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Subject: Amendment # 1 to Youth Power 2 (YP2) APS Addendum No. 72011121APS00001

Program Title: Armenia Workforce Development Activity (AWDA)

Catalog of Federal Domestic Assistance (CFDA) Number: 98.001

Ladies/Gentlemen:

The purposes of this Amendment#1 to the subject Youth Power 2 (YP2) APS Addendum are to:
(i) provide answers to the requests for clarifications (ATTACHMENT A), and
(ii) provide the list of organizations that expressed interest in this funding opportunity (ATTACHMENT B).

All other requirements, instructions, terms and conditions of the Youth Power 2 (YP2) APS Addendum 72011121APS00001 remain unchanged.

Sincerely,

Francis A. Hall
Regional Agreement Officer

ATTACHMENT A – QUESTIONS AND ANSWERS

Armenia Workforce Development Activity

#	Question	USAID Response
1.	Could USAID please confirm that the concept notes should use double spacing instead of single, as stated in Section D.2, Application Process “Concept notes must be five (5) to seven (7) pages, double-spaced... ” (emphasis added)?	The Concept papers should be single spaced five (5) to seven (7) pages
2.	Attachment A – Concept Note Template states “Concept papers should be 5-7 pages (<i>excluding CVs, past performance reports, and the budget table</i>).” However, the page limits provided for sections 1, 2, and 3 of the recommended outline add up to 5-6 pages. Can USAID please confirm that sections 1, 2, and 3 of the concept paper may be up to 7 pages in length?	Please note that the budget for the concept should be one page as stated in the template. Thus, the entire concept paper will be five (5) to seven (7) pages in total.
3.	The recommended outline provided in Attachment A – Concept Note Template includes Section 4, Staffing Plan and Qualifications of Key Personnel. The instructions for this section state, “please provide CVs of identified key personnel.” Can USAID please confirm that no narrative is required in this section, only the CVs of up to five proposed key personnel?	No narrative is required. Please submit only CVs of key personnel.
4.	Section E, Criterion 3 – Staffing Plan and Qualifications of Key Personnel, on page E-2, states that offerors will be evaluated on the “Adequacy of the staffing plan, including the assigned levels of effort and skill categories of various proposed personnel as they relate to the specific activities and results of the implementation plan; use of qualified local and international experts.” However, the instructions for Section 4, Staffing Plan and Qualifications of Key Personnel provided in the recommended outline in Attachment A – Concept Note Template only request CVs of identified key personnel. Can USAID please confirm that during the concept note review, offerors will be evaluated solely on key personnel, and will not be evaluated on the non-key personnel, the staffing plan, assigned levels of effort and skills categories of personnel as they relate to activities and results of the implementation plan, or use of qualified local and international experts?	Evaluation will be done according to evaluation criteria 3 of the APS addendum and includes adequacy of the staffing plan, including the assigned levels of effort and skill categories of various proposed personnel as they relate to the specific activities and results of the implementation plan; use of qualified local and international experts.
5.	As the Prime is currently building up the partnership format together with project Sub(s) and project beneficiary institutions, we would appreciate if you can provide us your approach and vision towards the extend of services provided by the Prime versus Sub(s) as percentage of total project budget amount distribution.	Applicants are free to propose reasonable distribution of activities between prime and subs depending on the number and qualifications of proposed subrecipients. However, the share of the prime applicant activities shall not be less than 40% of the total activities.
6.	We are anticipating to engage our university partner institution(s), from the United States. We wonder if this format of engagement is eligible, or should we otherwise engage	Applicants are free to propose a structure for the program implementation that best meets the programmatic needs.

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	international experts at individual level? Also, can you provide any estimate or your vision towards the budget distribution of Armenia-based Prime and Sub(s) versus internationally-based Sub(s)?	
7.	Can USAID please provide more clarity on the priority level for degrees? How much focus should be on short-term certificate and diploma programs vs. longer-term bachelors and associate degrees? Does USAID expect the applicant to work at both the secondary and post-secondary levels, or primarily post-secondary?	Applicants should propose the priority level for degrees based on proposed program objectives and the applicants knowledge, experience and evidence in the field.
8.	Is there an approximate limitation of infrastructure developments as percentage of the total budget; and are there limitations in terms of nature of those infrastructure improvements: [A] renovation works; [B] equipment and tools, including agro-technological educational lab tools, and agro-processing demonstration equipment; [C] infrastructural maintenance and operational costs during the project duration)?	No construction/renovation works will be implemented under this program. A reasonable number of equipment and tools, such as but not limited to: agro-technological educational lab tools, and agro-processing demonstration equipment can be included to support workforce training.
9.	In order to elaborate project's clear activities and deliverables towards achievement of the Objective 3, we would like to know if the proposed activities need to cover both overall labor and educational policies and regulations, or should the scope only be limited to TVET and/or Higher Education areas.	The activities should cover both - overall labor and educational policies and regulations.
10.	The second bullet point in the illustrative outcomes for Objective 3 describes Policies and services ... developed and implemented. We would like to know if the scope of this Objective assumes as deliverables existing policy analysis and improvements, or is it also expected that the aspects of the Law on Education and/or aspects of the Labor Code of RA will be improved and adopted.	Analysis of and improvements to both policy and legal/regulatory frameworks are included under this objective.
11.	Students in Dual TVET programs typically spend a majority of their time in industry receiving career training. These paid experiences are critical to the success of Dual TVET systems. Would USAID be willing to support student stipends while completing TVET programs?	USAID funds will not support student stipends under this activity.
12.	Agriculture, tourism and high tech are specifically named as areas of concentration in the Addendum. Have career tracks in these areas been identified that can be developed through a Dual TVET system?	No, we expect that applicants will identify and propose interventions to achieve the program objectives.
13.	Can US partner apply with Armenian companies in consortium or only as subs?" and "Are there any restrictions regarding to the budget spending in the USA in case US companies or experts are engaged to the project?"	Please note that in the case of a consortium it must be registered locally in Armenia and meet the eligibility requirements of the APS addendum. In the case of prime/sub relationship, the prime must meet the eligibility requirements of the APS addendum.
14.	Can we buy tools and equipment for the vocational schools to improve their services such as hair brushes, blow dry, computers, pots and pans etc.	See response to question #8.
15.	Can we pay for vouchers: we pay the tuition fee for trainees to go to vocational schools?	USAID funds will not support tuition vouchers.

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16.	Will we be allowed to pay for transportation cost for regional youth to go for training in the city or somewhere else closest to their home?	Yes, this can be part of the training cost.
17.	Can we pay individual masters to pass on their skill to the youth?	No, we anticipate a more institutional and sustainable approach.
18.	May an organization apply with different consortiums, once as a prime, in other cases as an implementing party, or a sub?	Yes, an organization can apply as part of different consortiums and as a prime and in other cases as a sub.
19.	What is the difference between subs and implementing partners?	Sub-recipients that implement certain components of the program are considered implementing partners. Service or commodity suppliers are not considered implementing partners.
20	Are there any limitations (min/max) in terms of numbers of the implementing partners involved in the consortium?	There is no limitation on the number of implementing partners involved in a consortium. The composition of the consortium should be reasonable.
21	Should we name all organizations (e.g. educational institutions, fixed service contractors, etc.) at the concept level stage, or we can add new or change organizations at the later stage (e.g. during implementation)?	All organizations must be named at the concept stage for evaluation under Criterion 2 – Qualifications of Proposed Partnership(s)
22	May a Consortium include only Local Entities, without LEP?	Yes.
23	What is the requirement for financial standing for Local Entities?	The organization should be financially viable to implement the program. A pre-award survey of the selected organization will be performed to assess the organizational systems and financial viability of the successful applicant.
24	Can Locan Entity be a Prime and lead a Consortium of several other local entities?	Yes.
25	Is it required for a prime applicant and/or co-applicants to have D.U.N.S. number and SAM active registration at the time of submission?	SAM registration is only required for the Prime. DUNS number and SAM registration must be available at the time of award.
26	Can governmental organizations be subs in the project, for instance state foundation?	Government ministries and agencies cannot be implementers, state foundations can be.
27	May the Chamber of Commerce and Trade of the Republic of Armenia participate in the call as an implementing party? We ask to understand whether it fits to the proposed eligibility criteria, it is not clear enough, for instance, whether it can be considered a public institution, since it has separate unique legal status named exactly as it is - <i>Chamber of Commerce</i> .	The applicants should make sure that they meet the eligibility requirements of the APS addendum.
28	Should Past Performance in the Concept paper refer only to the Prime, or Subs also should present their Past Performance?	Past performance information for all proposed partners (prime, subs, consortia members) must be included in the concept paper.
29	Should local entities that apply as Prime meet a certain requirement in terms of the cumulative budget income during the last 5 years? If YES, is there any required threshold? And should the presented financial statements be audited?	Please refer to the answer to question #23
30	Is there any requirement for percentage funding going to Prime and Sub/s?	Please refer to the answer to question #5.

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31	Do you require co-financing for an AWFA project from implementing partners? If yes what is the required % of co-financing? Who is responsible for co-financing only prime or it can be shared among implementing parties according to their budget amount?	Co-financing or cost-share is not one of the criteria for the concept paper. Co-financing or cost-share will be discussed with the successful applicant during the co-creation stage.
32	Can an in-kind contribution be considered as co-financing for an AWFA project?	Yes, in-kind contributions could be considered as co-financing. Please refer to the answer to question #31
33	What is the % of Indirect Costs for Local Entities?	Local Entities should have an established and negotiated % for Indirect Costs. In case there is no negotiated indirect cost rate, costs can be proposed as direct. Also, de minimis rate at 10% can be used by local organizations to recover indirect costs.
34	What is the % of Indirect Costs for LEP?	LEPs should have an established and negotiated % for Indirect Costs.
35	In the grant document there is no emphasis on creation of jobs for youth/women/etc. through entrepreneurship. We have a core competence in this area (bootcamps, seed-funds, mentorship). Will establishment of small businesses be relevant to the objectives of the call?	The establishment of businesses is not relevant to the objective of the call.
36	Emphasis is on youth and women. Does this include adult women too?	Yes.
37	Is it allowed to purchase a building and/or land plot during the project implementation? Is it allowed to do renovations during the project?	No.
38	May the program scope include a Grant Scheme to promote youth start-up and women entrepreneurship?	No.
39	It is stated in the call that activity will proactively identify key avenues for women to enter the labor market, including in non-traditional fields. Could you please specify which sectors do you consider non-traditional?	The applicant should specify the non-traditional fields.
40	Should the key personnel have 100% LOE or it is possible to consider professionals with less LOE?	Key personnel with less than 100% LOE can be proposed. The percentage should be reasonable based on the nature of the position.
41	Can the names of key personnel provided in the Concept Note change in future, of course upon the consent of USAID?	Please refer to the answer to question #4. USAID approval is required for any key personnel change during implementation.
42	Should key personnel represent only Prime, or we should include in the Concept Note key personnel from all member organizations of the consortium?	Key personnel can be proposed from sub recipients also. Please refer to the answer to question #4.
43	Could USAID please confirm that we should use the concept note template included as Attachment A within the addendum, rather than the template from the YouthPower2 APS? If so, would USAID provide a Word version?	Yes, applicants should use the concept note template included as Attachment A to the APS Addendum.
44	Please confirm we should use the Budget Summary template included with the YouthPower2 APS.	Yes.
45	Please confirm that concept notes should be 5 to 7 pages, single spaced.	Yes.

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46	In Attachment A, the section on Qualifications of Proposed Partnerships requests “a project diagram indicating the roles of the various partners.” In Section D of the Addendum, USAID has stated that “Charts, graphs, CVs of key personnel, past performance information and references, as well as preliminary budget are not included in the five (5) to seven (7) pages limitation for the Concept Notes.” Can USAID please confirm that the partnerships diagram is considered a chart/graph and therefore is NOT included in the 5 to 7 page limit?	Yes.
47	Does the prime's turnover, size of the team, and the volume of programs in the recent years matter? Can an organization that has not been active for a few years but is legally registered locally apply?	Please refer to the eligibility requirements and to the evaluation criteria of the APS addendum.
48	Is there a preference for the prime to be a non-profit organization or are for-profits given equal consideration?	No, there is no preference.
49	How does not having previous experience with USAID programs in the past 5 years affect an organization's consideration? Is it an advantage or a disadvantage in terms of the applicant's competitiveness?	As stated under evaluation criteria 4 - Relevant Past Performance: “The applicant must have a minimum of five years of relevant past performance in the respective Program areas. Emphasis will be placed on prior achievements in similar programs to that proposed. The Selection Committee may contact references other than those provided in the application.”
50	Does USAID anticipate a 5-year Period of Performance regardless of the eventual Period of Performance start date, in the event of a start date later than June 1?	Yes.
51	Could USAID provide a Local Compensation Plan?	The organizations should use their own internal personnel policies to establish the rates. Also, the rates should be market based.
52	Could USAID clarify what is intended by the job placement illustrative outcome? Does USAID want the activity to count only direct job placements or also employment that is a result of youth beneficiary self-initiative?	“Job placement” is an indicator of program performance evaluation not an activity by itself.
53	Could USAID confirm if the concept note must be double spaced? Please consider allowing single-spaced given the 5–7-page limit.	Please refer to the answer to question #1.
56	The Attachment A concept note template states that the budget table should not exceed 1 page. However, the YP2 APS announcement includes a downloadable Excel-based budget template with two “Budget Summary” and “Narrative” pages. To clarify, should the preliminary budget for the concept note be submitted as a 1-page summary included within the final PDF doc, or should it be submitted as a separate Excel file using the Excel template provided by the YouthPower2 APS announcement?	Applicants should use the “budget summary” template from the YP2 APS. The budget table should be self-explanatory, no budget narrative is required at the concept stage.
57	The Attachment A - Concept Note Template provided in the Armenia Workforce Development addendum contains guidelines that are different from the downloadable concept note template included in the YouthPower2 APS announcement. For example, the	The cover page from the YP2 APS can be included and will not be counted against the 5-7 page limitation for the concept paper. Applicants must use the template from the APS Addendum Attachment A: Concept Note Template.

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	downloadable YP2 APS concept note template includes requirements for a cover page, which Attachment A of the AWD addendum does not. Should we develop concept notes using the Attachment A - Concept Note Template included in the Armenia Workforce Development addendum, or should we use the downloadable template from the YP2 APS full announcement? If we should only use the Attachment A template included in the AWD addendum, should a cover page also be included like required for the YP2 APS template?	
58	In “Attachment C: Initial Environmental Examination” of the Armenia Workforce Development addendum announcement, there is a “Background and Project Description” section that outlines several components of the AWD activity (objectives, expected results, outcomes, and activities). However, two of the objectives in this Attachment C section are worded differently from the objectives specified in the body of the announcement in section A.3. For example, in section A.3, objective 2 is written as “Societal perceptions shifted to support effective labor market participation” whereas in Attachment C, objective 2 is written as “Information utilized to improve effective labor market”. Furthermore, whereas this “Background and Project Description” section of Attachment C outlines activities and expected results, no such activities or expected results are mentioned anywhere else in the body of the announcement. When developing a concept note, should we incorporate any of these elements from Attachment C even though they don’t entirely match the rest of the announcement, or should we only rely on what is written in the body of the announcement particularly in section A.3?	Please rely on the provided Program Description (pages A1-A10).
59	In the section C1 among the eligible local entities a variety of institutions are listed - public, private, for-profit, NGOs, and HEIs. Please clarify if public institutions include government bodies, let’s say, the Ministry of Education, Science, Culture, Youth and Sports.	Government ministries and agencies are not eligible for this program.
60	Is there a requirement regarding the minimal threshold of annual funding of the principal applicant?	The organization should be financially viable to implement the program. A pre-award survey of the selected organization will be performed to assess the organizational systems and financial viability of the successful applicant.
61	Is there a recommended composition of a consortia and number of its members?	There is no limitation on the number of implementing partners involved in a consortium. The composition of the consortium should be reasonable.
62	Under Objective 1, USAID seems to indicate that the implementer will need to work with secondary, post-secondary TVET institutions and college curricula. Given past experience, we know that it is critical to find committed partners, both private and educational, to develop sustainable solutions. We also understand that this commitment, especially by educational institutions, may take time to develop. Further, reforms also need time	Number of educational institutions should be determined by the applicant and be reasonable.

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	especially if training programs need to be accredited. What are USAID's expectations in terms of how many educational institutions the Activity should work with?	
63	We and our partners do not believe that rapid temporary achievements are the solution. Rather we are committed to developing long-term successes. However, changing behaviors takes time, significant resources, and collaboration with stakeholders. Has USAID obtained commitment from the government to participate in this Activity? For example, to support campaigns to inform families and students about the job opportunities for TVET trainees? Or will this be part of the co-creation process?	USAID consulted with the government during the design of this activity. Please refer to the Program Description (pages A1-A10).
64	Can an entity having a status of State non-commercial organization be member of the consortium?	Yes.
65	Can USAID please clarify if they would like offerors to include letters of commitment from subcontractors as an annex to the concept note?	Yes
66	Is it expected that the preliminary budget to be submitted shows the shares among members of the consortium members?	Yes.
67	Can you please specify the scope of program evaluation to be presented in the concept note? How comprehensive it should be?	A Monitoring Evaluation and Learning plan is not required at the concept note stage.
68	Can you please specify how important is the past experience to be exactly in the narrowly specified field?	The past performance should be relevant. Please refer to Criterion 4 – Relevant Past Performance.

ATTACHEMNT B - LIST OF INTERESTED ORGANIZATIONS

Armenia Workforce Development Activity

#	Company	Contact Person	Contact Information
1	Children of Armenia Fund (COAF)	Erik Gyulazyan Founder's representative/senior adviser	Tel: (374 55) 206935 Email: erik.gyulazyan@coaf.org
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7	Near East Foundation 110 West Fayette Street, Suite 710 Syracuse, NY 13202	Rachel Bass Program Development Officer	Email: rbass@neareast.org
8	Center for Entrepreneurship and Executive Development (CEED) Small Enterprise Assistance Funds (SEAF) 1500 K Street NW, Suite 375, Washington, DC 20005	Sheena (Maude) Cooper Program Development Associate	Tel: 1-202-737-8463 ext. 120 Email: mcooper@ceed-global.org
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