http://www.usaid.gov/policy/ads/300/320.pdf>

http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd05_11.pdf

- e) LWA Assistance Mechanism. This RFA is issued for a Leader with Associates Cooperative Agreement. The Leader Award will be issued to the successful applicant and will provide for the management of a worldwide program to carry out specific rural extension and advisory services systems development activities. USAID Missions, or other USAID operational units, may fund additional work through Associate Awards. These Associate Awards will each have their own activity description, but must fall within the overall scope of the Leader program description (as outlined in the Leader Award agreement), and will otherwise be considered to be covered by the terms and conditions of the Leader Award. The successful applicant will be the recipient of all funds for this Agreement, including for any Associate Awards. Responsibility for the core program under the Leader Award and any Associate Awards remains with the management office even though it may make sub-awards for implementation.

After the Leader Cooperative Agreement is awarded, a copy of the award will be sent to all Missions along with any necessary guidance or instructions regarding issuance of Associate Awards.

1. Issuance of Associate Awards. Prior to issuance of an Associate Award, the requesting office in the Mission (or USAID/W) shall consult with the Agreement Officer's technical Representative (AOTR) in EGAT. After receiving EGAT AOTR concurrence, the appropriate Mission personnel shall request the Recipient to provide an Application for Associate Award (specific Program Description and budget) to the Mission. The Application shall be reviewed by the appropriate technical personnel, and the Cognizant Agreement Officer shall be responsible for cost review and negotiation of the Associate Award. The Mission has the discretion to decide whether or not to award the Associate Award. The cognizant Mission Agreement Officer and Mission AOTR are responsible for the administration of the Associate Award.
2. Grant vs. Cooperative Agreement. Regardless of whether the Leader instrument is a grant or cooperative agreement, Missions may issue an associate instrument as either a grant or cooperative agreement.
3. Competition. Once a recipient is selected pursuant to this LWA RFA, no further competition or waiver of competition is required for any Associate grants awarded within the terms of the RFA. The competition under this RFA covers the initial Leader award, which will provide leadership for regional and/or worldwide activities and for subsequent Associate Awards providing support to missions and offices. In this manner, Missions and USAID/Washington bureaus may fund specific activities of the recipient that fit within the RFA/Leader program description through Associate Awards without further competition.

4. Period of Performance. The Leader award will be issued for a period of five years. Associate awards may be issued until the Leader award expires and can be for a period of performance up to five years past the expiration date of the Leader award.
 5. Certifications. The required certifications, including validation of the umbrella organization as a single entity with a single accounting system, shall be obtained from the applicant prior to award of the Leader cooperative agreement. Prior to award of an associate grant, the recipient must affirm that those certifications remain valid, or provide new certifications.
 6. Reporting Requirements. Reporting on both financial and performance for Associate Awards will be submitted directly to the Mission or Office that issues the Associate Award. The reporting frequency (i.e. semi annually or annually), content, and format will be established in the Associate Award schedule. Copies of this reporting must be provided to the EGAT AOTR for the Leader Award for the MEAS Program.
 7. For more information on Leader with Associates Awards, applicants are referred to CIB 99-10 http://www.usaid.gov/business/business_opportunities/cib/pdf/cib9910.pdf.
- f) Geographic Codes. In accordance with the limitations on USAID's ability to procure goods and services outside of the United States (see the Foreign Assistance Act of 1961 and 22 CFR 228), source and origin of goods and nationality of suppliers of goods and services under the project will be from the United States, Geographic Code 000. Some local procurement is also allowed.
- Code 000 - The United States of America, any State(s) of the United States, the District of Columbia, and areas of US Associated sovereignty, including commonwealths, territories and possessions.
- J. Initial Environmental Examination (IEE). The MEAS Program will involve largely technical assistance and training relating to modernizing extension and advisory services. For such activities a Categorical Exclusion is appropriate. The Leader Award core program will also involve some pilot projects in extension and advisory service delivery. Again, for such field activities a Categorical Exclusion would be appropriate, except for those activities with potential environmental impacts. These would include changes in land use, use of pesticides, or use of genetically modified organisms. It has therefore been determined that a negative environmental threshold determination with conditions is appropriate to the Leader Award. These conditions relate to the use of pesticides, GMOs, and changes in land use.

Most activities would qualify for Categorical Exclusions, per 22 CFR 216.2(c). However a negative threshold determination with conditions provides for review of all subsequent Associate Awards and for activities that may involve the procurement or use, or recommendation for the procurement or use, or research on pesticides or genetically modified organisms. The conditions recommended are:

- No pesticides may be procured or used, or recommended for procurement or use without first completing an amendment to this Initial Environmental Examination that addresses the requirements of 22 CFR 216.3(b) including a Pesticide Evaluation Report/Safe Use Action Plan which must be approved in writing by the EGAT Bureau Environmental Officer. This includes pesticides used in research that may eventually be recommended for use.
- No Genetically Modified Organisms (GMOs) are procured, used or created, or recommended for procurement or use without first completing the required USAID biosafety review and using the resulting information as part of the basis for undertaking an amendment to this IEE which must be approved in writing by the EGAT Bureau Environmental Officer. This includes research on GMOs or building partner country capacity to research GMOs.

- Any subsequent Associates Awards shall be required to complete a separate Initial Environmental Examination and be approved in writing jointly by the funding Bureau's Bureau Environmental Officer and the EGAT Bureau Environmental Officer prior to being approved as an Associate Award. The Recipient may use funds from the Program prior to such approval only to pay for the cost of undertaking such IEE amendments. Separate IEEs shall be required for any subsequent Associate Awards that involve implementation of extension and advisory services programs. Those IEEs will be prepared by the USAID operating unit that issues the Associate Award.

SECTION V – APPLICATION REVIEW INFORMATION

A. EVALUATION CRITERIA

The criteria presented below are tailored to the requirements of this particular RFA. Applicants should note that these criteria serve: (a) to identify the significant matters upon which an applicant will be evaluated and should address in its application and (b) to set the standard against which all applications will be evaluated. To facilitate the review of the applications, applicants should organize their narrative sections of the application in the same order as the selection criteria.

The technical applications shall be evaluated in accordance with the Technical Evaluation Criteria set forth below relative to the information provided to applicants in Section I and in the Program Description (Section II) of this RFA. An award will be made to a responsible applicant, whose application offers the greatest value to the U.S. Government, considering cost and other factors.

A.1 TECHNICAL EVALUATION CRITERIA

The Technical Evaluation Committee will evaluate the applications' relative strengths and weaknesses against the evaluation criteria listed below.

A.1.1 Program Strategy (25 points): Evidence of an innovative, coherent, and comprehensive strategy for the applicant's program, reflecting an understanding of the constraints to and potential development impacts to be derived from modernization of extension and advisory services systems, which incorporate proven and new state of the art strategies, approaches and activities into private, public and civil society service delivery systems.

A.1.2 Program Work Plan (25 points): Evidence of the applicant's ability to plan for program implementation of activities to promote development of efficient, effective and sustainable rural extension and advisory services systems based on currently recognized good practice, as reflected in a draft life-of-programs work plan that includes a clear, practical and comprehensive Program Performance Monitoring Plan.

A.1.3 Institutional Capabilities (25 points): Evidence of the applicant's ability to establish a sound management system that draws on appropriate institutional capacity (including relationships with any key partners/sub-contractors, arrangements for accessing sources of expertise, and/or procedures for ensuring local inputs to responding to Requests for Application for Associate Awards) to implement diverse activities across countries, geographic regions and thematic areas to define, promote and establish sound rural extension and advisory services systems utilizing resources of public, private and civil society.

A.1.4 Key Personnel (20 points): Evidence of the applicant's ability to provide key personnel with appropriate experience and leadership ability and support staff to manage and organize program resources, and provide quality control for proposed program work. [Note: As part of this review, USAID may contact some or all of the references provided by the applicant to assess the proposed individuals' past performance. In addition to the references provided by the applicant, USAID may also contact other past or current customers, partners or others knowledgeable about the individual's qualifications and past performance on specific programs or activities.]

A.1.5 Past Performance (total of 5 points): Evidence of ability to comply with terms and conditions of contract or grant awards to effectively and efficiently achieve development objectives and results

through innovative planning and implementation and sound business practices and relations. Applicants will be evaluated based on past performance references on relevant current programs or those completed during the past ten years. Any past performance references older than ten years will not be evaluated. As part of this review, USAID may contact some of the applicant's past or current customers and partners to assess the applicant's performance.[Note: In addition to the references provided by the applicant, USAID may also contact other individuals knowledgeable about the applicant's performance on specific programs and other sources of information, including, but not limited to other government agencies, better business bureaus, published media, and electronic data bases.]

A2. COST APPLICATION

Cost Applications will not be scored, however, the results from its analysis have scoring implications. The overall costs and pricing are expected to be fair, reasonable, allowable, allocable and cost effective, and shall be subject to a cost realism analysis. Cost share, and other leveraged resources that the Applicant and any partners propose to engage in the implementation of the Leader Award, will also be evaluated as a measure of cost effectiveness. Cost share determination must be clearly marked as in-kind or cash contribution.

Furthermore, the applicant's budget will be evaluated based on the reasonableness and accuracy of proposed costs and its realism with respect to the activities proposed in the technical application. Budgets providing more direct funding towards the program instead of administrative costs may be deemed better value given that the technical proposal provides for a feasible implementation.

SECTION VI – AWARD AND ADMINISTRATION INFORMATION

A. POST-SELECTION INFORMATION

Following evaluation, USAID will inform the apparently successful applicant concerning the award. A notice of award signed by the Agreement Officer is the official authorizing document, which USAID will provide either electronically or in hard copy to the successful applicant's main point of contact.

USAID also will notify unsuccessful applicants concerning their status after selection has been made.

B. STANDARD PROVISIONS AND DEVIATIONS

There are no standard provision deviations contemplated under this award.

C. GENERAL INFORMATION ON REPORTING REQUIREMENTS

C.1. FINANCIAL REPORTING

(1) The recipient must submit the Federal Financial Form (SF-425) on a quarterly basis via electronic format to the U.S. Department of Health and Human Services (<http://www.dpm.psc.gov>). The recipient must submit a copy of the FFR at the same time to the Agreement Officer and the Agreement Officer's Technical Representative (AOTR).

The recipient shall list each country included in the program and the total amount expended for each country under the award for the reporting period in the "Remarks" block on the "Federal Financial Report" SF 425.

(2) An original and two copies of all final financial reports must be submitted to USAID/Washington, M/CFO, the Agreement Officer, and the AOTR. The recipient must submit an electronic version of the final Federal Financial Form (SF-425) to U.S. Department of Health and Human Services in accordance with paragraph (1) above.

(3) Reporting on Foreign Taxes shall be in accordance with the corresponding provision on "Reporting of Foreign Taxes (March 2006).

C.2. MONITORING AND REPORTING PROGRAM PERFORMANCE

1. As reporting requirements for the Leader Cooperative Agreement, the Recipient shall submit an original and two (2) copies of all performance reports to the AOTR in USAID/Washington. The performance reports are required to be submitted annually and shall present the information contained in 22 CFR 226.51(d).
2. Performance reports shall include: a) Semi-Annual Reports to be submitted in April of each year covering the period October through March; b) Annual Reports to be submitted in October of each year covering the period October through September; and Special Reports, as identified in Annual Work Plans on such topics as pilot extension programs, special topic studies, and others.

3. The Semi-Annual Reports shall be concise (typically 1 to 5 page) reports of deviations of accomplishments from Annual Work Plan projections, significant problems encountered, and other issues requiring USAID attention.
4. The Annual Reports and Annual Work Plans shall be submitted in a format and on a time schedule agreed to between the AOTR and Recipient.
5. Annual Reports should include progress made toward benchmarks and result indicators of development impact, as discussed in the program description of this RFA and detailed in the Recipient's PMP. Reports shall also incorporate standard Agency Performance Reporting requirements and Special Reporting, as for global hunger and food security initiatives and global climate change initiatives. In addition, qualitative descriptions of success stories and achievements to illustrate impacts of the MEAS Program should be included when possible.
6. The Annual Reports for the Leader Award should include summary information on any Associate Awards that may be made.
7. Associate Award Agreements shall require the Recipient to provide copies of all Associate Award Annual Reports to the AOTR for the Leader Award.

C.3. FINAL REPORT

The final performance report shall contain the information contained in 22 CFR 226.51(d). The Recipient shall submit a final report that replaces the last annual report and includes: an executive summary of the recipient's accomplishments in achieving results and impact, conclusions about lessons learned, future challenges and opportunities, an overall description of the Recipient's activities and attainment of results by country, region, or theme, an assessment of progress made toward accomplishing the Objectives and expected Results, significance of these activities, and important research findings, comments and recommendations. The final report must also include a final fiscal report that describes how funds were used.

C.4. SUBMISSION OF REPORTS

The Recipient shall submit an original to the Washington AOTR, one copy to the Agreement Officer, and one electronic copy of the final report to the Development Experience Clearinghouse (DEC). Documents submitted to the DEC should be sent in original format via email to:

E-mail (the preferred means of submission):
docsubmit@usaid.gov

US Postal Service:
USAID Development Experience Clearinghouse
M/CIO/KM
RRB M.01
U.S. Agency for International Development
Washington DC 20523

Please reference web site <http://dec.usaid.gov/> or call (202) 712-0579 concerning any questions your organization may have on the reporting requirements.

D. EVALUATION

USAID may carry out external evaluations of the MEAS Program as deemed necessary. USAID will consult with the Recipient to the extent possible and appropriate in planning and carrying out any such external evaluations. An external evaluation would likely be required to provide input into any decision for renewal and extension of the Program for a possible second five-year award.

SECTION VII – AGENCY CONTACTS

The point of contact for this RFA and any question during the RFA process is:

Anne Sattgast
USAID/Washington
7.09.145, RRB
1300 Pennsylvania Avenue, NW
Washington, DC 20523
asattgast@usaid.gov

Any prospective applicant desiring an explanation or interpretation of this RFA must request it in writing by the date listed on the cover letter to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of a Cooperative Agreement will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

SECTION VIII – OTHER INFORMATION

A. USAID’S RESERVE RIGHT

USAID reserves the right to fund any or none of the applications submitted. Awards are subject to the availability of funds.

ANNEXES

ANNEX A. ACRONYMS AND DEFINITIONS

The following acronyms are particular to this Request for Application:

AG/EGAT – Office of Agriculture, Bureau for Economic Growth, Agriculture and Trade

AOTR – Agreement Officer’s Technical Representative. A USAID employee designated by the Agreement Officer to oversee a grant or cooperative agreement on behalf of USAID

CAADP – Comprehensive African Agricultural Development Program

CIB – Contract Information Bulletin

EGAT - Bureau for Economic Growth, Agriculture and Trade

IEHA - Initiative to End Hunger in Africa

LWA – Leader with Associates, an USAID assistance mechanism that may be either a grant or cooperative agreement. The Leader Award establishes the agreement relationship under which associates may be awarded without further competition

Mission - A formally organized USAID operating unit in a host country led by a Mission Director or a Country Representative

MSI – Minority Serving Institutions

NARS - National Agricultural Research Systems

RFA - Request for Application

USAID - United States Agency for International Development

USAID/W - Washington headquarters of the United States Agency for International Development

ANNEX B. USEFUL WEBSITES

B-1 Listing of References on Extension and Advisory Services

1. Global Review of Good Agricultural Extension and Advisory Service Practices (FAO, 2008)
(<http://www.fao.org/docrep/011/i0261e/i0261e00.htm>)
2. Agricultural Extension, Rural Development and the Food Security Challenge (FAO, 2003)
(<http://www.fao.org/DOCREP/006/Y5061E/Y5061E00.HTM#Contents>)
3. The Neuchâtel Initiative, a forum for developing common views on agricultural and rural extension: <http://www.neuchatelinitiative.net/english/index.htm>
 - ⇒ [Common Framework on Agricultural Extension](http://www.neuchatelinitiative.net/english/documents/CommonFrameworkonAgriculturalExtension.pdf)
(<http://www.neuchatelinitiative.net/english/documents/CommonFrameworkonAgriculturalExtension.pdf>)
 - ⇒ [Common Framework on Market Oriented Agricultural Advisory Services](http://www.neuchatelinitiative.net/english/documents/CFonMarket-OrientedAgriculturalAdvisoryServicessmall.pdf)
(<http://www.neuchatelinitiative.net/english/documents/CFonMarket-OrientedAgriculturalAdvisoryServicessmall.pdf>)
 - ⇒ [Demand-driven Agricultural Advisory Services](http://www.neuchatelinitiative.net/english/documents/Demanddrivenadvisoryservices.pdf)
(<http://www.neuchatelinitiative.net/english/documents/Demanddrivenadvisoryservices.pdf>)
 - ⇒ [Common Framework for Supporting Pro-Poor Extension](http://www.neuchatelinitiative.net/english/documents/CommonFrameworkforSupportingPro-PoorExtension_Mail_000.pdf)
(http://www.neuchatelinitiative.net/english/documents/CommonFrameworkforSupportingPro-PoorExtension_Mail_000.pdf)
 - ⇒ http://www.neuchatelinitiative.net/english/documents/2003_Apuntosparaunamiradaconjunta...pdf
[Common Framework on Financing Agricultural and Rural Extension](http://www.neuchatelinitiative.net/english/documents/CommonFrameworkonFinancing...pdf)
(<http://www.neuchatelinitiative.net/english/documents/CommonFrameworkonFinancing...pdf>)
 - ⇒ [Guide for Monitoring, Evaluation and Joint Analyses of Pluralistic Extension Support](http://www.neuchatelinitiative.net/english/documents/NIGuideMEe.pdf)
(<http://www.neuchatelinitiative.net/english/documents/NIGuideMEe.pdf>)
4. An international workshop on “Extension and Rural Development,” held November 12-15, 2002 in Washington, DC and hosted by the World Bank and the U.S. Agency for International Development, in collaboration with the Neuchâtel Initiative, and supported by the Livestock Collaborative Research Support Program headquartered at the University of Davis in California:
 - ⇒ “Extension and Rural Development — Converging Views for Institutional Approaches? Workshop Summary”, Workshop, the World Bank and the United States Agency for International Development in conjunction with the Neuchatel Initiative
(http://info.worldbank.org/etools/docs/library/51025/ZipAgExtension1/ag_extension1/Materials/additional/betts.pdf)
 - ⇒ And the overview sections of the following:
 - o Extension Reform for Rural Development: Volume 1. Decentralized Systems: Case Studies of International Initiatives (http://pdf.usaid.gov/pdf_docs/PNADJ761.pdf)
 - o Extension Reform for Rural Development: Volume 2. Privatization of Extension Systems: Case Studies of International Initiatives
(http://pdf.usaid.gov/pdf_docs/PNADJ762.pdf)
 - o Extension Reform for Rural Development: Volume 3. Demand-Driven Approaches to Agriculture Extension: Case Studies of International Initiatives
(http://pdf.usaid.gov/pdf_docs/PNADJ763.pdf)

- o Extension Reform for Rural Development: Volume 4. Revitalization Within Public Sector Services: Case Studies of International Initiatives (http://pdf.usaid.gov/pdf_docs/PNADJ764.pdf)
- o Extension Reform for Rural Development: Volume 5. National Strategy and Reform Process: Case Studies of International Initiatives (http://pdf.usaid.gov/pdf_docs/PNADJ765.pdf)

B-2 Listing of Other Useful Websites

Listing of federal grants application requests are at [\[http://www.grants.gov\]](http://www.grants.gov)

ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences: [\[http://www.usaid.gov/policy/ads/300/refindx3.htm\]](http://www.usaid.gov/policy/ads/300/refindx3.htm)

Development Clearinghouse: [\[http://dec.usaid.gov/submit_doc.cfm\]](http://dec.usaid.gov/submit_doc.cfm)

Requirements and standard formats/ logos for USAID branding requirements: <http://www.usaid.gov/branding/assistance.html>

Leader with Associates Awards, applicants are referred to CIB 99-10 [\[http://www.usaid.gov/business/business_opportunities/cib/pdf/cib9910.pdf\]](http://www.usaid.gov/business/business_opportunities/cib/pdf/cib9910.pdf) .]

USAID's Policy Framework for Bilateral Foreign Aid (http://pdf.dec.org/pdf_docs/PDACG244.pdf)

Initiative to End Hunger in Africa: (http://www.usaid.gov/locations/sub-saharan_africa/initiatives/ieha.html)

Comprehensive African Agriculture Development Program (<http://www.nepad.org/2005/files/caadp.php>)

Rural development with a focus on Africa: Nature, wealth and power: emerging best practice for revitalizing rural Africa: www.usaid.gov/our_work/agriculture/landmanagement/pubs/nature_wealth_power_fy2004.pdf

USAID's Guide on Biodiversity Conservation (http://pdf.usaid.gov/pdf_docs/PNADE258.pdf)

The Agricultural Strategy, Title Twelve reports and other documents from the Office of Agriculture: (http://www.usaid.gov/our_work/agriculture/index.html);

ANNEX C. FOREIGN ASSISTANCE PROGRAM STANDARDIZED PROGRAM STRUCTURE, DEFINITIONS AND INDICATORS

Program Area 4.5: Agriculture

Agriculture is the science and practice of food, feed, and fiber production (including forestry, wildlife, fisheries, aquaculture and flora culture) and its relationships to natural resources, processing, marketing, distribution, utilization (including nutrition), and trade.

Program Element 4.5.1: Agricultural Enabling Environment

Definition: Support agricultural policies, laws and regulations, and institutions that: foster adoption of improved technology; promote investment in infrastructure at all levels, and enhance the natural resource base in ways that respond to the needs of men and women producers.

Sub-Element 4.5.1.1: Agricultural Resource Policy

Definition: Support institutions and equitable policies that foster sustainable utilization of land, water, plant, and animal resources to enhance agricultural productivity and incomes, increase resource quality and quantity, and decrease degradation of productive resources. This includes access to and securing property rights over agricultural resources, including by female-headed households and returning internally displaced persons and refugees, and it includes increasing returns of agricultural labor.

Sub-Element 4.5.1.2: Food Policy

Definition: Support institutions, policies and incentives aimed at ensuring that adequate, safe, and nutritious food is available; markets function efficiently; and that low-income groups and those vulnerable to food insecurity (e.g., female farmers with small land holdings, female-headed households, children, and HIV-affected) are able to access and appropriately utilize that food.

Sub-Element 4.5.1.3: Agricultural Market Standards and Regulations

Definition: Improve laws, institutions, and policies that impact market transactions of agricultural goods, inputs, practices, and services. This includes international policies such as agriculture-related agreements of the WTO; domestic science-based regulation to ensure food, feed, and environmental safety; and market-based or industry-led quality grades, standards, and certification.

Sub-Element 4.5.1.4: Public Investment Policy

Definition: Improve institutions and policies that encourage increased and more effective public and private investments in agricultural institutions and infrastructure to provide the basis for expanded productivity in the agricultural sector. This includes support for (1) scientific and technological advances through research and development, (2) governmental actions that provide a positive climate for innovation and investment, and (3) efforts to comply with international treaties and encourage international cooperation and public-private partnerships.

Program Element 4.5.2: Agricultural Sector Capacity

Definition: Sustain the productivity of the agricultural sector through investments that foster increasing returns to land, labor, and capital. Targeted interventions to male and female producers provide improvements in technology and management practices, expanded access to markets and credit, increased

organizational and market efficiency, and restoration and protection of resiliency in production and livelihood systems.

Sub-Element 4.5.2.1: Research and Technology Dissemination

Definition: Support scientific research and technology, including biotechnology that generates improvements in production systems (crop, livestock, farm, forest, and fisheries), value-added products, and management practices leading to sustainable productivity gains, mitigation of risk, and income growth. It also supports dissemination and adoption of productivity-enhancing and post harvest technologies, value-added products, and management practices in these areas by reducing the barriers that may constrain male or female producers, processors, and manufacturers.

Sub-Element 4.5.2.2: Land and Water Management

Definition: Develop and invest in the quantity and quality of land and water resources, including irrigation and soil fertility, riparian and range management, and water resources to improve and sustainably increase agricultural productivity and incomes. This includes related land and water administration systems.

Sub-Element 4.5.2.3: Rural and Agricultural Finance

Definition: Increase equitable access to financial services by male and female farmers in rural areas and for agricultural enterprises to purchase necessary inputs; introduce new technologies; expand productive capacity; and finance storage, transport, and marketing costs. Also includes access to mechanisms and products that reduce seasonal income and consumption variability, protect and build assets, and mitigate price and weather risk. (Link to Microfinance 7.1.2 and Financial Services 3.2, as appropriate.)

Sub-Element 4.5.2.4: Agribusiness and Producer Organizations

Definition: Support the growth of small and medium agro-enterprises, including producer organizations/associations, which are engaged in producing, marketing, or adding value (e.g. processing and quality enhancement) to crop, livestock, forestry, and fishery products. Support addresses the needs and capacities of both men and women producers and includes such areas as adoption of technology and technical processes, businesses and human resources management, environmental regulatory compliance, and organizational governance.

Sub-Element 4.5.2.5: Markets and Trade Capacity

Definition: Build capacity to link small-scale producers (men and women), pastoralists, and small to medium enterprises to the economic opportunities of commercial markets. This includes both input and output markets at the local, regional, and international levels. Interventions include areas such as the development of risk management strategies; warehouse receipt, agricultural commodity trading and accessible market information systems; meeting market standards; and public and private investments that support efficient agricultural marketing such as storage facilities, cold storage, packaging facilities, and agricultural processing facilities.

Sub-Element 4.5.2.6: Emerging Agricultural Threats

Definition: Strengthen plant and animal disease surveillance and the control of emerging agricultural pests and diseases (e.g. Wheat Stem Rust) to mitigate productivity losses, allow access to international markets, reduce risks to human health, improve food safety, and reduce the risk of introduction of diseases into the U.S.

Sub-Element 4.5.2.7: Agricultural Livelihood Services and Safety Nets

Definition: Support risk management and economic diversification, transfer and adaptation of proven technologies and human organization innovations to increase market access, food or cash transfers in exchange for public works; and resource transfers and/or agricultural inputs (e.g. seeds, tools, and livestock) which enable male and female producers to try new technologies and production methods that would otherwise not be available to them.

Program Area 4.5: Agriculture Foreign Assistance Indicators

Standard Foreign Assistance Framework Indicators

- Number of policy reforms analyzed with USG assistance
- Number of policy reforms presented for legislation/ decree as a result of USG assistance
- Number of institutions/organizations undergoing capacity/ competency assessments as a result of USG assistance
- Number of institutions/organizations making significant improvements based on recommendations made via USG supported assessment
- Number of individuals who have received USG supported short-term agricultural enabling environment training
- Number of individuals who have received USG supported long term agricultural enabling environment training
- Number of new technologies or management practices under research as a result of USG assistance
- Number of new technologies or management practices under field testing as a result of USG assistance
- Number of new technologies or management practices made available for transfer as a result of USG assistance
- Number of additional hectares under improved technologies or management practices as a result of USG assistance
- Number of additional surveillance and/or control systems in place for agricultural threats (biological and environmental) as a result of USG assistance
- Number of vulnerable households benefiting directly from USG assistance
- Number of rural households benefiting directly from USG interventions
- Number of producers organizations, water users associations, trade and business associations, and community-based organizations (CBOs) receiving USG assistance
- Number of agriculture-related firms benefiting directly from USG supported interventions
- Number of public-private partnerships formed as a result of USG assistance
- Number of individuals who have received USG supported short term agricultural sector productivity training
- Number of individuals who have received USG supported long term agricultural sector productivity training
- Percent change in value of intra-regional exports of targeted agricultural commodities as a result of USG assistance
- Percent change in value of international exports of targeted agricultural commodities as a result of USG assistance
- Amount of private financing mobilized with a DCA guarantee
- Percent change in value of purchases from smallholders of targeted commodities as a result of USG assistance
- Number of women's organizations/associations assisted as a result of USG supported interventions

ANNEX D. STANDARD FORMS 424 AND 424A

FORMS AVAILABLE AT: www.grants.gov

The following object class categories are those required on USAID Form 424A:

Personnel

The category includes the salary of each long-term and short-term, paid position for the total estimated life-of-project, except consultants, and the projected cost-of-living or bonus/merit increase for each position.

Fringe Benefits

This category includes the amount and percentage of fringe benefits for each headquarters and field personnel identified above. Include here all allowances such as housing, schooling, leave benefits and other items.

Travel

This category includes all projected travel, per diem and other related costs for personnel except consultants. Include the method by which airfare costs were determined; i.e. quotes for coach and if per diems are based on established policies.

Equipment

In accordance with 22 CFR 226, 'equipment' means tangible non-expendable personal property, including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Information should be included in the application on how pricing was determined for each piece of the equipment.

There are statutory constraints relating to the purchase of agricultural commodities, motor vehicles, pharmaceuticals, pesticides, rubber compounding chemicals and plasticizers, used equipment and fertilizer with USAID project funds. Applicants may obtain specific information on these regulations on USAID Web Site at <http://www.usaid.gov/pubs/ads>.

Supplies

In accordance with 22 CFR 226, 'supplies' means all personal property excluding equipment, intangible property, debt instruments and interventions.

Contractual Services

This category is for all subcontractors with organizations, which will provide services to the project and any short- or long-term consultant cost including fees, travel and per diem. This category is not to be used for sub-grant, which should be included in other.

Construction

N/A

Other

Applicants are to identify all costs associated with training of project personnel.

Applicants planning to use USAID funds to send project staff or local counterparts for training in the US or a country other than the host country, will be required to follow the guidance on USAID Participant Training Regulations, which may be found on the USAID Web Site <http://www.usaid.gov/pubs/ads>.

The Applicant should provide information on any costs attributed to the project not associated above; i.e., communications, facilitate, fuel vehicles, repair, maintenance and insurance.

Include in this budget class category all sub-grants.

Indirect Charges

Include a copy of the Applicant's most recent negotiated indirect cost rate agreement (NICRA) from the cognizant audit agency showing the overhead and/or general administrative rate. In the absence of a NICRA all costs must be charged as direct costs.

USAID Form 424A, Section C should reflect the Applicant's and other sources' cash contribution to this program, if applicable. A cash match means that funds are used to support the budget elements discussed above. The cash value of donated equipment or supplies must be documental.

A narrative that justifies the costs as appropriate and necessary for the successful completion of the program should be attached to USAID Form 424. The narrative must provide clear explanations for cost reasonableness, particularly when proposed costs exceed market rates.

The Cooperative Agreement Budget generally has four (4) different categories called Budget Cost Elements: Program, Training, Procurement, and Indirect Costs. A sample Agreement Budget is included below. On Standard Form 424A, Section B-Budget Categories, all eleven Object Class Categories have a footnote number next to them. The footnote numbers next to the Object Class Categories correspond to one of the four Cost Elements of the Cooperative Agreement Budget. The 11 Object Class Categories fit within the four Cost Elements of the Cooperative Agreement Budget. For this application, submit only the Standard Form 424 and 424A, with the corresponding eleven (11) Object Class Categories, supported by a detailed narrative.

SAMPLE COOPERATIVE AGREEMENT BUDGET

SF 424, Sec. B, Item 6

Budget Cost Element	Object Class Category	Budget Amount
Program	Line a, b, c, & h	\$ _____
Procurement	Line d, e and f	\$ _____
Training	Line h	\$ _____
Indirect Costs	Line j	\$ _____
Program's Total Budget		\$ _____
Funding arrangement:		
Total USAID Amount		\$ _____
Recipient's Cost Share, if applicable		\$ _____
Total Program Funding		\$ _____

ANNEX E. MANDATORY STANDARD PROVISIONS FOR U.S. NON- GOVERNMENTAL RECIPIENTS

For full-text of clauses available at <http://www.usaid.gov/policy/ads/300/303.pdf>

ANNEX F. SAMPLE ASSOCIATE AWARD FORMAT AND SCHEDULE

Mr. John Doe
President
XYZ, Organization
Anywhere, USA.

Subject: Award Number _____

Dear Mr. Doe:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the US Agency for International Development (hereinafter referred to as ‘USAID’ or ‘Grantor’) hereby awards to the XYZ Organization (herein after referred to as ‘XYZ’ or ‘Recipient’), the sum of \$_____ to provide support for a program in _____ as described in the Schedule of this agreement and the Attachment 2, entitled ‘Program Description.’

This agreement is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Recipient in furtherance of program objectives during the period beginning with the effective date and ending _____. USAID shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount.

This agreement is made to the XYZ, on condition that the funds will be administered in accordance with the terms and conditions as set forth in 22 CFR 226, entitled ‘Administration of Assistance Awards to US Non-Governmental Organizations’; Attachment 1, entitled ‘Schedule’; Attachment 2, entitled ‘Program summary’; and Attachment 3 entitled ‘Standard Provisions.’ [NOTE - Do not include reference to 22 CFR 226 if Agreement is with a Non-US Organization]

Please sign the original and each copy of this letter to acknowledge your organization’s receipt of the grant, and return the original and all but one copy to the Agreement Officer.

Sincerely yours,

Agreement Officer

Attachments:

1. Schedule
2. Program summary
3. Standard Provisions

ACKNOWLEDGED:

XYZ Organization

By: _____

Title: _____

Date: _____

FISCAL DATA

A. GENERAL

1. Total Estimated USAID Amount: \$ _____
2. Total Obligated USAID Amount: \$ _____
3. Cost-Sharing Amount (Non-Federal): \$ _____
4. Project Number: _____
5. USAID Project Office: _____
6. Tax I.D. Number: _____
7. CEC Number: _____
8. LOC Number: _____

B. SPECIFIC

(as appropriate)

1. MAARD Number: _____
2. Appropriation: _____
3. Allocation: _____

Part II Sample Associate Award Format

A. Purpose of Agreement

The purpose of this Agreement is to provide support for the program described in Attachment 2 to this Agreement entitled "Program Description."

B. Period of Agreement

1. The effective date of this Agreement is _____. The estimated completion date of this Agreement is _____.

[Note - For incrementally funded agreements or where pre-award expenses are authorized, add the following sentence:]

2. Funds obligated hereunder are available for program expenditures for the estimated period _____ to _____ as shown in the Agreement budget below.

C. Amount of Award and Payment

[Note - For fully funded agreements use the following:]

1. USAID hereby obligates the amount of \$ _____ for purposes of this Agreement.
2. Payment shall be made to the Recipient by _____ (Note - state method) in accordance with procedures set forth in _____ [Note - for US Organizations cite 22 CFR 226; for Non-US Organizations reference attached Standard Provisions. Agreement Officer must select a method of payment in accordance with the applicability requirements set forth in 22 CFR 226; i.e., letter of credit, advance payment, or reimbursement.]

- or -

[For incrementally funded awards use the following in lieu of the above:]

1. The total estimated amount of this Award for the period shown in B.1 above is \$ _____.
2. USAID hereby obligates the amount of \$ _____ for program expenditures during the period set forth in B.2. above and as shown in the Budget below. The recipient will be given written notice by the Agreement Officer if additional funds will be added. USAID is not obligated to reimburse the recipient for the expenditure of amounts in excess of the total obligated amount.
3. Payment shall be made to the Recipient by _____ (Note - state method) in accordance with procedures set forth in _____. [Note - for US Organizations cite 22 CFR 226; for Non-US Organizations reference attached Standard Provisions. Agreement Officer must select a method of payment in accordance with the applicability requirements set forth in 22 CFR 226; i.e., letter of credit, advance payment, or reimbursement.]
4. Additional funds up to the total amount of the grant shown in C.1 above may be obligated by USAID subject to the availability of funds, satisfactory progress of the project and continued relevance to USAID programs.

D. Budget

[Note - the items included in the Budget, including local cost financing items, should relate to the results, activities or functions described in Attachment 2 - Program summary, not to specific cost items (such as salaries or travel) except for those listed at items 4-6 below. However, at the discretion of the Agreement Officer, an alternative budget may be appropriate.]

The following is the Agreement Budget, including local cost financing items, if authorized. Revisions to this budget shall be made in accordance with _____. [Note - For US Organizations cite 22 CFR 226.25; for Non-US refer to Standard Provision entitled "Revision of Grant Budget."]

Total*			
From** __to** __	From** __to** __	From** __to** __	
Cost Element			
\$US Local	\$US Local	\$US Local	

Currency

Currency

Currency

1.

2.

3.

4. Training

5. Procurement

6. Indirect Costs

overhead

7. Total

\$ _____

* Use all three columns for incrementally funded grants, otherwise use only this column.

** Insert effective and expiration dates of grant or obligation/funding dates.

E. Reporting and Evaluation

1. Financial Reporting

The Recipient shall submit ____ (an original and two copies of _____) [Note - Agreement Officer to determine type of report, frequency of reporting periods and address]. Financial Reports shall be in keeping with _____ [Note - for US Organizations add: 22 CFR 226.52; for Non-US refer to appropriate Standard Provision]. For US Organizations under Letter of Credit the following language shall be used:

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“In accordance with 22 CFR 226.52 the SF 269 and 272 will be required on a quarterly basis. The recipient shall submit these forms in the following manner:

1) The SF 272 and 272a (if necessary) will be submitted via electronic format to the US Department of Health and Human Services (<http://www.dpm.psc.gov>) . A copy of this form shall also be simultaneously submitted to the Agreement Officer [NOTE: if Agreement Officer desires a copy] and the AOTR.

2) The SF 269 or 269a (as appropriate) shall be submitted to the AOTR with one copy to the Agreement Officer [NOTE: if Agreement Officer desires]

* 3) In accordance with 22 CFR 226.70 - 72 [Note: for Non-US organizations refer to appropriate Standard Provision] the original and two copies of final financial reports shall be submitted as follows: M/FM, the Agreement Officer (if requested) and the AOTR. The electronic version of the final SF 272 or 272a shall be submitted to HHS in accordance with paragraph (1) above.

2. Program Reporting

The Recipient shall submit ____ [Note - specify number of copies, not to exceed the original and two copies] of a performance report to ____ [Note - specify name and title of AOTR and the Agreement Officer, if desired, along with address]. The performance reports are required to be submitted ____ [Note - state frequency, not to exceed quarterly] and shall contain the following

information _____ [Note - state reporting requirements, as related to the Program Description].

Final Report

The Recipient shall submit the original and one copy to _____ [Note - specify name and title of AOTR and the Agreement Officer, if desired, along with address] and one copy to USAID Development Experience Clearinghouse to one of the following:

(A) Via E-mail: docsubmit@dec.cdie.org ; (B) Via US Postal Service: Development Experience Clearinghouse, 8403 Colesville Road, Suite 210, Silver Spring, MD 20910, USA; (C) Via Fax: (301) 5887787; or (D) Online: <http://www.dec.org/index.cfm?fuseaction=docSubmit.home>.

The final performance report shall contain the following information _____ [Note - state reporting requirements, as related to the Program Description].

F. Special Provisions

[Note - Use this paragraph to delete inapplicable Standard Provisions or to add provisions of special applicability as authorized. Included should be waivers, including authorized local cost financing, and any alterations to the Standard Provisions or 22 CFR 226 which have been approved as deviations for the specific award.]

G. Indirect Cost Rate

[Note - Establish the applicable indirect cost rate(s), base(s) on which they apply, and the Grantee's accounting period(s) they cover, as provided in the appropriate Standard Provision. If an Indirect Cost Rate Agreement has been executed by USAID or a cognizant Federal agency, such rate(s) are required to be incorporated herein if such costs are covered by the grant. The most current overhead information should be obtained from the Overhead and Special Costs and Contract Close-Out Branch (M/OP/PS/OCC).]

H. Title to Property

[Note - Specify to whom title will vest for property, by category if appropriate.]

[Note - For awards having a procurement element greater than \$250,000, add the following:]

I. Authorized Geographic Code

The authorized geographic code for procurement of goods and services under this grant is _____.

[Note - For awards with a cost-share element add the following:]

J. Cost Sharing

The Recipient agrees to expend an amount not less than _____ [Note - put in percentage] of the total activity costs.

[For awards with US or Non-US Organizations which may generate Program Income add the following:]

K. Program Income

The Recipient shall account for Program Income in accordance with 22 CFR 226.24 (or the Standard Provision entitled Program Income for non-US organizations).

Program Income earned under this award shall be applied and used as follows: [Note - Agreement Officers in consultation with the AOTR must decide how Program Income will be applied: 1) added to the Project; 2) used to finance the non-Federal share; or 3) deducted from the total Federal share. All three may be picked as long as a descending order (i.e., "excess amounts may be applied to another alternative") is established in accordance with 22 CFR 226.24. Agreement Officers are encouraged to be as specific as possible in detailing the appropriate types of activities Program Income may be applied for when using the additive option as described at 226.24(b)(1).

ANNEX G. PAST PERFORMANCE INFORMATION

CONTRACTOR PERFORMANCE REPORT - SHORT FORM	
PART I: Contractor Information (to be completed by Prime)	
1.	Name of Contracting Entity:
2.	Contract Number:
3.	Contract Type:
4.	Contract Value (TEC): (if subcontract, subcontract value)
5.	Problems: (if problems encountered on this contract, explain corrective action taken)
6.	Contacts: (Name, Telephone Number and E-mail address)
6a.	Contracting officer:
6b.	Technical Officer (AOTR):
6c.	Other:
7.	Contractor:
8.	Information Provided in Response to RFP No. :
PART II: Performance Assessment (to be completed by Agency)	
1.	Quality of product or service, including consistency in meeting goals and targets, and cooperation and effectiveness of the Prime in fixing problems. Comment:
2.	Cost control, including forecasting costs as well as accuracy in financial reporting. Comment:
3.	Timeliness of performance, including adherence to contract schedules and other time-sensitive project conditions, and effectiveness of home and field office management to make prompt decisions and ensure efficient operation of tasks. Comment:
4.	Customer satisfaction, including satisfactory business relationship to clients, initiation and management of several complex activities simultaneously, coordination among subcontractors and developing country partners, prompt and satisfactory correction of problems, and cooperative attitude in fixing problems. Comment:
5.	Effectiveness of key personnel including: effectiveness and appropriateness of personnel for the job; and prompt and satisfactory changes in personnel when problems with clients were identified. Comment:

[Note: The actual dollar amount of subcontracts, if any, (awarded to the Prime) must be listed in Block 4 instead of the Total Estimated Cost (TEC) of the overall contract. In addition, a Prime may submit attachments to this past performance table if the spaces provided are inadequate; the evaluation factor(s) must be listed on any attachments.]

ANNEX H. CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF THE RECIPIENT (MAY 2006)

PART I - CERTIFICATIONS AND ASSURANCES

1. ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNING NON-DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.

- (a) The recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the Cooperative Agreement for which application is being made, it will comply with the requirements of:
 - (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;
 - (2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;
 - (3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;
 - (4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and
 - (5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.
- (b) If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.
- (c) This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance

which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

2. CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. PROHIBITION ON ASSISTANCE TO DRUG TRAFFICKERS FOR COVERED COUNTRIES AND INDIVIDUALS (ADS 206)

USAID reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140. The undersigned shall review USAID ADS 206 to determine if any certifications are required for Key Individuals or Covered Participants.

If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to or take other appropriate measures with respect to, any participant approved by USAID who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

4. CERTIFICATION REGARDING TERRORIST FINANCING IMPLEMENTING EXECUTIVE ORDER 13224

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:
 - a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website : <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.
 - b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Osama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification-

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

5. CERTIFICATION OF RECIPIENT

By signing below the recipient provides certifications and assurances for (1) the Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying, (3) the Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206) and (4) the Certification Regarding Terrorist Financing Implementing Executive Order 13224 above.

RFA/APS No. _____

Application No. _____

Date of Application _____

Name of Recipient _____

Typed Name and Title _____

Signature _____

Date _____

PART II - KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

PART III - PARTICIPANT CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

1. I hereby certify that within the last ten years:
 - a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
 - b. I am not and have not been an illicit trafficker in any such drug or controlled substance.
 - c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.
2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: _____

Name: _____

Date: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

PART IV - SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

Applicability: All RFA's must include the attached Survey on Ensuring Equal Opportunity for Applicants as an attachment to the RFA package. Applicants under unsolicited applications are also to be provided the survey. (While inclusion of the survey by Agreement Officers in RFA packages is required, the applicant's completion of the survey is voluntary, and must not be a requirement of the RFA. The absence of a completed survey in an application may not be a basis upon which the application is determined incomplete or non-responsive. Applicants who volunteer to complete and submit the survey under a competitive or non-competitive action are instructed within the text of the survey to submit it as part of the application process.)

Please find the survey at <http://www.ed.gov/fund/grant/apply/appforms/surveyeo.pdf> .

PART V - OTHER STATEMENTS OF RECIPIENT

1. AUTHORIZED INDIVIDUALS

The recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the recipient in connection with this application or grant:

Name	Title	Telephone No.	Facsimile No.
------	-------	---------------	---------------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

2. TAXPAYER IDENTIFICATION NUMBER (TIN)

If the recipient is a U.S. organization, or a foreign organization which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., please indicate the recipient's TIN:

TIN: _____

3. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER

- (a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.
- (b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:
 - (1) Recipient's name.
 - (2) Recipient's address.
 - (3) Recipient's telephone number.
 - (4) Line of business.
 - (5) Chief executive officer/key manager.
 - (6) Date the organization was started.
 - (7) Number of people employed by the recipient.
 - (8) Company affiliation.
- (c) Recipients located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dbisma.com.

The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: _____

4. LETTER OF CREDIT (LOC) NUMBER

If the recipient has an existing Letter of Credit (LOC) with USAID, please indicate the LOC number:

LOC: _____

5. PROCUREMENT INFORMATION

- (a) Applicability. This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the grant, and not to assistance provided by the recipient (i.e., a subgrant or subagreement) to a subgrantee or subrecipient in support of the subgrantee's or subrecipient's program. Provision by the recipient of the requested information does not, in and of itself, constitute USAID approval.
- (b) Amount of Procurement. Please indicate the total estimated dollar amount of goods and

services which the recipient plans to purchase under the grant:

\$ _____

- (c) Nonexpendable Property. If the recipient plans to purchase nonexpendable equipment which would require the approval of the Agreement Officer, please indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. Nonexpendable equipment for which the Agreement Officer's approval to purchase is required is any article of nonexpendable tangible personal property charged directly to the grant, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

TYPE/DESCRIPTION(Generic)	QUANTITY	ESTIMATED UNIT COST
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- (d) Source, Origin, and Componentry of Goods. If the recipient plans to purchase any goods/commodities which are not of U.S. source and/or U.S. origin, and/or does not contain at least 50 percent componentry, which are not at least 50 percent U.S. source and origin, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source and/or origin, to include the probable source and/or origin of the components if less than 50 percent U.S. components will be contained in the commodity. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Any commodity whose source is a non-Free World country is ineligible for USAID financing. The "origin" of a commodity is the country or area in which a commodity is mined, grown, or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity results, which is substantially different in basic characteristics or in purpose or utility from its components. Merely packaging various items together for a particular procurement or relabeling items do not constitute production of a commodity. Any commodity whose origin is a non-Free World country is ineligible for USAID financing. "Components" are the goods, which go directly into the production of a produced commodity. Any component from a non-Free World country makes the commodity ineligible for USAID financing.

TYPE/DESCRIPTION PROBABLE (Generic)	QUANTITY UNIT COST	ESTIMATED COMPONENTS	GOODS SOURCE	PROBABLE COMPONENTS	GOODS ORIGIN
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- (e) Restricted Goods. If the recipient plans to purchase any restricted goods, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source and/or origin. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals, Pesticides, Rubber Compounding Chemicals and Plasticizers, Used Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

TYPE/DESCRIPTION	QUANTITY	ESTIMATED	PROBABLE	INTENDED USE
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(Generic) UNIT COST SOURCE ORIGIN

- (f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in the U.S., please indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier. Any supplier whose nationality is a non-Free World country is ineligible for USAID financing.

TYPE/DESCRIPTION QUANTITY ESTIMATED PROBABLE SLUPPIER
 NATIONALITY RATIONALE
 (Generic) UNIT COST (Non-US Only) for NON-US

- (g) Proposed Disposition. If the recipient plans to purchase any nonexpendable equipment with a unit acquisition cost of \$5,000 or more, please indicate below (using a continuation page, as necessary) the proposed disposition of each such item. Generally, the recipient may either retain the property for other uses and make compensation to USAID (computed by applying the percentage of federal participation in the cost of the original program to the current fair market value of the property), or sell the property and reimburse USAID an amount computed by applying to the sales proceeds the percentage of federal participation in the cost of the original program (except that the recipient may deduct from the federal share \$500 or 10 percent of the proceeds, whichever is greater, for selling and handling expenses), or donate the property to a host country institution, or otherwise dispose of the property as instructed by USAID.

TYPE/DESCRIPTION (Generic) QUANTITY ESTIMATED UNIT COST PROPOSED
 DISPOSITION

6. PAST PERFORMANCE REFERENCES

Please see Section IV.C for additional information on the submission of Past Performance.

7. TYPE OF ORGANIZATION

The recipient, by checking the applicable box, represents that -

- (a) If the recipient is a U.S. entity, it operates as ☐ a corporation incorporated under the laws of the State of, ☐ an individual, ☐ a partnership, ☐ a nongovernmental nonprofit organization, ☐ a state or local governmental organization, ☐ a private college or university, ☐ a public college or university, ☐ an international organization, or ☐ a joint venture; or
- (b) If the recipient is a non-U.S. entity, it operates as ☐ a corporation organized under the laws of _____ (country), ☐ an individual, ☐ a partnership, ☐ a nongovernmental nonprofit organization, ☐ a nongovernmental educational institution, ☐ a governmental organization, ☐ an international organization, or ☐ a joint venture.

8. ESTIMATED COSTS OF COMMUNICATIONS PRODUCTS

The following are the estimate(s) of the cost of each separate communications product (i.e., any printed material [other than non- color photocopy material], photographic services, or video production services) which is anticipated under the grant. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.