FUNDING OPPORTUNITY COVER PAGE

Issue Date:	**May 28, 2015**
Deadline for submission of Questions:	**June 19, 2015 4:00pm (EDT)**
Anticipated Date of Response to Questions:	**June 24, 2015**
Closing Date for Application Submission:	**July 2, 2015**
Closing Date for Application Submission:	**4:00 p.m. (EDT) Washington, D.C.**
Place of Performance:	**Uganda**

Subject: Notice of Funding Opportunity (NFO) Number: RFA-617-15-00007, Feed the Future Uganda Producer Organizations Activity

The United States Agency for International Development (USAID) is seeking applications for Cooperative Agreements from U.S. organizations or non-U.S. organizations for funding to support a program entitled "Feed the Future Uganda Producer Organizations Activity." Eligibility for this award is not restricted (see Section C of this NFO for eligibility requirements).

Subject to the availability of funds an award will be made to that responsible applicant(s) whose application(s) best meets the objectives of this funding opportunity and the selection criteria contained herein. While one award is anticipated as a result of this notice of funding opportunity (NFO), USAID reserves the right to fund any or none of the applications submitted.

For the purposes of this NFO the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient;" and "Grant Officer" is synonymous with "Agreement Officer." Eligible organizations interested in submitting an application are encouraged to read this funding opportunity thoroughly to understand the type of program sought, application submission requirements and evaluation process.

To be eligible for award, the applicant must provide all information as required in this NFO and meet eligibility standards in Section C of this NFO. This funding opportunity is posted on www.grants.gov, and may be amended. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity. Applicants will need to have available or download Adobe program to their computers in order to view and save the Adobe forms properly. It is the responsibility of the applicant to ensure that the entire NFO has been received from the internet in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on www.grants.gov or accessing the NFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

The successful Applicant will be responsible for ensuring the achievement of the program objectives. Please read each section of the NFO.

Please send any questions to the point(s) of contact identified in section D. The deadline for questions is shown above. Responses to questions received prior to the deadline will be furnished to all potential applicants through an amendment to this notice posted to www.grants.gov.

Issuance of this notice of funding opportunity does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for any costs incurred in preparation or submission of comments/suggestions or an application. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID programs.

Sincerely,

Nancy Kleinhans
Agreement Officer

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SECTION A - FUNDING OPPORTUNITY DESCRIPTION

1. Introduction

This Activity will focus on strengthening the governance, management and service delivery capacity of producer organizations (POs) with the goal of helping establish durable and enduring institutions that are able to plan, mobilize resources, and deliver services that meet the evolving needs of their members in a rapidly changing competitive environment.

The Activity will work with both formal and informal POs involved in production, processing and marketing activities of the Feed the Future (FTF) Uganda focus value chains (coffee, maize and beans). It will be implemented under USAID/Uganda's FTF Value Chain Development Project approved through a Project Appraisal Document (PAD) in May 2012. The PAD addresses a wide range of activities targeting various actors (producers, traders, service providers, key policy makers, etc.) to promote an inclusive market system. The FTF Uganda value chain project contributes to achieving USAID Uganda's Country Development Cooperation Strategy (CDCS) Development Objective One (DO1): "Economic growth from agriculture and the natural resource base increased in selected areas and population groups." The Activity will contribute to the project goal by strengthening PO's capacity and establishing sustainable institutions that meet the needs of members.

2. Background

The majority of Ugandan farmers are smallholders faced with a number of production and marketing constraints. The lack of organization at the farm, marketing and processing levels presents a missed opportunity to exploit the factors of production (land, labor, and capital). The situation has been complicated by the collapse of the cooperatives movement in the late 1980s leading to reduced incomes and increased poverty in rural Uganda. The steady decline in the performance of agricultural cooperatives is attributed to internal factors such mismanagement and embezzlement of funds by cooperative leaders or officials and external factors such as political instability that diminished cooperatives profitability. However, the decline in the performance of agricultural cooperatives did not spill into the other types of cooperatives like Savings and Credit Cooperatives (SACCOs). The failure by Government of Uganda to effectively revive agricultural cooperatives has resulted into a new generation of private sector producer/farmer organisations as a means of achieving economies of scale.

Types of Producer Organizations		
Form	**Structure**	**Function**
Cooperatives	Formal Legal status	• Profit making and profits are distributed according to patronage • Members have equal rights in the business and decision making • Provide services to their members
Associations	Formal Legal status	• Members receive benefits in form of services • May or may not be profit generating. • Generally do not distribute business profits to their members

Primary producer groups/Village associations	Informal-Non legal	• Members work together to improve their negotiating position, access inputs, save, process and access better market prices. • More flexible in adapting to the changing environment

These organisations vary greatly and are differentiated on the basis of their legal status, functions, geographic scope and size. The most common legal structures of POs are Cooperatives and Associations. POs with formal legal status are registered under the Cooperative societies Act, Cap. 112 (1991) and the Cooperative societies Regulation of 1992. Informal POs are governed under Uganda National Farmers Federation (UNFFE), an umbrella organization that provides technical assistance, general support services, and advocates for local farmer institutions. Under UNFFE, the activities that POs are engaged in are grouped in three types; technical-economic (access to agricultural inputs and market for their products), representational (defending the producers interest), and social (providing a number of social services such as health, education etc) (DFID 2001). POs also include commodity specific organizations such as the National Union of Coffee Agribusinesses and Farm Enterprises (NUCAFE) that acts as a process facilitator for providing goods and services that help farmers expand their activities throughout the coffee value chain. The farmer ownership model (FOM) promoted by NUCAFE is an alternative to the traditional cooperative whereby farmers instead of selling their coffee to processors, they simply pay them a fee for processing or milling, and retain the processed coffee. This is one example out of the many models that exist in Uganda.

In terms of capacity, effective POs are able to defend and protect the interests of their members and/ or link members to required products and services. For example, in Uganda registered POs are perceived as credible institutions with legal status that allows them to secure credit. In addition, effective POs increase members' bargaining power and reduce risks, making it easier to purchase agricultural inputs in bulk; engage in collective product marketing; and invest in other agricultural related activities. Such POs enhance producers' access to market information from buyers enabling members to choose when and where to sell their products. Some POs also promote change in attitudes, develop leadership skills, stimulate entrepreneurial mind-sets and empower producers to be more proactive. Successful POs also contribute to social capital, which is an important ingredient in any health institution. By expanding membership to include young people and by establishing structures that mentor and guide youth to take up leadership positions, POs also present a good opportunity for tapping into the existing resource of young people to engage in on-farm and off-farm activities, thus increasing their employment opportunities.

Current efforts to improve the livelihoods of rural people have aimed at re-orienting farmers' attitudes and practices from subsistence farming towards farming as a business. However, this re-orientation requires farmers to have entrepreneurship and business skills. It also requires strong technical and management capacity among PO leadership to represent member priorities. This re-orientation also requires civic education on member's rights to enhance their ability to represent their own interests and engage in effective dialogue at the local level.

Strengthened POs are identified as a critical component in the USAID funded FTF Value Chain Development Project. It was envisioned that POs play an integral role in other activities of the project such as the Commodity Production and Marketing, the Enabling Environment for

Agriculture, and the Agricultural Inputs activities. Both the Commodity Production and Marketing and the Agricultural Inputs activities have adopted a market systems implementation approach that does not directly work with producers. However, strong POs are necessary because they are an important interlocutor between farmers and the wider market system. The theory of change posits that once POs are strengthened, other activities under the FTF Value Chain Development Project will become more successful in delivering benefits to individual farmers and their households.

3. Problem Statement

POs often face challenges in the areas of governance and management. Good governance requires that: 1) policies and procedures are established and observed; 2) leadership is transparent in decision-making and accountable to members; and 3) actions taken by the leadership (Board, managers and staff) are equitable, effective, and efficient. The majority of POs in Uganda do not have the processes and structures in place that promote good governance. On the other hand, management refers to the role played by the leadership team in executing the plans and policies. PO management often has inadequate knowledge and skills to perform this role. For example, PO managers and staff are often unable to respond to member demands, provide adequate services, advocate on behalf of members, monitor effectiveness of activities, utilize planning documents, and develop strategic alliances with other partners. In addition, PO Boards are often unable to effectively perform their role. They tend to provide inadequate oversight or excessive interference, which undermines the sustainability of POs. This is usually because Board members do not fully understand their function and oversight role in the organization.

Other challenges that POs face include insufficient working capital, limited investment in improved technologies, insufficient value addition, and limited marketing opportunities. These challenges limit member's ability to access inputs, obtain services, and improve quality of produce ultimately limiting increase in their incomes. Additionally, POs often experience limited participation by women and youth members due to lack of differentiated services, which are tailored to these groups. In the cases where POs are created artificially, there is often a large gap between what "members" perceive as their needs and what the organization offers as a menu of services.

Considering the critical role of POs in the market system, it is imperative to address these challenges in order to develop sustainable institutions that meet the needs of their members.

4. Objectives and Illustrative Activities

The overall objective of this activity is to strengthen the governance, management, service delivery and local level advocacy capacities of producer organizations (POs) in the FTF zone of influence. The specific objectives of this activity are as follows:

i) By the end of this activity, POs will be operating as viable business entities. Illustrative activities for achieving this objective include:
   - Strengthening organizational governance and ability to monitor activities for greater accountability and transparency.
   - Strengthening the capacity of POs to effectively develop and/ or implement strategic plans as appropriate.
   - Strengthening the capacity of POs to mobilize resources for sustainable operations.

- Supporting the management of POs to improve business processes and procedures by linking them to business development services support in business planning and entrepreneurial skills, financial management, bulk purchasing and selling, marketing and market development, agreement management, negotiation, and Information and Communications Technology (ICT) applications.

Successful Producer Organizations meet the following criteria:

- Member-driven, member-controlled and member-responsive organisation; with a design that imparts high drive level and a cohesive governance structure;
- Well-integrated vertical structures exists and provides support in order to enable the base level cooperatives to effectively and efficiently service their individual members; the federal cooperatives provide advisory services, technical know-how and back-up support services, be it of input supply, crop/animal care, marketing of output, extension, supply of equipment and machinery, sale of consumer articles, or of social or cultural nature;
- Efficiently managed by trained and professionally-qualified staff under the supervision and control of democratically-elected boards of directors;
- Implementing comprehensive program for member education in order to facilitate the process of members' participation, members' involvement and empowerment; and for training of staff and members of boards of directors;
- Integrated operations with the needs of their member households i.e., the latter derive economic benefits from their membership in the cooperatives – single or multipurpose; and these benefits tend to be higher than from any other competing system;
- Undertaking value-added operations; choose, assess and employ appropriate but advanced technologies; and forge forward integration in order to gain competitive advantage in the marketplace;
- In the process of becoming self-reliant, to accumulate capital and develop other resources in order to remain free from all external controls and directions; and
- Viable and strong linkages with external research and development/extension agencies in the field of agriculture and technology. These are appropriate to the needs of cooperatives and their members;
- Open, ethical, caring, and socially aware institutions. These display social concern in their business operations and in their relations with customers, employees and members, and the community at large.

ii) By the end of this activity, POs will be providing demand driven services to meet the evolving needs of their members in a rapidly changing competitive environment. Illustrative activities for achieving this objective include:

- Assessing members' technical skill gaps and linking POs with existing business development services or other members adept in the desired skills to share knowledge and increase the skills of the membership base.
- Mentoring and coaching the management of POs to empower women and youth through provision of specialized services where these opportunities exist.
- Supporting the management of POs to strengthen linkages, relationships, roles, responsibilities and information flow between apex organizations and local level POs where appropriate.

iii) By end of this activity, POs will be advocating for improved agricultural enabling environment at the local level. Illustrative activities for achieving this objective include:

- Supporting the management of POs to identify and prioritize challenges that their members face and to develop appropriate methods for advocacy
- Strengthening the capacity of POs to provide their members with education on civil rights.
- Mentoring and coaching POs to articulate their concerns, interest, aspirations and participate in the decision making processes at the local level

- Strengthening the capacity of POs to develop structures or networks that promote dialogue and coordinated action with POs and other entities with common objectives.
- Supporting POs to develop relationships and channels of engagement with relevant local level authorities. Supporting POs to monitor the implementation and enforcement of reforms, and to hold public and private institutions accountable.

Expected Results

1. Increased involvement of POs in business-oriented activities along the values chains.
2. Improved PO governance and management structures that efficiently and effectively provide services responsive to the needs of their members.
3. Improved agricultural enabling environment at the local government level

5. Monitoring and Evaluation

Under this Activity, monitoring and evaluation will be conducted in accordance with ADS 203 and the Agency's new Evaluation Policy. The partner shall develop a monitoring and evaluation plan, which shall consider the proposed activities and include outcome and impact indicators in addition to appropriate standard USAID indicators to measure and report on Activity performance (See Attachment C). The recipient shall conduct a baseline survey before implementation begins and USAID will review the terms of reference. Performance will be evaluated based on progress towards meeting set targets in the annual work plans as well as end of Activity targets.

USAID will conduct periodic performance reviews to monitor progress of work and the achievement of results described in the work plan. Evaluation of this activity will be included as part of the FTF Value Chain Project evaluation. USAID will work closely with the recipient to develop monitoring and evaluation tools. The recipient shall document useful principles for possible scale up.

The Activity will be subjected to a rigorous performance evaluation, fully compliant with the requirements of USAID's Evaluation Policy. Measuring specific outputs and evaluating their impact will facilitate better understanding of the approaches that are working, and guide decision making on the implementation strategy regarding interventions that may need refining or strengthening.

6. Collaboration, Learning and Adaptation (CLA)

This Activity will contribute to USAID/Uganda's CDCS's commitment to a multi-faceted Collaboration, Learning and Adaptation (CLA) approach to development. Learning begins with a clear set of hypotheses. Therefore, the recipient shall develop a set of hypotheses that incorporates interventions, sequences, resources, etc. necessary to produce desired results. Through CLA, the recipient shall continuously re-evaluate actions and assumptions to minimize risk, eliminate what does not work and test and scale up promising and innovative approaches to improve POs' efficiency. Collaboration is critical to the success of this Activity, because it forms the foundation of USAID Uganda's Value Chain Development Project. The recipient will collaborate and coordinate with other USAID Activity partners, non- USAID projects, GoU agencies and subject matter specialists in order to achieve effective results. The recipient will also promote CLA through continued participation in the coffee and maize/beans commodity platforms.

7. Implementation Approach

It is important to note that POs in Uganda are at varied levels of capacity development, and they will adopt new practices and evolve at different rates during the life of this Activity. Therefore, interventions must be tailored to each PO based on identified priorities, rather than employing a "one size fits all" approach. Applicants' understanding and proposed implementation approaches which identify realistic gradual capacity enhancement will be considered.

a. Geographic Focus

This Activity will be implemented in the FTF zone of influence (Attachment B). The criteria that were used in selecting districts will include:

1. The volume of production of the three priority crops;
2. The presence of market infrastructure, particularly warehouses and smaller aggregation centers (funded by Purchase for Progress and interventions related to Market Linkages Initiative project, a USAID East Africa activity); and
3. The Districts in which the FTF Livelihoods and Enterprises for Agricultural Development activity had focused its work; and those where the FTF Agricultural Inputs and Commodity Production and Marketing activities are currently operating.

b. Coordination with Government Entities & District Operational Plans

The recipient will participate in the implementation of District Operational Plans (DOPs) when working in any of the USAID/Uganda's 19 Mission Focus Districts (see attached map). These 19 districts form a sub-set of the broader USAID zone of influence in which the Activity will operate. In practice, this will mean using the DOP Memorandum of Understanding (MOU) as the framework for collaboration, coordination and mutual accountability rather than signing bilateral MOUs with the local government. The recipient will also provide quarterly reports and work plans to the district, attend quarterly meetings with other implementing partners convened by the district local government, and provide other relevant information as required, under the DOP. Senior representation will be expected at some of the quarterly meetings. For the districts that are not part of the DOP process, the recipient will sign separate MOUs with the districts specifying the roles and responsibilities of each party in the Activity.

c. Sustainability

As described in the PAD, the Uganda FTF Value Chain project aims to ensure lasting development outcomes for the population and the effective and efficient use of USG resources. Specifically, for this Activity, the recipient shall build the institutional capacity of POs to conduct their business more effectively and efficiently without the need for continued external support after the close of the Activity.

d. Local Capacity Development

The USAID Forward agenda emphasizes developing the capacity of local organizations. The recipient will work with and through apex organizations, academic institutions, professional associations, consultants, chartered accountants, etc. to strengthen the managerial capacity of POs to provide demand driven services to their members. Also, the recipient will work with POs to build their technical and institutional capacity to advocate for policy reforms that allow POs to thrive at the local level. Through continued mentoring and coaching, the recipient will strengthen the capacity of youth and women to advocate for their rights, interests and aspirations and engage the relevant authorities in the decision-making process. The recipient will organize, in coordination with the coffee, maize/beans sector platforms, events to share useful principles with partners and develop strategies for scaling up these in target areas.

e. Gender

Promoting gender equality and advancing the status of women and girls is vital to achieving USAID's development objectives. USAID/Uganda completed a gender analysis in 2010 (see Attachment D) to guide Activity design. This analysis identified challenges that rural women face and key points of entry for potential USAID interventions. The recipient shall address some of the identified challenges by:

- Strengthening women's voice in household decision-making concerning expenditures and assets;
- Strengthening women's access to land and ownership of assets;
- Supporting POs to provide equitable services to PO members;
- Developing the capacity of rural producer organizations to represent women's interests in the market and to ensure they have a voice and decision making opportunities commensurate with their role in the production of the commodity/commodities involved.
- Supporting POs to improve the available infrastructure and services, such as processing and storage facilities, transportation, information and communication technologies (ICTs), and facilities at retail and wholesale markets to meet women's needs ; and
- Building networks and mentoring opportunities to support entrepreneurship activities for women POs.

f. Youth

USAID/Uganda is committed to ensuring youth integration into its activities. Specifically for this Activity, the recipient will create special incentives to increase youth participation in PO activities. Socially-sound opportunities for assisting younger, disadvantaged women will be considered particularly favorably. The recipient will also address issues related to equitable asset access and control of productive resources, access to services and decision-making for youth within POs.

8. Key Personnel

The personnel listed below are considered essential to the work performed under this Agreement:

1. Chief of Party: 100% LOE
2. Capacity Development Specialist: 100% LOE

3. Agribusiness Specialist: 100% LOE

Before removing, replacing or changing any of the listed or specified personnel, the recipient must: (1) notify the Agreement Officer (AO) reasonably in advance and; (2) submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this Agreement; and (3) receive written approval from the AO for the proposed personnel change. The recipient must make no changes or replacement of key personnel without the AO's written approval.

Key Personnel requirements are as follows:

Chief of Party: The Chief of Party (COP) provides overall technical and administrative leadership and expertise for the Activity and serves as the primary liaison with USAID/Uganda on management and technical matters. The COP is responsible for management of all aspects of Activity implementation in meeting the objectives of the Agreement including, but not limited to, technical, administrative, operational, and logistical management of Activity interventions and reports directly to the designated USAID Agreement Officer's Representative (AOR).

The COP is responsible for Activity development from inception to deployment. Plans, organizes, and supervises the overall activities under this agreement. He/she ensures that all activities conform to the terms and conditions of the agreement requirements, including cost, schedule and quality parameters; interfaces with clients, conferring with USAID management on strategic issues to maximize impact and scale, minimize costs, and maximize efficiency and sustainability in achieving all requirements; and manages and controls funds and other resources for the agreement as required. The COP prepares status reports, budget information and other documentation as needed. The COP will take a leadership role in coordination among USAID, key stakeholders, other implementing partners and GoU officials.

Skills and Experience: Minimum of 5 years of experience in international development, preferably in agriculture and private enterprise development. Demonstrated ability in successfully leading and managing programs of a similar scope and scale. High level of leadership, interpersonal, technical, and analytical skills including a demonstrated ability to interact effectively and collaboratively with a broad range of public and private sector counterparts and other key stakeholders. The COP will have demonstrated ability to work in complex, politically charged environments, work across different cultures, and manage diverse teams to deliver impact within agreed timelines.

Education: Minimum of a Master's degree in economics, business, international development, public policy, education, agricultural economics, or other relevant field (a Bachelor's degree in a relevant field and ten years of experience could be substituted for a Master's degree).

Language: The candidate must be professionally fluent in written and spoken English.

Agribusiness Specialist: The Agribusiness Specialist is responsible for technical leadership and oversight for activities under Result 1 & 2 in Section A.4.

Skills and Experience: Minimum of 5 years of experience in program management, agribusiness or agricultural development activities, with a focus on supporting Producer Organizations to access agricultural inputs, advisory and business development services, and output markets; increase their production and marketing efficiencies; and enhance product competitiveness. Must have excellent track record of achieving results in private sector-led development activities, preferably in agriculture. Must have demonstrated high-level technical, analytical, interpersonal skills and ability to meet tight deadlines with logical analyses and clear presentation.

Education: Minimum of a Bachelor's degree in Agribusiness Management, agricultural economics, or other relevant field (a Diploma in a relevant field and an additional five years of experience could be substituted for a degree).

Language: The candidate must have strong English written and oral communication skills

Capacity Development Specialist: The Capacity Development Specialist is responsible for technical leadership and oversight for activities under Result 3 in Section A.4.

Skills and experience: Minimum of 5 years of experience in capacity development of producer organizations, community-based organizations, or associations. Ability to design capacity-building strategies based on clear needs identification and understanding of the operating context, and demonstrable experience of working with producer organizations and implementation of capacity development programs. Demonstrated experience of working with national or local government and understanding of systems that facilitate capacity development processes for identified producer organizations.

Excellent track record of achieving results in similar types of skill development activities. Demonstrated high-level technical, analytical, and interpersonal skills.

Education: Minimum of a Bachelors' degree in education, social work, or other relevant field (a diploma in a relevant field and an additional five years of experience could be substituted for a Bachelor's degree).

Language: The candidate must have strong English written and oral communication skills.

Authorizing Legislation: The authority for this NFO is found in the Foreign Assistance Act of 1961, as amended; and is subject to 2 CFR 700 and 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal Awards.

[END OF SECTION A]

SECTION B - AWARD INFORMATION

1. **Estimate of Funds Available and Number of Awards Contemplated**

Subject to funding availability, USAID intends to provide $3,300,000 in total USAID funding over a 3-year period. The ceiling for this program is $3,300,000. Actual funding amounts are subject to availability of funds.

USAID intends to award a Cooperative Agreement pursuant to this notice of funding opportunity.

USAID reserves the right to fund any one or none of the applications submitted.

2. **Start Date and Period of Performance for Federal Awards**

The period of performance anticipated herein is 3 years. The estimated start date will be upon the signature of the award, on or about August 1, 2015.

3. **Substantial Involvement**

USAID will be substantially involved during the implementation of this Cooperative Agreement in the following ways:

1. Approval of the recipient's annual work plans, reports, monitoring and evaluation plan, and all modifications that describe the specific activities to be carried out under the Cooperative Agreement;

2. Approval of and any changes to specified key personnel; and

3. Agency and recipient collaboration or joint participation (collaborative involvement in selection of advisory committee members, concurrence on selection of sub-award recipients, and/or the substantive provisions of the sub-awards).

4. Monitor to authorize specified kinds of direction or redirection because of interrelationships with other projects. All such activities must be included in the program description, negotiated in the budget, and made part of the award.

4. **Title to Property**

Property title under the resultant agreement shall vest with the cooperating country in accordance with the Requirements of **2 CFR 200.312 -Federally-owned and exempt property.** For Non US Non-Government Organizations, ADS Standard provision - TITLE TO AND USE OF PROPERTY (DECEMBER 2014) - t**itle to all Property financed under this award vests in the recipient upon acquisition unless otherwise specified in this award; applies.**

5. **Authorized Geographic Code**

The geographic code for this program is **935.**

6. **Purpose of the Award**

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the Feed the Future Uganda Producer Organizations activity which is authorized by Federal statute.

The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award. The Recipient using its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the resulting award.

[END OF SECTION B]

SECTION C – ELIGIBILITY INFORMATION

1. Eligible Applicants

U.S. and non-U.S. organizations may participate under this NFO.

USAID welcomes applications from organizations which have not previously received financial assistance from USAID.

Applicants must have established financial management, monitoring and evaluation processes, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations. The successful applicant will be subject to a responsibility determination assessment (Pre-award Survey) by the Agreement Officer (AO).

The Recipient must be a responsible entity. The AO may determine a pre-award survey is required to conduct an examination that will determine whether the prospective recipient has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award.

2. Cost Sharing or Matching

USAID has established a suggested cost share of 5% of projected award amount for the recipient of the award. Such funds may be mobilized from the recipient; other multilateral, bilateral, and foundation donors; host governments; and local organizations, communities and private businesses that contribute financially and in-kind to implementation of activities at the country level. For guidance on cost sharing in grants and cooperative agreements, see 2 CFR 200 and 700, and ADS 303.3.10.

[END OF SECTION C]

SECTION D - APPLICATION AND SUBMISSION INFORMATION

1. **Agency Point of Contact**

Nancy Kleinhans
Agreement officer
USAID/Uganda
Email: nkleinhans@usaid.gov
Tel: 256 414 306001

Questions and Answers:

Questions regarding this NFO should be e-mailed to KampalaUSAIDSolicita@USAID.gov no later than June 19, 2015, 4:00 EDT to provide sufficient time to address the questions and incorporate the questions and answers as an amendment to this solicitation. Any information given to a prospective Applicant concerning this NFO will be furnished promptly to all other prospective Applicants as an amendment to this NFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective Applicant.

2. **Content and Form of Application Submission**

Only electronically (by e-mail) submitted applications will be accepted. No hard copy or fax applications will be accepted. Applications should be emailed to: KampalaUSAIDSolicita@USAID.gov, to the attention of Carol Ssekandi, Assistance Assistant, and Nancy Kleinhans, Agreement Officer. Each email and its attachments should not exceed 4MB.

Applications must be in Times New Roman 11pt., compatible MS Word and PDF (Adobe Acrobat with Optical Character Recognition) versions and budgets as text accessible, Excel spreadsheets (showing all corresponding formulas and calculations). In case of any conflicts between the MS Word and .pdf versions of the application, the .pdf version will govern as it will be the version presented to the Technical Evaluation Panel. Applicants are advised that any pages exceeding any of the prescribed limits below shall not be considered for evaluation.

All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Applications which are submitted late or are incomplete run the risk of not being considered in the review process. To facilitate the competitive review of the applications, USAID will consider only applications conforming to the format prescribed below.

Applications must take into account the merit review criteria provided in Section E and must include the Representations and Certifications provided in the NFO. In the event Representations and Certifications are not submitted with the Application, they must be completed before final award is made.

Applicants are expected to review, understand, and comply with all aspects of the NFO

Each Applicant shall furnish the information required by this NFO. Applications shall be submitted in two separate parts: (a) Technical Application, and (b) Cost/Business Application.

Any erasures or other changes to the application must be initiated by the person signing the application. Applications signed by an agent on behalf of the Applicant shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purpose, should mark the title page with the following legend:

"This application includes data that shall not be disclosed outside the U.S. 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 grant is awarded to this Applicant as a result of – or in connection with – the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. 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 {insert sheet numbers} and, mark each sheet of data it wished 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."

Applicants should retain for their records one (1) copy of the application and all enclosures which accompany it.

Language – All applications must be in English.

3. <u>Application Submission Procedures</u>

It is the Applicant's responsibility to ensure that all necessary documentation is complete and received on time.

Applicants must indicate in the subject line of the email whether the email relates to the technical or cost application, and the desired sequence of multiple emails (if more than one is sent) and of attachments (e.g. "No. 1 of 4", etc.). For example, if your cost application is being sent in two emails, the first email should have a subject line which says: "[NFO Number/NFO Title], [organization name], Cost Application, Part 1 of 2".

Our preference is that the technical application and the cost application be submitted as single email attachments, e.g. that you consolidate the various parts of a technical application into a single document before sending them. If this is not possible, please provide instructions on how to collate the attachments. USAID will not be responsible for errors in compiling electronic applications if no instructions are provided or are unclear. All applications received by the submission deadline will be reviewed for responsiveness to the NFO and the application format. No addition or modifications will be accepted after the submission date.

After you have sent your applications electronically, immediately check your own email to confirm that the attachments you intended to send were indeed sent. If you discover an error in your transmission, please send the material again and note in the subject line of the email or indicate in the file name if submitted via grants.gov that it is a "corrected" submission. Do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.

4. **Technical Application Format**

Technical applications should be specific, complete and presented concisely. The applications should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. Technical applications should take into account requirements of the program and evaluation criteria found in this NFO.

The technical application (maximum 15 pages – excluding annexes) shall clearly demonstrate an in-depth understanding of the development challenges in Uganda, outline specific activities and explain how the proposed activities would help achieve the activity objectives stated in Section A. Applicants are encouraged to propose innovative yet realistic approaches that are most appropriate in the context of Uganda, as well as methods by which new approaches will be analyzed and adapted as needed throughout implementation.

Depending on the political climate in the country the implementing partner may need to adjust level of engagement with governmental authorities. The Applicant must describe steps that will be taken, if necessary, to foster stronger community level, non-governmental, including private sector, relationships.

The technical approach must clearly address the factors outlined in the evaluation criteria of this solicitation.

The technical application must include the following, in the order presented below:

a. Cover Sheet (not to exceed one page, not part of the 15 page limitation for the technical application) that includes the following:
   - Activity Title;
   - Notice of Funding Opportunity reference number;
   - Name of organization(s) applying for the agreement;
   - Any partnerships; and
   - Contact person, telephone number, fax number, address, and types name(s) and title(s) of person(s) who prepared the application, and corresponding signatures.
   - DUNS and EIN number for primary Applicant
   - System of Award Management (SAM) registration Status (active or inactive);

b. Table of Contents (not to exceed one page, not part of the 15 page limitation for the technical application)

c. Executive Summary (not to exceed two pages and not part of the 15 page limitation for the technical application)

d. Technical Approach (not to exceed 10 pages)

The Applicant's Application must describe the proposed approach and methodology for sustainably achieving expected results.

The Applicant's technical approach and methodology shall include the following sections:

(i) Situation and Trend Analysis – Including a thorough description of the underlying causes prevalence, and impact of weak/lack of producer organizations on the performance of FTF focus value chain maize, beans, and coffee and the wider agricultural sector.

(ii) Implementation Strategy – description of the applicant's approach and methodology for sustainably addressing the issues identified in the situation and trend analysis. Applicants must outline the illustrative interventions and deliverables necessary to achieve the desired results. Applicants must discuss the rationale for all proposed interventions, explaining how these interventions will lead to outcomes and sustainable results/impacts.

(iii) Cross Cutting Issues-

- Youth- the Applicant shall describe how youth will be engaged in implementation as key drivers of change.
- Gender- the Applicant shall integrate gender throughout all proposed interventions, with particular attention to the factors identified in section c.
- Sustainability- the Applicant shall describe how the activity will build the institutional capacity of POs to conduct their business more effectively and efficiently without the need for continued external support after the close of the Activity.

(iv) Collaboration, Learning, and Adapting (CLA)

(v) The applicant shall describe their strategy/agenda continuous re-evaluation of actions and assumptions to minimize risk, eliminate what does not work and test and scale up promising and innovative approaches to improve POs' efficiency. The applicant will also describe their strategy for effectively collaborating and coordinating with other stakeholders, especially USAID FTF implementing partners, in order to achieve effective results.

e) Key Personnel and Staffing Plan (not to exceed 2 pages)

The application must include key personnel who meet or exceed the requirements described in this NFO. The staffing pattern described and the number and type of positions proposed shall be responsive to the management/administration and technical requirements of the Applicant's approach, with an optimal configuration for efficiency and cost containment.

The application shall clearly define roles and responsibilities proposed under the staffing pattern and levels of effort. Any additional management/administration and technical specialists proposed shall have the appropriate and necessary technical skills, expertise, and experience to achieve the activity purpose and objectives.

The application will describe how proposed personnel will be vetted. This could include, but is not limited to, background checks, verification of education, experience and quality of work, checks with police regarding any past or current investigations, etc.

The Applicant must propose personnel that will effectively carry out the requirements of the award, clearly identifying the long-term and short-term positions/personnel. Therefore, the personnel and staffing plan must provide an overall rational for how proposed staff skills complement each other and as a whole will best achieve the objectives of the Activity, including a table showing the planned level of effort or number of person months for each position proposed including any planned short-term consultancies.

Proposed Key Personnel must meet the minimum requirements specified in Section 8.
USAID/Uganda reserves the right to determine whether education and experience is significant and relevant.

The Applicant must include, as part of Annex B, a statement signed by all individuals proposed as key personnel, confirming their present intention to serve in the stated position and their present availability to serve for the term of the award. Exclusivity agreements are not requested nor required for proposed personnel. The applicant must include, as part of Annex C, a staffing plan matrix that provides rationale and level of effort for proposed positions.

f)Management Approach and Institutional Capacity (not to exceed 2 pages)

In this section, the Applicant shall describe their approach to the overall management of the activity and include the following items to demonstrate its management approach and institutional capacity:

a. An organizational chart (Annex C) that reflects the optimum use of Key Personnel and other staff to achieve program objectives.
b. A summary of the Applicant’s capability to provide managerial and technical backstopping for each of the activity components.
c. A discussion of the Applicant’s ability to coordinate sub- partners and to successfully work with host country counterparts.
d. A discussion of the Applicant’s ability to recruit, mobilizes, manage, and retain local staff and local contractors in a developing country setting.

g)Past Performance (not to exceed 1 pages)

Applicants shall briefly describe their general past performance, their past performance on similar activities, and the past performance records of any Subcontractors. If applicant or their proposed sub-partners encountered problems on any of the referenced awards, they may provide a short explanation and the corrective action taken.

5. <u>Annexes</u>

The following six annexes shall be submitted within the page limits indicated; any pages exceeding the limits for each annex will not be considered. No other supporting documentation will be reviewed and evaluated:

Annex A: Draft Monitoring, Evaluation, and Learning Plan

A draft Activity Monitoring and Evaluation plan shall be submitted with the application and shall include:

- Performance indicators, planned data sources, data collection and calculation methods, baseline data and annual targets directly linked to proposed activities

Annex B: Key personnel resumes and letters of commitment

This section shall include resumes for all key personnel candidates and any other personnel proposed for significant positions. Resumes may not exceed two pages in length and shall be in chronological order starting with the most recent experience. Each resume shall be accompanied with a commitment letter from each candidate indicating his or her: (a) availability to serve in the stated position, in terms of days after the award; (b) intention to serve for the stated term of service; and (c) agreement to the compensation levels which correspond to the levels set forth in the cost application. Each resume shall include three past performance references, up-to-date telephone numbers and email contact information.

The use of local expertise is encouraged. Equal consideration shall be given to equally-qualified women and men when recruiting for the project.

Annex C: Organizational chart and Staffing Plan Matrix: Showing the staff reporting lines and relationships between the different positions.

Annex D: Draft One Year Work Plan

This shall include:

- specific steps to achieve the proposed results in year 1, including outputs, outcomes, deliverables and milestones.
- A mobilization plan, which shall include at a minimum, a timeline for mobilization of key personnel and technical leads, plan for hiring, startup of office (s), and major equipment procurement.

Annex E: Past Performance Matrix

Please provide a list of US Government and/or privately funded contracts, grants, cooperative agreements, etc., for similar or related programs during the past three years.
The applicant shall provide past performance; information for itself and each major sub awardee (whose proposed cost equals 20% or more of the applicant's total proposed cost or any sub-awardee, which shall have principle responsibility for implementing one or more of the program components/deliverables or results area regardless of dollar value) in accordance with the following:

List in an annex (Annex F) to the technical application not more than five (5) of the most recent and relevant contracts, grants, cooperative agreements, etc., for similar or related programs during the past three years for the prime and each major subawardee.

Applicants shall provide for each of the contracts listed the following information regarding its past or current performance: (1) a brief description of the work performed and key project accomplishments/results achieved to date; (2) primary performance location of work; (3) contract amount; (4) name of the technical contact person and (5) current telephone number and email address of responsible representative from the organization for which the work was performed and (6) beginning and end dates (with specification of whether the work was being done as a prime or a sub). Applicants/sub-awardees must either provide this information or affirmatively state that it possesses no information directly relevant to similar past performance.

The Government reserves the right to verify the experience and past performance record of cited projects or other recent projects by reviewing Contractor Performance Reports (CPR's), other performance reports, or to interview cited references or other persons knowledgeable of the Applicant's performance on a particular project. The Government may check any or all cited references to verify supplied information and/or to assess reference satisfaction with performance. References may be asked to comment on items such as: Quality of Product or Service, Cost Control, Timeliness of Performance, Customer Satisfaction, and Key Personnel, non-discrimination in the delivery of services. The Agreement Officer may also consult other resources and references not provided by the applicant related to the applicant's past performance.

NOTE: No additional annexes will be accepted.

6. Cost Application Format

The Cost or Business Application shall be submitted separately from the technical application. Certain documents are required to be submitted by an applicant in order for the Agreement Officer to make a determination of responsibility.

The following sections describe the documentation that the Applicants must submit to USAID prior to award. While there is no page limit for this portion, Applicants are encouraged to be as concise as possible, but still provide the necessary details to address the following:

1. The budget (as broken down below) must have an accompanying detailed budget narrative and justification that provides in detail the total program amount for implementation of the program your organization is proposing. The budget narrative should provide information regarding the basis of estimate for each line item, including reference to sources used to substantiate the cost estimate (e.g. organization's policy, payroll document, and vendor quotes, etc.).:

- A summary budget;
- A detailed/itemized budget; including illustrative costs for environmental compliance implementation and monitoring; (the required budget format is found in Attachment A of this NFO).
- One page certification for each key personnel, listing:
- Name of proposed key personnel
- Proposed title
- Proposed annual salary

2. A budget for each program year with an accompanying detailed budget narrative which provides in detail the total costs for implementation of the program. The budget must be submitted using Standard Form 424 which can be downloaded from the following web site at: http://apply07.grants.gov/apply/FormLinks?family=15

3. A breakdown of all costs associated with the program according to the costs of, if applicable, headquarters, regional and/or country offices.

4. Applicants who intend to utilize contractors or sub-awardees should indicate the extent intended and a complete cost breakdown. Extensive contracts/agreement financial plans should follow the same cost format as submitted by the primary Applicant. A breakdown of all costs according to each partner organization, contract or sub-awardee involved in the program should be provided.

Pursuant to 2 CFR 200 Contract means a legal instrument by which the Applicant purchases property or services needed to carry out the project or program under a resulting award. The term does not include a legal instrument when the substance of the transaction meets the definition of a Federal award or sub-award (see § 200.92 Sub-award), even if the Applicant considers it a contract. The Applicant must describe the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting proposed by the contractor, and the quality of its record of past performance for similar work. For-profit contract organizations that work under the award and do not meet the above definition of a sub-awardee are eligible for profit/fee.

The cost/business application should contain the budget categories: as shown on the SF-424A

The Applicant must submit a Negotiated Indirect Cost Rate Agreement NICRA if the organization has such an agreement with an agency or department of the U.S. Government. If no NICRA the Applicant should submit the following:

Reviewed Financial Statements Report: a report issued by a Certified Public Account (CPA) documenting the review of the financial statements was performed in accordance with Statements on Standards for Accounting and Review Services; that management is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework and for designing, implementing and maintaining internal control relevant to the preparation. The account must also state the he or she is not aware of any material modifications that should be made to the financial statements; or

Audited Financial Statements Report: a report issued by an Auditor documenting the audit was conducted in accordance with Generally Accepted Auditing Standards (GAAS), the financial statements are the responsibility of management, provides an opinion that the financial statements present fairly in all material respects the financial position of the company and the results of operations are in conformity with the applicable financial reporting framework (or issues a qualified opinion if the financial statements are not in conformity with the applicable financial reporting framework.

7. Potential Request for Additional Documentation

Upon consideration of award or during the negotiations leading to an award, Applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to make an affirmative determination of responsibility.

8. Certifications, Assurances, Other Statements of the Recipient and Solicitation Standard Provisions

NOTE: When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term “Grant” means “Cooperative Agreement.”

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.

b. The recipient hereby assures that no person in the United States will, 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.

c. 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 must 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.

2. **Certification Regarding Lobbying**

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

(2) 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.

(3) 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 must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(4) The undersigned must 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 must 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 will 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 must 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 will be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure."

3. **Certification Regarding Terrorist Financing, Implementing Executive Order 13224**

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

a. 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.

b. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

- 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 is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC), or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

- 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, Usama 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 Web site: **http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm**.

- 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.

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

b. 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 must 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 will 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.

These certifications and assurances are 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 these assurances, and that the United States will have the right to seek judicial enforcement of these assurances. These assurances are binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign these assurances on behalf of the recipient.

Notice of Funding Opportunity No: ____

Date of Application ____

Name of Recipient ____

Typed Name and Title ____

Signature____

Date____

Part II – 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. Unless otherwise specified in the solicitation using an applicable exemption, 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 register with Dun & Bradstreet (D&B) to get a Data Universal Numbering System (DUNS) Number for free by going to http://fedgov.dnb.com/webform and also acquire a NATO COMMERCIAL and GOVERNMENTAL ENTITY CODE (NCAGE) from https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx. Acquisition of the NCAGE Code and DUNS number will facilitate registration in SAM on www.sam.gov. The recipient should be prepared to provide the following information:

- Recipient's name.
- Recipient's address.
- Recipient's telephone number.
- Line of business.
- Chief executive officer/key manager.
- Date the organization was started.
- Number of people employed by the recipient.

c. Company affiliation.

Recipients located outside the United States may e-mail Dun and Bradstreet at globalinfo@dbisma.com to obtain the location and phone number of the local Dun and Bradstreet Information Services office.

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. **Past Performance References**

On a continuation page, please provide past performance information requested in the NFO.

6. **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.

7. **Acquisition & Assistance Policy Directive No:14-03: "Representation by Organization regarding a Delinquent Tax Liability or a Felony Criminal Conviction (August 2014)"**

(a) In accordance with section 7073 of the Consolidated Appropriations Act, 2014 (Pub. L. 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

(1)Was "convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government"; or

(2)Has any "unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government".

For the purposes of section 7073, it is USAID's policy that no award may be made to any organization covered by (1) or (2) above, unless the M/OAA Compliance Division has made a determination that suspension or debarment is not necessary to protect the interests of the Government.

(b) Applicant Representation:

(1)The Applicant represents that it is [ ] is not [ ] an organization that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(2)The Applicant represents that it is [ ] is not [ ] an organization that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

[End of Provision]

Part V – Special Provisions

The following Special provisions shall be made part of any award issued under this NFO:

1. Value Added Tax and Customs Duties

Pursuant to bilateral agreements with the Government of Uganda (GOU), all imports and expenditures under this agreement by the Recipient and by non-local subcontractors/sub Recipients (as defined below) are exempt from Value-Added Tax (VAT) and Customs Duties imposed by the GOU. The GOU does not allow tax exemption at the point of sale. The Recipient must follow the guidance noted below to ensure VAT funds are appropriately refunded to USAID Uganda:

1. The Recipient must include VAT expenses in the award budget and bill USAID for payment of VAT.
2. USAID will lead the process for obtaining a refund from the GOU. The refund takes process currently takes several years and as such will not be credited back to the Recipient award.
3. The Recipient shall maintain complete files with original VAT tax invoices/receipts from vendors.

4. The Recipient is responsible for ensuring that subcontractors and sub grantees comply with this requirement.
5. All VAT claims, for the Recipient, subcontractors and sub grantees, shall be submitted to USAID through the prime Recipient.
6. USAID will assist the Recipient to obtain customs exemption certificate on imports.

The USAID point of contact for submission of quarterly VAT information is: kampalavatusaid@usaid.gov

[End of Provision]

2. Non-Discrimination in implementation of USAID-funded Programs

In the implementation of USAID-funded programs, the Recipient or subrecipient shall not discriminate against any beneficiary or potential beneficiary, such as but not limited to, by capriciously or selectively withholding or denying assistance or benefits under the project, on the basis of any non-merit factor, including one or more of the following bases: race, color, religion, sex (including gender identity or perceived gender non-conformity, and pregnancy) national origin, disability, age, sexual orientation, genetic information, marital status, parental status, political affiliation, veteran's status, or other factors that adversely impact the beneficiaries' access to, or participation in, services provided under the award. Nothing in this provision is intended to limit the ability of a Recipient to target assistance to certain populations as defined in the approved workplan of a USAID-funded program.

[End of Provision]

3. Support to the Government of Uganda

Salary supplements are not to be paid to GOU officials, except in very exceptional circumstances. Salary supplements are payments made that augment an employee's base salary or premiums, overtime, extra payments, incentive payment, and allowances for which the GOU employee or official would normally qualify under GOU rules or practice for the performance of their regular duties, or for work performed during their regular office hours. Examples of salary supplements include, but are not limited to, Sitting Fees and Facilitation Fees. Should such a need arise, salary supplements can only be paid after obtaining specific written approval (waiver) by the USAID Assistant Administrator in Washington D.C. Recipients shall submit waiver requests to the AOR/COR for action.

Notwithstanding the waiver process, no GOU policy-making officials can ever receive salary supplements. Policy-making officials are high level elected or appointed officials, such as those serving on the cabinet or in an immediately subordinate sub-cabinet position.

Any costs determined to be salary supplement by the CO/AO may be deemed unallowable.

[End of Provision]

4. Procurement Executive's Bulletin No. 2014-06: "Electronic Payments System"

1. Definitions:

a. "Cash Payment System" means a payment system that generates any transfer of funds through a transaction originated by cash, check, or similar paper instrument. This includes electronic payments to a financial institution or clearing house that subsequently issues cash, check, or similar paper instrument to the designated payee.

b. "Electronic Payment System" means a payment system that generates any transfer of funds, other than a transaction originated by cash, check, or similar paper instrument that is initiated through an electronic terminal, telephone, mobile phone, computer, or magnetic tape, for the purpose of ordering, instructing or authorizing a financial institution to debit or credit an account. The term includes debit cards, wire transfers, transfers made at automatic teller machines, and point-of-sale terminals.

2. The Recipient agrees to use an electronic payment system for any payments under this award to beneficiaries, subrecipients, or contractors.

3. Exceptions. Recipients are allowed the following exceptions, provided the Recipient documents its files with the appropriate justification:

a. Cash payments made while establishing electronic payment systems, provided that this exception is not used for more than six months from the effective date of this award.

b. Cash payments made to payees where the Recipient does not expect to make payments to the same payee on a regular, recurring basis, and payment through an electronic payment system is not reasonably available.

c. Cash payments to vendors below $3000, when payment through an electronic payment system is not reasonably available.

d. The Recipient has received a written exception from the Agreement Officer that a specific payment or all cash payments are authorized based on the Recipient's written justification, which provides a basis and cost analysis for the requested exception.

4. More information about how to establish, implement, and manage electronic payment methods is available to Recipients at http://solutionscenter.nethope.org/programs/c2e-toolkit."

Additional information on Digitizing Payments for USAID Beneficiaries in Uganda is available to Recipients at - Pilot Report: www.usaid.gov/documents/1860/digitizing-payments-usaid-beneficiaries-uganda-pilot-report

[End of Provision]

5. Acquisition & Assistance Policy Directive No: AAPD 15-01 dated April 2, 2015 "Prohibition on providing Federal Assistance to entities that require certain internal confidentiality agreements"

(a) The recipient must not require employees, subawardees, or contractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees, subawardees, or contractor from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The recipient must notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this provision are no longer in effect.

(c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d) (1) In accordance with section 7 43 of Division E, Title VI I, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235), use of funds appropriated (or otherwise made available) under that or any other Act may be prohibited, if the Government determines that the recipient is not in compliance with the requirements of this provision.

(2) The Government may seek any available remedies in the event the recipient fails to comply with the requirements of this provision.

9. **Unique Entity Identifier and System for Award Managemen**t

Dun and Bradstreet and SAM.gov Requirements

USAID may not award to an applicant until the applicant has complied with all applicable unique entity identifier (DUNS Number) and SAM requirements. Each applicant is required to:

(i) Be registered in SAM before submitting its application. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient.;

(ii) Provide a valid unique entity identifier in its application; and

(iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

Applicants should register with Dun & Bradstreet (D&B) to get a Data Universal Numbering System (DUNS) Number for free by going to http://fedgov.dnb.com/webform and also acquire a NATO COMMERCIAL and GOVERNMENTAL ENTITY CODE (NCAGE) from https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx. Acquisition of the NCAGE Code and DUNS number will facilitate registration in SAM on www.sam.gov.

10. Funding Restrictions

USAID policy is not to award profit under assistance instruments. However, all reasonable, allocable and allowable expenses, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost principle under 2 CFR 200 Subpart E. of the Uniform Administrative Requirements may be paid under the anticipated award.

[END OF SECTION D]

SECTION E - APPLICATION REVIEW INFORMATION

1. Merit Review Criteria

The Merit Review Criteria are tailored to the requirements of this particular NFO and are set forth below. Applicants shall note that these criteria serve to: (a) identify the significant matters which applicants shall address in their applications and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, applicants must organize the narrative sections of their applications with the same headings and in the same order as the selection criteria.

USAID Uganda intends to evaluate the applications and award an agreement without discussions with the applicants. However, USAID reserves the right to conduct discussions if the latter is determined by the Agreement Officer to be necessary. Therefore, the initial application shall contain the applicant's best terms from a Technical and Cost/Price stand point.

2. Review and Selection Process

The criteria by which Applications shall be reviewed are as follows; the four criteria are of EQUAL importance:

A. Technical Evaluation:

1.Technical Approach and methodology
2.Personnel and Staffing Plan
3.Management Approach and Institutional Capacity
4.Past Performance

Criterion 1: Technical Approach and Methodology

The extent to which the application demonstrates clear understanding of the underlying causes prevalence, and impact of weak/lack of producer organizations; identifies strategic approaches and interventions that convincingly lead to achievement of desired results (outputs and outcomes); effectively integrates cross-cutting issues identified the activity description; and demonstrates a convincing collaboration, learning, and adapting agenda and a strategy for effectively collaborating and coordinating with other stakeholders.

Criterion 2: Personnel and Staffing Plan

The extent to which proposed key personnel meet the NFO minimum requirements and the proposed staffing plan as a whole demonstrates an ability to successfully implement the Activity objectives. This includes evaluation of key personnel past performance through reference checks and an evaluation of how individual expertise aligns with illustrative position descriptions.

Note: Key Personnel that do not meet the minimum requirements included in Section A.9 of the NFO will be rated deficient. Similarly, a staffing plan that does not provide rationale and level of effort for proposed positions will also be rated deficient.

Criterion 3: Management Approach and Institutional Capacity

Extent to which the applicant convincingly demonstrates how its management approach and institutional capability will lead to successful and effective implementation of the proposed technical approach.

Criterion 4: Past Performance

Extent to which the Applicant demonstrates previous success in implementing programs of similar size and scope including: quality of product or service, consistency in meeting goals and targets, schedule (timeliness of performance), cost control, business relations, and management of key personnel, and non-discrimination in the delivery of services.

Note: In cases where (i) an Applicant lacks relevant past performance history, (ii) information on past performance is not available; the Applicant will not be evaluated either as favorable or unfavorable on past performance.

USAID reserves the right to obtain past performance information from other sources including those not named in the applicant's application. Past performance references will not be checked for applicants that receive an 'Unsatisfactory' rating.

B. Cost Evaluation

While Cost is less important than technical and is not weighted, however, the cost applications of the apparently successful technical applications will be evaluated for cost effectiveness including the level of proposed cost share. Other considerations are the completeness of the application, adequacy of budget detail and consistency with the elements of the technical application. In addition, the organization must demonstrate adequate financial management capability, to be measured for a responsibility determination.

The application with the lowest estimated cost may not be selected if award to a higher priced technical application offers a greater overall benefit for the program. All evaluation factors other than cost or price, when combined, are significantly more important than cost. However, estimated cost is an important factor and the estimated cost to the Government increases in importance as competing applications approach equivalence and may become the deciding factor when technical applications are approximately equivalent in merit.

Cost estimates will be analyzed as part of the application evaluation process. Proposed costs may be adjusted, for purposes of evaluation, based on results of the cost analysis and its assessment of reasonableness, completeness, credibility, reasonableness, allocability, allowability, cost effectiveness, and realism, and adequacy of budget detail.

Applications providing the best value to the Government will be more favorably considered for award. Applications will be ranked in accordance with the selection criteria identified above. USAID reserves the right to determine the resulting level of funding selected for award. Cost evaluation shall ONLY be conducted for applicants whose technical applications are the most highly rated.

C. Cost Sharing

USAID has established a suggested cost share of 5% of the Award's projected value for the recipient of the award. Leveraged non-USAID resources from private firms and institutions (such as equipment, training, level of effort and any in-kind contributions) may be considered part of cost share. Cost sharing may be also demonstrated either through direct funding, beneficiary contributions, in-kind assistance, or a combination thereof. USAID shall make the final determination and assess whether or not the Applicant cost share contributions (e.g. categories or items) meet the standards set in 2 CFR 200 and ADS 303.3.10.

[END OF SECTION E]

SECTION F- FEDERAL AWARD ADMINISTRATION INFORMATION

1. **Federal Award Notices**

Award of the agreement contemplated by this NFO cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While USAID anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either a fully executed Agreement or a specific, written authorization from the Agreement Officer.

2. Administrative & National Policy Requirements

- Following selection for award, a Recipient will receive an electronic copy of the notice of award signed by the Agreement Officer which serves as the authorizing document. USAID will issue the award to the contacts specified by the Applicant in its application documents and/or the Authorized Individuals submitted by the Applicant.

- 2 CFR 700, 2 CFR 200, applicable OMB Circulars (i.e., A-21 for Universities or A-122 for Non-Profit Organizations, and A-133) and ADS 303 (http://www.usaid.gov/policy/ads/300/303.pdf), Standard Provisions for U.S. and Non-US Non-governmental Organizations are applicable. Site: Resulting awards to U.S. Non-government Organizations will be administered in accordance with Chapter 303 of USAID's Automated Directives System (ADS 303), 2 CFR 200, and Standard Provisions for Non-Governmental Organizations.

- 2 CFR 200 is available at: http://www.ecfr.gov/cgi-bin/text-idx?SID=4c01e47d9cc0c64537d80b25b3f6942f&mc=true&node=pt2.1.200&rgn=div5

- OMB Circulars are available at: http://www.whitehouse.gov/omb/circulars_default

- Standard Provisions for U.S. Non-Governmental Organizations are available at: http://www.usaid.gov/policy/ads/300/303maa.pdf.

- Standard Provisions for Non-U.S. Non-Governmental Organizations are available at: http://www.usaid.gov/policy/ads/300/303mab.pdf.

- ADS 308 is available at: http://www.usaid.gov/policy/ads/300/308mab.pdf

- Resulting award to Public International Organizations (PIOs, or IOs) will be administered in accordance with Chapter 308 of USAID's ADS including the Standard Provisions set forth in ADS 308.5.15.

- Potential for-profit applicants should note that USAID policy prohibits the payment of fee/profit to the prime Recipient under grants and cooperative agreements. However, if a prime Recipient has a subcontract with a for-profit organization for the acquisition of goods or services (i.e., if a buyer-seller relationship is created), fee/profit for the subcontractor is authorized.

- The USAID Inspector-General's "Guidelines for Financial Audits Contracted by Foreign Recipients" is available at: http://www.usaid.gov/sites/default/files/documents/1868/591maa.pdf

3. Reporting Requirements.

a. Financial Reporting:

The SF-425 Federal Financial Report (http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/ SF-425.pdf) must be completed by the Recipient and e-mailed to the AOR and KampalaUSAIDVouchers@usaid.gov.

Financial Reports shall be in accordance with 2 CFR 200.327. The Final Financial Report will be submitted within 90 days from the end date of the program.

Reports are due as noted below:

Reporting Quarter	SF-425 Due Date
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30
October 1 – December 31	January 30

b. Performance Reporting:

- Quarterly Performance Report

Within 30 days after the end of each quarter, the Recipient shall submit one original and two copies of a performance report to the AOR. The performance reports are required to be submitted **quarterly** and shall contain the following information on activities in the selected districts. The reports must include the following: 1) quantitative and qualitative analysis of progress against objectives, results, and targets; 2) summary of key activities for next quarter; 3) discussion of lessons learned, good practices and success stories; 4) challenges outside scope of program, which affect implementation; 5) summary table of indicators, targets and results to date; 6) Financials for the quarter and projections for the next two quarters. Further, notification must be given in the case of problems, delays or adverse conditions which materially impair the ability to meet the objectives of the award. These notifications must include a statement of the action taken or contemplated and any assistance needed to resolve the situation.

Following receipt of the report, a "quarterly review" meeting with the AOR and other relevant Mission staff will be held to discuss results, challenges and the way forward.

- Annual Reports

Within 90 days after the close of each activity year, the recipient shall submit to the AOR an annual report, inclusive of the final quarter report, which reflects the progress of the program activities over the last year against the work plan/performance targets. The report should indicate the outputs and impact the program is having on the target beneficiaries. Annual and cumulative to date data should be included. Anecdotal stories and case studies, pictures and any other information that gives insight into the success of the program should be included.

- Final Report

The final performance report shall include an executive summary of the Recipient's accomplishments in achieving results and conclusions about areas in need of future assistance; an overall description of the Recipient's activities and attainment of results by country or region, as appropriate during the life of the Cooperative Agreement; an assessment of the progress made toward accomplishing the objective and expected results, significance of these activities; important research findings, comments and recommendations, and a fiscal report that describes how the Recipient's funds were used. The report should also indicate the contextual opportunities remaining that could easily be harnessed to sustain the results of the program. The Final Report is due 90 days after the performance end date.

c. Activity Reporting:

The recipient will submit reports to the AOR as described below. The format for preparation of reports will be determined in collaboration with the AOR. Due dates noted below are in calendar days.

- Baseline Report

The baseline report will provide information on the current status and diversity of farmer organizations in terms of form, structure and functions. The baseline survey will investigate country-specific barriers and key challenges to establish durable and enduring institutions that are able to plan, mobilize resources, and deliver services that meet the evolving needs of their members in a rapidly changing competitive environment. The baseline survey must be conducted after the recipient has secured an approved Activity M&E Plan but within 6 months of agreement award.

- Annual Work Plans

The recipient shall provide the first annual work plan within 75 days of award date; modified, as needed, work plans will be submitted no later than six (6) months after the award date. The plan will be reviewed and approved by the AOR within two weeks of submission. After submission of the first year work plan, the recipient shall submit subsequent annual work plans within one month prior to start of the activity year.

Annual work plans shall include a narrative describing the strategies, activities and interventions required to meet the award outputs as well as a log frame or Gantt chart outlining specific activities, the timetable and responsible persons. Activities on the Gantt Chart must be fully costed. Furthermore, annual budgets are expected to accompany the annual work plans. The workplan will include the projects annual gender and youth action plan informed by the gender and youth analysis.

- Activity Monitoring and Evaluation Plan (M&E Plan):

Within 90 days, of the signing of the award, working closely with the Mission contractor responsible for the collection and analysis of USAID data, the recipient shall submit an Activity Monitoring and Evaluation Plan for the life of the Activity that derives from the activities outlined in the program description.

The Activity M&E Plan will outline key program activities, indicators of achievement, which should support USAID/Uganda's Results Framework, baseline data and annual targets as well as indicators specific to project activities. The Activity M&E Plan is a living document. The recipient is expected to suggest and make revisions to the Activity M&E plan in response to changing conditions and emerging lessons in consultation with the AOR. The Activity M&E Plan will be reviewed and approved by the AOR.

- Close-Out Plan

The Recipient will develop and implement an AOR approved closeout plan (administration, information, grants, finance, procurement and management). The closeout plan will be submitted to the AOR six months prior to the award end date. The plan should include but not be limited to:

- Dates for final delivery of all goods and services for grants;
- A property disposition plan for the Recipient, sub-recipients where applicable in accordance with government regulations reviewed by the AOR and approved by the Agreement Officer;
- Review of award and/or grant files for audit purposes and final billing to USAID;
- A schedule to address office leases, bank accounts, utilities, cell phones, personnel notification, health insurance, outstanding travel, social payments, household shipments, severance for local staff (if appropriate), vehicle leases/disposition, phone subscriptions;
- Receipt of all final invoices and grant performance reports;
- Report use of funds not required for the completion of the award;
- Report on compliance with all local labor laws, tax clearances, etc.

d. Branding & Marking:

Pursuant to ADS 303.3.6.3.f and ADS 320.3.1.2, the apparently successful Applicant will be requested to submit a Branding Strategy and Marking Plan that will have to be successfully negotiated before a cooperative agreement will be awarded. These plans shall be prepared in accordance with the guidance in ADS 320.3.3, 22 CFR 700.16 and the references therein. Please note that the Branding Strategy and Marking Plan shall not be included with the original application but shall be provided only after a written request of the Agreement Officer.

e. Environmental Compliance:

In cases when the original IEE results in a NEGATIVE WITH CONDITIONS DETERMINATION implementers are required to prepare additional environmental compliance documentation. In such cases, the supplemental standard environmental compliance clauses are required as found below in subsection 2 onwards.

1a) The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID includes environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 211.3.2.b and 204 (http://www.usaid.gov/policy/ads/200/), which in part require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. Applicant's environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this NFO.

1b) In addition, the contractor/recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

1c) No activity funded under this Cooperative Agreement will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in an Initial Environmental Examination (IEE) or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). Hereinafter, such documents are described as "approved Regulation 216 environmental documentation."

2) An Initial Environmental Examination (IEE) (*P:\DO1\ENVIRONMENT UNIT\Environmental Compliance\SO7\Blanket Docs\DO1 FtF IEE)* has been approved for funding this Cooperative Agreement. The IEE covers activities expected to be implemented under this Cooperative Agreement. USAID has determined that a **NEGATIVE WITH CONDITIONS DETERMINATION** applies to the proposed activities. This indicates that if these activities are implemented subject to the specified conditions, they are expected to have no significant adverse effect on the environment. The recipient shall be responsible for implementing all IEE conditions pertaining to activities to be funded under this solicitation.

3a) As part of its initial work plan, and all annual performance reports (including annual work plans) thereafter, the recipient, in collaboration with the USAID Agreement Officer's Representative and Mission Environmental Officer or Bureau Environmental Officer as appropriate, shall review all on-going and planned activities under this Cooperative Agreement_to determine if they are within the scope of the approved Regulation 216 environmental documentation.

3b) The recipient will be responsible for periodic reporting to the USAID Cooperative Agreement Officer's Representative, as specified in the Schedule/Program Description of this solicitation.

3c) If the recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.

3c) Any on-going activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is written and approved by USAID.

4) Cost and technical proposals must reflect environmental documentation preparation costs and approaches where applicable. This may include costs towards the preparation of an environmental mitigation and monitoring plan (EMMP) during the post award stage. The recipient will be expected to comply with all conditions specified in the approved IEE.

5) USAID anticipates that environmental compliance and achieving optimal development outcomes for the proposed activities will require environmental management expertise. Respondents to the NFO should therefore include as part of their application their approach to achieving **environmental compliance and management,** to include:

a) The respondent's approach to developing and implementing an [environmental review process for a grant fund and an EMMP.
b) The respondent's approach to providing necessary environmental management expertise, including examples of past experience of environmental management of similar activities.
c) The respondent's illustrative budget for implementing the environmental compliance activities /EMMP. For the purposes of this solicitation, applicants should reflect illustrative costs for environmental compliance implementation and monitoring in their cost proposal.

[END OF PROVISION]

4)The following programmatic reporting requirements shall be made part of any award issued under this NFO:

Synopsis of Reports/Plans:

Type of Document/Report	**Due Date**	**Distribution**
Start Up Plan	Within 60 day after award.	AO & AOR
First Year Work Plan	First draft due no later than 60 days after effective date of the award.	AOR
Activity Monitoring and Evaluation Plan	First draft due no later than 90 days after effective date of the award.	AOR, PPD
Quarterly Reports	No later than 30 days after the end of each fiscal quarter	AOR
Annual Work Plans (after year one)	First draft due no later than 30 days before beginning of each fiscal year	AOR
Annual Performance Report	90 days following the end of the fiscal year	AOR
Final Performance Report	Draft – 30 days after the End of award. Final due 90 days after the award end date.	AOR
Financial Reporting	Quarterly Financial Reports - 30 days after the end of each calendar quarter	AOR
Close out & Disposition plan	Six months before end of award	AOR & AO
Baseline report and ongoing assessments deemed necessary	Initial Baseline Report shall be submitted 6 months after effective date of the award	AOR

(End of Section F)

SECTION G - AGENCY CONTACTS

1. Nancy Kleinhans
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[END OF SECTION G]

SECTION H – OTHER INFORMATION

USAID reserves the right to fund any or more of the applications submitted.

[END SECTION H]

SECTION I – ATTACHMENTS

Attachment A	Budget Template
Attachment B	19 Focus Districts
Attachment C	FtF Indicators Handbook
Attachment D	Uganda Gender Assessment 2010