



USAID | KYRGYZ REPUBLIC

To All Applicants:

From: USAID/CA Regional Mission
Acquisition and Assistance Office
Park Palace Building
41 Kazibek Bi Street
Almaty, Kazakhstan 050010

Date: October 10, 2019

Subject: Questions and Answers on the Notice of Funding Opportunity
(NFO) No.: 72011519RFA00010
Nonpartisan Domestic Observation of the 2020 Parliamentary Elections
in the Kyrgyz Republic

The purpose of this notice is to provide Questions and Answers on the Notice of Funding Opportunity NFO No.: 72011519RFA00010.

Question 1: Would USAID be amenable to revising this RFA to utilize a co-creation exercise in which interested local groups could submit brief concept papers to demonstrate their experience and capabilities, and USAID could then work with select applicants to assemble a consortium and design an appropriate scope of work?

USAID Response: USAID is not in a position to revise the RFA at this time. If required, USAID will work with the apparently successful applicant to ensure the activities match the capacity and ability of the organization as well as meet the overall objectives (sub-purposes) of the RFA.

Question 2: For SP 2, the RFA mentions that the grantee will conduct a short-term observation on election day that collects a representative sample of polling stations to assess voting and counting processes across the country. Does USAID/Kyrgyz Republic expect the grantee to conduct a Parallel Vote Tabulation (PVT) as part of its election day observation? We would suggest making it explicitly clear whether this RFA intends to support a PVT or not, since that would have significant implications for the required capacity, experience, and profile of the group(s) responding.

USAID Response: Given the technically sound operation of election administration over the past several rounds of elections USAID would expect the grantee to focus more on long-term observation, including in areas that have been highlighted in previous elections. These could include analyses of trends, monitoring campaign finance (ab)use, administrative resource (ab)use, media monitoring and voter education. However, with recent cases of voter harassment at certain polling stations, lack of privacy on the way from booth to ballot box, and vote buying

operations right outside polling stations, USAID would also expect the grantee to conduct an election day observation that can observe and report on those issues. Under this sub-purpose, USAID's overarching goal is to support the transparency of campaign practices and electoral administration. Activities mentioned as sub-sub-purposes (or SSP) are *illustrative*. USAID expects the applicant to be best positioned to identify how it will respond to this grant opportunity in order to meet the SPs including identifying which issues and what type of approach it will undertake in order to meet the objectives.

Question 3: For SP 3, does USAID/Kyrgyz Republic expect the grantee to provide recommendations to the Central Election Commission, Parliament and others in their role as an independent, nonpartisan election observer group, or does USAID/Kyrgyz Republic envision that the grantee would play more of an advisory role to the CEC, parliament, and others?

USAID Response: USAID expects the grantee to organize, attend and add value to numerous public discussions that are held in advance of elections by making verbal and written recommendations to CEC and other stakeholders regarding election policies and their enforcement, e.g. policies and procedures for media coverage, campaign rules, rules for collecting signatures by the parties/ candidates, (lack of) uniformity in review of campaign violations.

Question 4: Может ли основным заявителем быть организация в системе USAID (IFES, Internews), а НПО Кыргызстана идти как партнер? Или все таки этот конкурс только для НПО Кыргызстана?

Can an existing USAID implementing partner (e.g. IFES, Internews) be a prime applicant, with a Kyrgyzstani NGO proposed as a partner/sub-recipient. Or is this Notice of Funding Opportunity designed solely for the Kyrgyzstani NGOs?

USAID Response: The applying organization must be a Kyrgyzstani Organization. However, a local Organization may have a partnership such as sub-grants or contracts with international organizations or entities.

Question 5: Сама форма заявки только описана, но ее нет в определенном формате, можем ли мы использовать свободный формат, с учетом поставленных тем?

The RFA describes requirements, however, there is no template for Project Description. Can we use our own format depending on the tasks described in the RFA?

USAID Response: Yes, organizations should provide their own format for the program description. Please note, however, USAID will not review any pages in excess of the 20-page limits noted in the RFA, Section D. Please ensure that applications comply with the page limitations. The Application must:

- Be written in English

- Use standard A-4 sized paper,” single sided, single-spaced, 12 point Times New Roman font, 1” margins, left justification and headers and/or footers on each page including consecutive page numbers, date of submission, and applicant’s name.
- 10-point font can be used for graphs and charts. Tables however, must comply with the 12-point Times New Roman requirement.
- Submitted via Microsoft Word or PDF formats, except budget files which must be submitted in Microsoft Excel.
- The estimated start date identified in Section B of this NOFO must be used in the cost application.
- The technical application must be a searchable and editable Word or PDF format as appropriate.
- The Cost Schedule must include an Excel spreadsheet with all cells unlocked and no hidden formulas or sheets. A PDF version of the Excel spreadsheet may be submitted in addition to the Excel version at the applicant’s discretion, however, the official cost application submission is the unlocked Excel version.

The application should take into account the requirements of the program and merit review criteria found in the Notice of Funding Opportunity.

Question 6: В случае подачи заявки консорциумом НПО, должны ли все участники иметь регистрации в системе или может иметь только основной апликант?

In case a consortium of NGOs apply, should all members of the consortium be registered in the system or does this requirement apply to the prime applicant only.

USAID Response: USAID may not award to a prime applicant unless the applicant has complied with all applicable Data Universal Numbering Systems (DUNS) and System for Award Management (SAM) requirements. This includes:

1. Being registered in SAM before submitting its application (prime applicant).
2. Continuing 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.
3. Providing a valid DUNS number for the applicant and all proposed sub-recipients;

Any organizations receiving a subaward from the prime applicant are required to have a DUNS, but they do not require registration in SAM.

Question 7: Could you please help us with required documents for NGOs to fill out and then submit it. Where and how we will be able to submit our project proposal?

USAID Response:

Full details for the required documents are found in Section D (page 17–35) of the NFO. The application has two parts (technical and business) and must have the following items:

Technical Application

- Cover Page
- Table of Contents
- Executive summary
- Technical Approach
- Management Structure and Staffing Plan
- Annexes
 - Organigram
 - Cs for Key Personnel
 - Draft Work Plan

Business Application

- Cover Page
- SF-424 Form A and B (<https://www.grants.gov/web/grants/forms/sf-424-family.html>)
- Certifications and Assurances
(<http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>)
- Summary Budget
- Detailed Budget
- Budget Narrative
- History of Performance on up to 5 relevant awards

It is the responsibility of Applicants to prepare an Application, which is in compliance with the requirements of the NFO. Applications must be submitted by email to AlmatyAASolicitations@usaid.gov. The deadline for submission of the Application is November 1, 2019. For further instructions please refer to Section D of the Notice of Funding Opportunity 72011519RFA00010.

USAID thanks all organizations for their interest in the referenced notice of funding opportunity.

Sincerely,



Brian LeCuyer
Agreement Officer