ISSUE DATE: February 24, 2021

REFERENCE: Notice of Funding Opportunity (NOFO) Number 72016521RFA00004 – Partnerships for Giving (P4G) Activity

SUBJECT: Amendment No. 1– Questions and Answers

Dear Applicants:

The purpose of the Amendment 1 is to provide answers to questions received in relation to the P4G activity.

Question 1: Is it expected that we propose a Project Director at the time of the application? Or is there an expectation that we hire the director after the commencement of the program?

Answer 1: It is expected that the applicant will propose a Project Director at the time of application. One of the merit review criteria against which the applications will be reviewed is the Management Plan, that includes the Project Director as Key Personnel.

Question 2: Are there any guidelines on how the budget should be split between the budget assigned for personnel wages and the budget assigned for activities? We suspect there may be some common practices as to how this is achieved. Or is strictly dependent on the grant?

Answer 2: No, there are no strict guidelines. The budget must reflect costs for the activities outlined in the technical application. Depending on the activity, it is generally expected that program costs are greater than the non-program (administrative) costs. However there is no formula, a set ratio or a requirement as to how the budget should be allocated.

Question 3: Is there a maximum number of people we are allowed to hire? If not, do we have the freedom to choose the number of people we can employ to accomplish the goals of the program?

Answer 3: There is no limitation regarding the number of personnel you intend to hire for the implementation of this activity. The costs for the personnel, however, must correlate with the detailed budget you are obligated to submit as part of the cost application.

Question 4: We were also curious to know whether there are any established protocols on common hourly rates for different roles of employees hired for programs of this nature. We would highly appreciate any guidance in this regard.

Answer 4: Hourly/daily rates of the direct hire personnel must be substantiated by the entity's human resource policies and procedures. Additionally, rates are expected to be informed by the local market and substantiated as such.

Question 5: We understand that we need to fill and submit the forms and certifications and assurances listed in the Notice of Funding Opportunity, Section D, 6-a) and b). Are there any other forms, certifications and assurances that we are required to attach and submit with our Business (Cost) Application.

Answer 5: Yes, see requirements in Section D, subsection c) Required Certifications and Assurances.

Question 6: We understand that the application must be submitted in two separate parts: the Technical Application and the Business (Cost) Application, and that each part of the application be submitted as consolidated email attachments, e.g. that consolidate the various parts of a technical application into a single document before sending it. The Cost Schedule, however, is expected to be an Excel spreadsheet which might not be easy to integrate to the corresponding consolidated document. Do you have any best practice recommendations on how to best submit the Business (Cost) Application and the different documents related to it?

Answer 6: It is not required that all the documentation related to the Business (Cost) Application is consolidated in a single document for submission. Please see bullet point guidance on page 16.

Question 7: Are there any requirements and/or eligibility criteria for the sub-recipients/ partners which are not "local entity"? Are they eligible if they are registered in an EU country?

Answer 7: This solicitation was intended for local organization(s) although the local organization that will submit an application can propose to work with sub-recipients/partners which are international organizations if they bring value to the proposed activities and expected results.

Question 8: Do the five key personnel also include technical support staff (financial management, logistics, M&E etc.)?

Answer 8: The applicant should propose which positions it deems to be "Key Personnel." It is up to the applicant to determine if financial management, M&E, or other positions are to be considered to be "Key Personnel" or simply senior technical/subject matter experts as appropriate. The applicant's judgment with respect to "Key Personnel" is part of the evaluation under this NOFO.

Question 9: Is it expected that the level of effort of key personnel to the project is 100% for all of them or is this at the discretion of the applicant to determine?

Answer 9: This is up to the applicant to propose based on the approaches it intends to pursue and how labor-intensive they are, as well as the level of expertise/experience of the proposed staff. The level of effort of key personnel will reflect upon the judgement of the applicant.

Question 10: Since we experience technical challenges in SAM registration please clarify what constitutes "*register in SAM before submitting its application*" on pp.23 of the NOFO?

Answer 10: USAID will accept applications of entities that have not completed their SAM registration by the time the application is submitted. However, SAM registration is a necessary requirement of making an award. At the time of award, USAID may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant. The award will be made only to an eligible applicant that has completed its SAM registration.

Question 11: Is SAM registration required for sub-recipients?

Answer 11: Please see Standard Provision number RAA6. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT available at: https://www.usaid.gov/sites/default/files/documents/303mab.pdf. As stated in this Standard Provision, SAM registration is required for certain sub-recipients based on the sum of the subaward. Please closely read the specific provision guidance.

Question 12: Section A.5 Guiding Principles, principle 1, states P4G should not 'finance development activities, either directly or indirectly, in part or in total.' Could you clarify the distinction between direct and indirect financing, in this regard?

Answer 12: The NOFO aims to support an ecosystem of philanthropy and sustain a culture of giving. However, the applicant should not be in the position of using United States Government funds to gift monies to other entities. This activity aspires to increase "giving" or donations by individuals, private, civic, community, and corporate entities towards development activities or initiatives.

Question 13: Section C: Eligibility Information clear defines the applicant eligibility to local entities to stay in line with J2SR and Local Works principles. However, Section C does not speak to any eligibility requirements or limitations for the prime applicant's named sub-awardees.

Answer 13: Please see the answer to Question no. 7 above. While prime applicants must be local, there is some flexibility with respect to sub-awardees. Nonetheless, the applicant should exercise its judgment in ensuring that its proposed sub-awardees are consistent with the commitment to Local Systems, the Journey to Self-Reliance, and Local Works principles.

Question 14: Can prime applicants propose the use of Fixed Amount Awards as a way to structure some or all of their planned sub-awards?

Answer 14: Yes.

Question 15: Section A6 of the NOFO states that this activity includes one required key personnel a Project Director (PD), her/his experience and qualification must be verifiable from

the CV (max 4 pages). In section D, it is stated that the applicant may propose up to 5 key personnel including the PD.
Question: Should the applicants include the CVs of all key personnel with the same CV's page limit (each 4 pages)? The Technical approach is stated to be max 10 pages, the Management plan max 3 pages and Institutional capability max 2 pages. Please explain, does the CV's page numbers should be counted against the directions given for the page limits in the Technical application format?

Answer 15: The CVs of Key Personnel are not counted/included within the stated page limits. Each CV is subjected to the 4-page limit.

Question 16: Section A7 of the NOFO, states that P4G will establish in the first 90 days a project performance monitoring, evaluation and learning plan (MELP) that incorporates an Adaptive Management approach.
Question: Does the same logic applies to the preparation of the Annual Work Plan? Or the applicants should propose an indicative annual work plan for the first year in the technical approach?

Answer 16: There is no need to submit an indicative AWP for the first year in the technical approach section of the application. Instead, the application should indicate what the applicant intends to do over the four year period of implementation. The timeline for submitting an AWP to USAID for approval will be stipulated in the award.

Question 17: In Section D part 6: under requirement c) Required Certifications and Assurances, point (3) Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).
Question: What applies if the organization does not have such Certificate of compliance? Should the applicants only state that such certificate is not obtained by USAID/Washington's Office of Acquisition and Assistance (M/OAA), or?

Answer 17: Correct. Please state the actual circumstances.

Question 18: In Section D part 6: under requirement g) Dun and Bradstreet and SAM Requirements. USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier (DUNS number) and System for Award Management (SAM) requirements. Each applicant is required to: 1. Provide a valid DUNS or number for the applicant and all proposed sub-recipients; and 2. Be registered in SAM before submitting its application.
Question: Please give more clarification on this subject. Should the prime applicant and co-applicants have DUNS numbers and be registered on SAM when they submit the application or they can start the process and finish it effectively after the deadline stated in the NOFO, for the time of the award. Or should only the prime applicant have DUNS number and active registration on SAM when submitting the application.

Answer 18: See answers to questions 10 and 11 above.

Question 19: Does the term "Civic Society Organisations (CSOs)" for the purpose of the P4G call, include all non-governmental organizations registered under the Law on associations of citizens and foundations?

Answer 19: Yes, the term embraces all the Civic Society Organisations defined as such by the local law (see solicitation footnote number 2 on page 5).

Question 20: Among the Key Personnel, can we engage experts that are not citizens neither residents of the Republic of North Macedonia?

Answer 20: Yes. Nonetheless, due consideration should be given to how any proposed Key Personnel align with the Evaluation Criteria of the Notice of Funding Opportunity.

Question 21: Is it preferred to apply for this funding opportunity as part of a consortia even if our team is qualified and capable to carry out the requested activity?

Answer 21: No, there is no such preference.

Question 22: Is it preferred for a non-profit organization to be the leading applicant, or private companies are also welcomed to take this role?

Answer 22: There is no such preference. In accordance with Section C of the NOFO, private (for-profit) companies, which are "corporations," are not barred from serving as the leading applicant.

Question 23: Should we specify our branding and marketing strategy in our application?

Answer 23: The strategy does not need to be submitted along with the application. The Branding Strategy and Marking Plan will be required to be developed by the Apparent Successful Applicant later in the evaluation stage. However, any costs associated with the Branding Strategy and Marking Plan must be accounted for and presented in the detailed budget.

Question 24: Should we specify in the budget estimate every different item and a reference for the price (for example: price of a pen and link to a store website with the price)

Answer 24: As stated under subsection d) Budget and Budget Narrative (page 20 in the NOFO), the Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs and determine if they are reasonable. Therefore, links are helpful. However, it is not necessary to be provided for common items, like office supplies for everyday use. If any special, unordinary items are listed, USAID encourages you to enclose appropriate source links.