

Amendment 2

Broad Agency Announcement (BAA) for *localworks*: Research & Development for Locally-Owned and Led Development

Solicitation BAA-OAA-LWK-2015 is hereby amended as follows:

1. Section V. SUBMISSION INSTRUCTIONS, B. EOI Formatting Requirements, **ADD** the following:

“5) The file size may not exceed 25 MB.”

2. Section VII. AWARD INFORMATION, B. Award Type and Eligibility, **DELETE** the following:

“Public, private, for-profit, and non-profit organizations, as well as institutions of higher education, public international organizations, and non-governmental organizations are generally eligible to submit expressions of interest under this BAA. However, certain restrictions apply per *localworks*’ authorizing legislation and entities which have received more than \$5 million in US government funds over the past five years will not be eligible to receive assistance awards. “

and **REPLACE** with:

“Non-governmental organizations (including commercial organizations, non-profit organizations, and for-profit firms), institutions of higher education, and Public International Organizations are eligible to submit Expressions of Interest under this BAA and eventually be considered for award. However, certain restrictions apply per *localworks* authorizing legislation. Applicants who have received less than \$5 million in direct US government funding over the past five years may receive an assistance award or a contract, while applicants who have received \$5 million or more in direct US government funding over the past five years may only be awarded a contract.”

3. **ADD** Section IX. ANNEXES, Annex 1: Questions and Answers, as follows:

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Annex 1: Questions and Answers

**Below are questions and answers submitted in response to the BAA
prior to the deadline of June 26, 2015**

EOI Format

- 1) I am having difficulties accessing the link to download the full application form. Kindly help me access the link to apply before closing date. I would be grateful if you could assist us access the electronic version of the full application pack to enable us adequately prepare and apply for the funding opportunity N0 BAA-OAA-LWK-2015. Should we submit a SF-424?

ANSWER: The full announcement may be downloaded at the following link, under the "Related Documents" tab: <http://www.grants.gov/web/grants/view-opportunity.html?oppId=277189>

Note that this is a Broad Agency Announcement and not a Request for Applications. There is no application package or mandatory form. Please do not submit an SF-424 or any other application materials besides the Expression of Interest described in Part V.A

- 2) The solicitation asks submitters to state the amount of total funding from leveraged resources and/or cost share. Are leveraged resources/cost share a requirement and, if so, is there a minimum threshold that must be met?

ANSWER: No, there is no cost share or leveraging requirement.

- 3) We just wanted to clarify the font size requirement (section V. B. 3) which states that font size must not be larger than 11 points.

ANSWER: This is an error which has been corrected in Amendment 1. The font size must not be smaller than 11 points.

- 4) In Section V.A.6. of the BAA, submitters are asked to provide estimated figures for "the total amount of funding potentially requested from USAID" as well as for "the total estimated amount of the proposed award budget." Could you please explain the difference between these two figures?

ANSWER: The first amount is how much USAID would potentially contribute, while the second amount is the estimated total budget - which can be funded from multiple sources, not just USAID.

- 5) Please confirm that tables and charts will not count against the 5 page limit. Does this include graphics such as diagrams or screenshots? Is there a limit to how many we can include?

ANSWER: Tables and charts, including diagrams and screenshots, do not count against the page limit; however, submitters are strongly encouraged to be concise.

- 6) I am confused by section V B., ii and V B iii. Are endnotes on a separate page to be included in the five page limit or are they outside of that limit? In section B. 1), please confirm that references and citations included as a separate page of end notes do NOT count toward the five page limit.

ANSWER: Confirmed. End notes do not count towards the page limit so long as they are references and citations to academic publications or other resources.

- 7) Is there a file size limit for the email submission?

ANSWER: Email attachments cannot be over 25MB.

Dates and Deadlines

- 8) My query is about Section V.C. Do you mean, all EOIs must compulsorily be submitted only on July 13, 2015 and no one is required to submit EOIs a day or days before the Deadline?

ANSWER: EOIs may be submitted before the deadline, but not after.

- 9) What are the anticipated dates for the Co-Creation Phase and the approximate due date of the Concept paper if invited by USAID? We recognize the difficulty is estimating a timeline, but can you give us your best guess as to how long the co-creation phase might take and when the awards will be finalized and/or when the anticipated start date might be? This is important to know for internal planning purposes since USAID will not be covering any of the costs of the co-creation phase

ANSWER: Notionally, we hope to launch the co-creation process in the beginning of the fiscal year. Concept papers will likely be due approximately a month after the co-creation sessions are completed. The duration of the initial review phase depends on the quantity, quality, and content of the Expressions of Interests received. It's our goal to make awards the latter part of 2Q16.

- 10) Given the emphasis on investing necessary time and the focus on long-term outcomes, is there a preferred timeline for activities proposed in the EOIs? Is there an anticipated length for these projects (e.g. 24 months or 5 years)? The only mention in the BAA is about funding "over the next five years" on page 5 of the BAA.

ANSWER: Immediate outcomes are not expected; however, regular progress towards R&D goals will be. Submitters should propose a timeline which seems realistic. However, USAID intends for research funded through this BAA to inform USAID's implementation of the five-year *localworks* program. So, it would be most beneficial for R&D activities to generate useful information in the first 1-2 years (even if the final conclusion comes later).

- 11) Given that USAID would like to foster new approaches to development assistance which emphasize local voices, would USAID consider altering the submission deadline for the EOI to provide applicants more time for consultation with end-users and local actors?

ANSWER: We have extended the deadline to August 3, 2015 and we do not plan on extending it further. Please keep in mind that we are not expecting submitters to develop full-fledged partnerships or activity plans for the Expression of Interest. The EOI is merely a statement of your organization's interest in the topic and the collaboration process. During the co-creation phase, those who are selected will have the opportunity collaborate, develop partnerships, and potentially reach out to local actors/end users prior to submitting a concept paper.

Definitions

- 12) The solicitation states that “this BAA is meant to solicit research and development and is not meant to implement a new or pre-existing USAID program.” Could you please define what USAID means by Research and Development (R&D) in this project and clarify how USAID sees the distinction between R&D and Implementation?

ANSWER: USAID sees “R&D” as the piloting, testing and refining of hypotheses related to the promotion of locally owned and –led development. “Implementation” in this case refers to the actual instruments (e.g. grants, contracts, etc.) which USAID relies on to directly achieve development outcomes. To put it another way: through R&D, the main focus is on yielding useful information/analysis, whereas through implementation, the main focus is on achieving expected results. Also, note that acquisition mechanisms funded through this award will specifically meet the definitions of research and development described in FAR 35.001.

- 13) Under area C, it says "USAID is seeking ideas on how to 1) Identify key stakeholders .. " Please clarify what is meant by seeking ideas, and in particular whether USAID is looking for a) a proposal to implement a particular methodology which is effective in identifying key stakeholders and establishing platforms or b) for a proposal to develop a methodology.

ANSWER: By “seeking ideas” we mean that we are interested in the development, testing or refining of approaches or methodologies that are not already established and in use, with the goal of furthering *localworks* objectives pertaining to one or more of the Areas of Interest. These ideas will be explored and refined through the co-creation process. While USAID would consider both a) or b), we are more interested in furthering learning as opposed to implementing established methodology.

Technical and Geographic Scope

- 14) Should the Expression of Interest (EOI) cover all of the subject areas covered under section IV? Or can the applicant propose activities for one or more areas only? If yes, should the applicant prepare a separate EOI for each subject area and submit it to USAID separately?

ANSWER: An Expression of Interest may focus on one or multiple Areas of Interest. However, each submitter may submit only one EOI. Submitters are welcome to focus on the Area(s) of Interest they have expertise in, and/or in areas where they will be able to leverage capabilities from potential partners

- 15) Should an EOI cover all three points listed under Area B, or is it acceptable to focus on one or two?

ANSWER: For any of the Areas of interest, you may certainly choose to focus on a specific topic, depending on your organization’s capacity and expertise.

- 16) On reading the solicitation, my thought was that in cases with organizations where development issues and environmental concerns are intertwined, a project that, for example, might look at monitoring and evaluation of a program that simultaneously addresses development and environment (e.g. payments for ecosystem services or REDD programs) could fit within the *localworks* program. Can you confirm whether you see this as falling within the scope of the solicitation?

ANSWER: We cannot confirm that monitoring and evaluation of a program focused on environmental activities could fit within *localworks*. At this point, it is not possible to say whether EOIs which are specific to any given sector (i.e. environment) will be invited to the co-creation phase. EOIs which have the greatest chance of success will be applicable to multiple sectors. If you are flexible in terms of the sector you operate in, one approach may be to provide a general description of the research proposed in line with Section IV and then provide one or more examples of how this approach could be applied in a given sector or sectors.

- 17) Since the areas of interest represent in our view interlocking elements would USAID look favourably on a proposal which spanned several areas of interest in an integrated way?

ANSWER: Yes, if logically presented and well-articulated.

- 18) Does the *localworks* initiative look in the first place for national/international resource centres/institutes/teams in support of locally-owned and -led development initiatives? Or does *localworks* look for ongoing national locally-owned and -led development initiatives, which could be researched and further developed and whose results/experiences would be made available to a wider international audience?

ANSWER: *localworks* does not specifically subscribe to one of these two approaches but will look at the individual country context to determine how to best to approach and support country-owned and country-led development. Note that *localworks* is seeking to move beyond the approach towards capacity development often employed by international donors, which seek to build the capacity of certain local organizations with the primary purpose of enabling them to receive more international donor funding. Rather, *localworks* seeks to find ways in which donor funds can be leveraged to strengthen networks of local actors, better enabling them to function independently.

- 19) Is it accurate to describe the BAA as looking to identify organizations with methodological expertise around support for and engagement with local actors (especially through networks and network strengthening), as well as expertise on appropriate research methodologies to understand local contexts and their evolution in the frame of locally driven development processes?

ANSWER: Yes, though not exclusively. Any eligible entity may submit an EOI proposing compelling research related *localworks* objectives and the Areas of Interest. Methodological expertise in this area is certainly helpful, but it is not required.

If yes, would more narrow and tangible specification of the resulting project concept be done in the co-creation phase through a collaborative elaboration of *localworks* activities between USAID those who have successfully passed the EOI step?

ANSWER: Yes.

- 20) Under area B,i) does USAID prefer to fund a proposal which has an objective "Development challenges in # districts in # countries are defined based on constituent input" or "a methodology for defining development challenges and priorities based on constituent input is developed and piloted".

ANSWER: At this stage, EOIs need not set specific targets as outlined in the first example, so the latter is preferable

ii) is the desired outcome that a baseline of constituents' views of local actors is established, and if so, with what geographical coverage?

ANSWER: Establishing a baseline of constituent views is an important component of a sound methodological approach to M&E. However, note that through this effort we are hoping to expand beyond the traditional approach of establishing a baseline and measuring subsequent variance. Rather, we hope to seek ways to ensure that constituents' views are solicited and used to make real programmatic decisions in both design and throughout implementation to ensure that development projects are meeting the needs of those they serve and that positive results are sustainable. Concerning the geographical coverage, as discussed in Section III.d.2, EOIs should have worldwide applicability.

- 21) We understand that the EOIs must have worldwide applicability. Does this mean that if our EOI is funded, then the research could be undertaken in partnership with any selected USAID mission?

ANSWER: Yes, that is a possibility if there appears to be a logical fit between the concept discussed and a given mission selected for localworks. Please be aware that the main purpose of this BAA is to inform the *localworks* program as a whole. It is possible that once missions are selected, they may issue their own BAA or another type of solicitation. If your idea is specific to a particular mission and is not covered by an existing solicitation, you may submit an unsolicited proposal/application to that specific mission.

- 22) In terms of worldwide applicability, will USAID look favorably on an EOI which proposes activities in 2-3 countries, where the methodology used can be applied in any country around the world? Please indicate a minimum number of countries, and what level of coverage in each country.

ANSWER: At this point, USAID is most interested in activities with broad applicability, which may be relevant to participating Missions when chosen regardless of geographical coverage. Therefore, activities that are highly specific to one country or a group of countries are not likely to be supported.

Award Type and Eligibility

- 23) My organization is a non-profit charity organization that works on [redacted], named [redacted], registered in [redacted]. Are we eligible for applying this BAA?

ANSWER: Please see section VII.B. for eligibility information and review Item 2 of this amendment.

- 24) Are US higher education institutions eligible to partner with a local higher education institution overseas to develop the project using capacity building strategies?

ANSWER: Yes.

- 25) Is it possible for [redacted] to submit an expression of interest or is it purely addressed to USAID Staff and field missions?

ANSWER: Please see section VII.B. for eligibility information. USAID Staff and field missions are not eligible to submit an EOI. Please see item 2.

- 26) While the BAA does not restrict eligibility, it states that “certain restrictions apply per *localworks*’ authorizing legislation, and entities which have received more than \$5 million in US government funds over the past five years will not be eligible to receive assistance awards”. What do you mean by entities? US entities or foreign partner entities? Assuming an organization’s EOI moves to the full application stage and the resulting award is determined to be a Cooperative Agreement or Grant, can you clarify what happens if the organization does not satisfy the \$5 million threshold? Will the organization be considered ineligible at that point?

ANSWER: As discussed on the first page of this Amendment, we have revised this paragraph of the BAA. USAID will give fair consideration to any organization meeting the general eligibility requirements (first line, second paragraph, VII.B). The following restrictions affect the type award that may be made:

- i) Assistance awards may be made to eligible entities which have received less than \$5 million in direct US government funds over the past five years.
- ii) For eligible entities which do not meet this criterion, USAID is limited to awarding contracts.

“Entities” refers to organizations or individuals, whether US or foreign. Note that any entity must have or obtain a DUNS number before an award can be made. A DUNS number may be obtained from D&B by telephone (currently [866-705-5711](tel:866-705-5711)) or the Internet (currently at fedgov.dnb.com/webform). A department or entity within an educational institution may be considered a separate entity from the institution if it has its own DUNS number.

- 27) In regard to Section VII Award Information, it indicates that per *localworks*’ authorizing legislation, entities which have received more than \$5 million in US government funds over the past five years will not be eligible to receive assistance awards. Can you please confirm whether this requirement applies only to the prime entity receiving the award, or to both the prime and any subgrantees on the award?

ANSWER: This applies to both prime and sub-awardees. However, as explained above and in the amended BAA, entities which have received more than \$5 million in US government funds are still be eligible for awards funded through *localworks*’ program administration budget.

- 28) Would we collaborate the research action with other partners?

ANSWER: Yes. You may collaborate with others in preparing an Expression of Interest, and opportunities to collaborate with others may arise during co-creation.

- 29) Is a consortium of partners eligible to submit an EOI together, or is USAID expecting EOIs only from individual organizations / institutions?

ANSWER: A consortium of partners may submit an EOI. Please identify one point of contact for the EOI. Note that if a “consortium” is later invited to submit a concept paper, it will need to be made clear which entity is the prime implementer and which ones (if any) are sub-implementers.

- 30) It is clear that the BAA leaves space open for later determination of the precise type of award, but could USAID clarify or provide examples of this statement in section IIB, “some award types many not include funding”?

ANSWER: It is possible that through the collaboration process, partnerships are formed which result in mechanisms that do not require direct funding from USAID. One example might be a memorandum of understanding that outlines research roles and responsibilities for a group of donors, think-tanks, and for-profit firms.

- 31) Would work under this BAA preclude us from responding to solicitations issued by USAID missions under the localworks program?

ANSWER: More than likely, work under this BAA will not preclude you from responding to solicitations issued by missions under *localworks*. The only instance this could be an issue is if working through this BAA provided access to information which could lead to an unfair competitive advantage. We do not anticipate this will be the case. At the concept paper stage, if it appears that the scope of a potential mechanism could provide this type of access to Mission-specific design information, we will be able to provide further clarification.

- 32) Is co-investment by the USAID’s Office of Foreign and Disaster Assistance (OFDA) acceptable?

ANSWER: Yes. Per our authorizing legislation, *localworks* will be managed by the Office of Local Sustainability of the Bureau for Economic Growth, Education, and Environment. However, we would be open to collaborating with other offices within USAID.

- 33) In reviewing the grant opportunity for E3, I noticed that no dollar amounts are listed. I assume this is a live grant opportunity. Do you know when the funding availability will be available? Also, any other information would be helpful.

ANSWER: Please see section III.D.1 for information on funding available.

- 34) What’s the ceiling for single call?

ANSWER: We do not anticipate that the total estimated amount of an award funded through this BAA will exceed \$2 million.

Note: This is a Broad Agency Announcement (BAA) and not a Blanket Purchase Agreement (BPA), so we are not issuing “calls” as is done under a BPA.

- 35) Are graduate students, and associated tuition and fees, allowable costs?

ANSWER: Generally speaking, yes. However, there are specific regulations governing research expenses (e.g. USAID’s Mandatory Standard Provisions, OMB Circular A-21, ADS 253) and it is not possible to provide a specific answer without knowing more detail. Issues like this will be addressed at the final stage of award negotiation, when cost negotiations are conducted with USAID’s office of Acquisition and Assistance. If there is an acute need to get an answer at an earlier point, we can seek clarification at the co-creation stage.

Role of USAID Missions vs. USAID/Washington

- 36) The language in the BAA is confusing in terms of the role of USAID missions in the co-creation phase of the R&D phase of the localworks initiative. Can you please confirm that the “localworks-funded design process” involving missions (BAA page 4) is the same as the “co-creation phase” described in section VI.B. of the BAA?

ANSWER: No, these are not the same. The *localworks* program overall is distinct from the R&D services sought under this BAA. *localworks* contains two largely separate components:

- i) Most of *localworks*’ budget (\$45 million in FY15 funds) will go to the overall program, which will be implemented by select field missions. This program contains a design process which allows USAID Missions to conduct research and design to develop a locally-owned and -led program that is responsive to the needs of local constituents. This will be driven by Missions in the field.
- ii) A comparatively small portion of this funding will be used for R&D which will complement and inform *localworks*, as discussed in this BAA. The co-creation phase is one stage in the award process outlined in Section VI.B. This will be led by USAID/Washington.

Mechanisms that emerge from this BAA may contribute to the Mission-led design phase mentioned above in i) but this is not mandatory, and submitters need not be too concerned with this when preparing their EOI.

- 37) Does USAID foresee that missions will have both localworks R&D projects (funded through this BAA) and their own localworks programs in accordance with their own specific strategies?

ANSWER: While this is a possibility, it is not a necessary outcome. USAID intends for awards made under this BAA to be administered from USAID/Washington and have worldwide applicability. While awards made by USAID field missions share the objectives of this BAA, those awards will be competed and administered by those Missions in accordance with their *localworks* strategies. Some R&D activities funded under this BAA may be carried out in countries with a *localworks* Mission, particularly if those activities complement the Missions’ *localworks* strategy. However, it is also possible that awards made under this BAA will fund R&D activities in countries that are not covered by a *localworks* participating Mission.

- 38) Which countries have been/will be selected for localworks? If not, which regions will be prioritized or which criteria will be used for country selection?

ANSWER: The participating USAID Missions have not yet been selected. An open competition between USAID missions has been launched, and we anticipate that participating missions will be identified in Fall 2015. There are no regional priorities.

- 39) Has the process for identifying collaborating missions been identified and if so, could a reference be provided?

ANSWER: General guidance for has been released on USAID’s intranet which discusses how participating missions will be selected, but this is not of direct relevance to this BAA. In essence, missions will be selected on the basis of their proposed approach towards designing and implementing a *localworks* strategy that is responsive to the country context and in line with the *localworks* guiding principles outlined in Section III.C of the BAA.

- 40) Does USAID already have a short list of missions which are interested in carrying out such R&D initiatives, and if so can this list be shared with potential applicants?

ANSWER: No.

- 41) How would you describe the balance between the research component of this BAA versus the direct methodological support for USAID field missions?

ANSWER: This BAA may lead to both - R&D may support the program globally and address issues of broad relevance, and/or R&D may advance our understanding of a specific set of issues within a particular country. However, at this point the focus should be on the former, as we do not yet know the field missions which will be selected or the type of research that will be most relevant to them.

- 42) What connection does localworks envision between the R&D activities partners will be testing under the BAA and the USAID field missions' own specific localworks strategies which they will be developing and implementing?

ANSWER: At a minimum, the R&D activities partners will be testing under the BAA will yield useful information which *localworks* Missions will consider in designing their own strategies. If there is a logical way for doing so, the R&D activities may provide direct support to Missions during their design phase – but this is by no means mandatory and is difficult to predict since the Missions have not yet been identified.

[End of Amendment 2]