



Date: June 23, 2021

Subject: NOTICE OF FUNDING OPPORTUNITY (NOFO) NUMBER
72049221RFA00006, Amendment 1

Program Title: Papua New Guinea (PNG) Sustainable Landscapes (SL) Activity

Dear Prospective Applicants:

The purposes of this amendment are to:

1. Revise/add the following information in the NOFO:
 - a. Section D.5.5 Annexes - not included in the page count
 - Acronym List/Definition (not to exceed one page)
 - Timeline (i.e., Gantt chart of indicative activities) not to exceed five pages
 - Results framework (not to exceed two pages)
 - Organizational chart/Staffing plan (general)
 - Past experience (one page each for the prime applicant and its proposed sub-awardee/partner)

Past performance annexes should consist of:

- U.S. Dollar Value
 - Period of Performance
 - Brief description of the work performed
 - Results of the work performed
 - References (Point of contact with telephone number(s) and email address(es))
 - Other charts, graphs, tables, data information considered essential to the application (not to exceed two pages)
- b. Add the following information in Section D.5(b) Phase 2 - Full Application, subsection VI. Annexes:

“VI. Annexes (not included in the page count)

The Applicant should include any supporting information that does not fall under the previous sections as an annex. **Curricula vitae of the proposed key personnel must be submitted as an annex to Phase 2 - Full Application submission.**”

- c. Section D.12 Certifications, Assurances, and other Statements of the Applicant is deleted in its entirety and **replaced with Attachment 1 of this amendment**.
 - d. Section D.14 is deleted under this amendment. Section D.7. has been revised to add the date to the header to read:
“D.7 Conflict of Interest Pre-Award Term (August 2018)”
 - e. This amendment corrects the reference information under Section E.2 Factor 1:
Technical Approach to read:
“1. Factor 1: Technical Approach
The subfactors are listed in descending order of importance.
 - a. Applicants will be evaluated on the extent to which the Applicant clearly articulates its evidence-based, innovative and feasible technical approach to achieve the goal and objectives set forth in the Program Description and the rationale for such an approach.
 - b. The Concept paper will also be evaluated on the extent to which the Applicant has integrated the guiding principles (**Section A.6**).
2. Provide answers to the questions received by June 18, 2021. Answers to these questions are found in the succeeding pages.

This amendment does not obligate USAID to execute an award, nor does it commit USAID to pay any costs incurred in the preparation and submission of applications. Furthermore, the U.S. Government reserves the right to reject any and all applications, if such action is considered to be in the best interest of the U.S. government. All other terms and conditions of this funding opportunity remain unchanged.

Sincerely,

Beatrice Conde Digitally signed by Beatrice Conde
Date: 2021.06.25 01:53:58 -04'00'

Béatrice M. Condé
Supervisory Agreement Officer

GENERAL QUESTIONS

1. On page 27 of the NOFO (Section D.5, “a. Phase 1 – Concept Paper Content and Format”), USAID states that offerors must format their concept papers using Times New Roman, 12 point font. Can USAID confirm if this formatting restriction applies to boxes, tables, figures, etc.?

USAID Response: Yes. The Times New Roman 12-point font also applies to boxes, tables, figures, etc.

2. On page 28 of the NOFO (Section D.5, “Cover Page”), USAID states that the cover page must contain “List of components that organizes activities/interventions for the specified objectives in the NOFO.” Could USAID please further describe its expectations for this requirement?

USAID Response: The Applicant is expected to provide keywords representing the interventions that would be implemented to achieve the NOFO objectives (e.g. grantmaking, capacity building, partnership building, sustainable alternative livelihoods, tenure).

3. Cover Page requires “List of components that organizes activities/interventions for the specified objectives in the NOFO.” What does this mean?

USAID Response: See response to Question 2.

4. Page 28 of the NOFO requires proposed period of performance on cover page, could USAID please provide the anticipated starting date for this program?

USAID Response: The anticipated start date of this program is November 1, 2021.

5. On page 29 of the NOFO (Section D.5, “Technical Approach”), USAID states that “at minimum, this section must contain... [a] proposed timeline, i.e., project duration or time needed to complete the proposed activities.” However, on page 31, the solicitation lists “Timeline (i.e., Gantt chart of indicative activities)” as an annex. Could USAID please clarify where offerors should include the timeline in the application?

USAID Response: In the Technical Approach section, the Applicant must provide a brief narrative of the actions that it and its partners will undertake during the 60-month period of performance. The Applicant may choose to break out the timeline by yearly intervals. A Gantt chart of indicative activities, which is expected to be more detailed, should be included in the concept paper as an annex.

6. On page 31 of the NOFO (Section D.5, “Annexes”), USAID states that past experience is limited to “one page per sub-awardee/partner.” Can USAID confirm that only partner past performance information is to be included as an annex? Additionally, for the annex,

is there a specific template that USAID would like past experience information to be provided in?

USAID Response: Please see the revised section in the cover letter of this amendment.

7. Section D.5.a.4 (page 30) states “The Applicant must provide performance information for each organization member (as an Annex; no longer than one page per organization).” Please confirm that this includes one page focused on the prime applicant’s experience in the technical application and one page per partner in the annex.

USAID Response: Please see response to Question # 6.

8. Can USAID please provide an estimated amount of time between phase 1 submission and invitation to submit a full application?

USAID Response: Minimum of four weeks.

9. We understand that USAID cannot provide a closing date for Phase 2 submissions at this time. In order to facilitate Applicants’ resource allocation, can USAID indicate the number of days it intends to provide between the invitation to submit a Full Application and the anticipated closing date for Phase II submissions?

USAID Response: Minimum of 21 days.

10. Please confirm that electronic signatures are acceptable, including in situations where “printing and signing” is stipulated by the NOFO (such as in Section D.3, page 25).

USAID Response: Electronic signatures are **not** acceptable. Applications are to be printed and have a wet signature by the authorized representative, as per NOFO section D.3 Page 25.

11. Section D.5 on page 28 excludes the Table of Contents from the concept paper’s page limit; however, Section D.5.a does not include it in the required organizational flow. Please confirm that applicants may include a Table of Contents outside the page limit.

USAID Response: The Table of Contents is not included in the page limit.

12. The Phase 2 application instructions (Section D.5.b.2, p33) state “The technical application must demonstrate the Applicant’s capabilities and expertise with respect to achieving the goal and objectives of this activity.” However, no institutional capability or past performance section is mentioned in the Phase 2 instructions. Please confirm that Applicants should submit this as an annex.

USAID Response: The expectation is for the Applicant to weave into the technical application narrative on how it or its proposed partners possess the experience in implementing the interventions described in the section on technical approach. A

summary of the Applicant's and its partners' past performance must be submitted as an annex.

13. D.5.b.2.III, pg. 34, says "Key personnel qualifications will be included in the award. In addition, the Applicant must propose candidates for each key personnel position." Can USAID confirm that applicants should submit CVs as an annex for Phase 2 – Full Application submission?

USAID Response: Yes. Please see the revised section in the cover letter of this amendment.

14. Section D.6, page 35 refers to "a consortium or another legal relationship among...partners," and specifies documents to be submitted if such a relationship is formed in order to respond to this NOFO. One requirement is an "express agreement of the principals thereto to be held jointly and severally liable for the acts or omissions of the other/s." Please confirm that in this paragraph of the NOFO, the word "consortium" means "joint venture" and that this requirement does not apply to a prime applicant/sub-applicant relationship.

USAID Response: This requirement does not refer to the prime applicant/sub-applicant relationship.

15. Could USAID please provide the definition of "Major Sub-Applicant" that is referred in page 42 of the NOFO?

USAID Response: A major sub-applicant wherever it appears in the NOFO is a proposed subawardee/partner whose cost exceeds 20% of the prime applicant's total proposed cost.

16. Could USAID please confirm Section D.12 on page 44 (Certifications, Assurances and other Statements of the Applicant) should be removed because 1) it implies the existence of a Leader Award which is not applicable under this NOFO; and 2) Part 6 on page 39 of the NOFO includes the requirement of Certifications and Assurances.

USAID Response: Please see the revised section in the cover letter of this amendment.

17. Can USAID confirm that Applicants will have another opportunity to submit questions prior to Phase 2 submission?

USAID Response: There will not be a separate Question and Answer for Phase 2 submission. Submission instructions and evaluation criteria for Phase 2 have been included in this NOFO.

18. Please confirm that section D.14 should be removed since it's duplicative as section D.7.?

USAID Response: Please see the revised section in the cover letter of this amendment.

19. Section F.3.a.1 (page 52) states “The applicant will prepare a draft Year 1 implementation plan to be submitted with its application.” Please confirm that this draft should be submitted as an annex to the Phase 2 submission.

USAID Response: Yes. The draft Year 1 implementation plan must be included as an annex to the Phase 2 full application submission.

20. Is our organisation eligible as lead organisation for this call for proposal? Or are we to co partner with other organisation in this bid?

USAID Response: As per NOFO Section C - Eligibility Information the eligibility for this NOFO is not restricted.

21. Our seedlings distribution and awareness on climate change in schools is minute component under your call for proposal. Can you assist us by giving us some hints on which category shall we apply if our organisation is eligible.

USAID Response: The NOFO requires an Applicant to submit a concept paper that describes how the applicant and its partners, if applicable, will achieve all of the NOFO objectives. An organization can pursue a partnership with other organizations applying for the same solicitation if it believes that their expertise can contribute to developing a competitive concept paper without necessarily acting as the prime applicant.

23. Furthermore, is any standard application form in word format which we could work before submitting online?

USAID Response: There is no “standard application form.” Applicants must follow the submission format as indicated in Section D - Application and Submission Information in the NOFO.

24. We are not Cooperative Agreement qualified as Non-U.S. for-profit Non-Governmental Organizations (NGOs), and other qualified non-U.S. To qualify, would this be part of the assessment process or do we have to qualify separately and noting the timeframes is this actually feasible to qualify separately and submit a proposal?

USAID Response: The NOFO Cover page, reads, “Eligibility for this award is not restricted”. NOFO Section D.3. General Instructions, paragraph 5, “While for-profit organizations as well as non-profit organizations are permitted to apply, potential Applicants should note that USAID policy prohibits the payment of fee or profit to for-profit organizations under assistance instruments.”

25. I came across this USAID grant opportunity and would like to apply for that as Local Conservationist and Climate Change Activist Papua New Guinean. I tried but I do not know how I would do so to go ahead to apply for this grant opportunity for Papua New Guinea Sustainable Landscapes Activity.

USAID Response: Please see Section D - Application and Submission Information, Page 25 for submission instructions.

26. Attached is our letter to you regarding our proposed project and enquiring if we are eligible to apply.

USAID Response: Please see responses to Questions # 24 & 25 above.

TECHNICAL QUESTIONS

27. On page 47 of the NOFO (Section E.2, “Factor 1: Technical Approach”), USAID states that the second-most-important “sub-factor” in writing the concept paper will be the “extent to which the Applicant has integrated the guiding principles (Section A.5).” However, there are no guiding principles in Section A.5. There are guiding principles in Section A.6. Can USAID confirm that the authors of the NOFO meant to refer to the guiding principles in Section A.6?

USAID Response: Please see the revised section in the cover letter of this amendment.

COST QUESTIONS

28. Section D.6 (page 35) of the NOFO states: “The Cost Application, in Microsoft Excel, shall be submitted in electronic version. The Applicant shall submit a budget broken down by program years with an accompanying detailed budget narrative (in Microsoft Word)”. Could USAID please confirm for other sections of the cost application (such as NICRA, certifications and assurances etc.), applicant should submit in Adobe PDF?

USAID Response: The budget should be submitted in Microsoft (MS) Excel format and the budget narrative in MS Word. The NICRA, representations, certifications and assurances must be submitted in Portable Document Format (PDF).

29. Section D.6. (Page 36), under the bullet of travel, the NOFO states: “Travel, per diem and other transportation expenses must be detailed in the financial plan to include the number of international trips...” Could USAID please confirm “financial plan” means cost application?

USAID Response: Financial plan means the budget.

Attachment 1

D.12. Certifications, Assurances, and other Statements of the Applicant

Pursuant to ADS 303.3.8, the applicant must affirm the required certifications prior to the execution of the award.

Affirmation of Certifications

The undersigned affirms that the following certifications provided are signed and attached:

Part I - Certifications and Assurances

“Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs”

“Certification Regarding Lobbying”

“Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)”

“Certification Regarding Support to Terrorists”

“Certification Regarding Trafficking in Persons, Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013”

“Certification of Recipient”

Part II - Key Individual Certification Narcotics Offenses and Drug Trafficking (as applicable)

Part III - Participant Certification Narcotics Offenses and Drug Trafficking (as applicable)

Part IV - Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction

Part V - Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements - Representation (May 2017)

Part VI - Other Statements of the Recipient

By: _____ Title _____

Typed Name: _____ Date: _____