



USAID | GUINEA

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Issue Date: June 30, 2017
Outreach Conference: August 3rd, 2017 (12:00 pm a 2:00 pm)
Prima Center (Transversal number 2),
Conakry, Guinea.
Deadline for Questions: July 28, 2017, 3:00 PM (local Guinean time)
RFA Closing Date and Time: August 11, 2017, 3:00 PM (local Guinean time)

SUBJECT: Notice of Funding Opportunity:
Request for Applications (RFA) Number: RFA-675-17-000001,
Amendment 01

Program Name: Guinea Financial Accountability Support (GFAS)

Catalog of Federal Domestic Assistance (CFDA) Number: 98.001 USAID Foreign Assistance for Programs Overseas

Ladies/Gentlemen:

The United States Government (USG), as represented by the U.S. Agency for International Development Agency (USAID)/ Guinea invites applications for funding from qualified entities to carry out activities that enhance Guinea's fiscal transparency and government accountability for budget expenditure programs with specific objectives including applying social media in partnership with civil society organizations and private sector partners serving as third-party reporters of fiscal and budget data; advocating for reliable, complete, publically available and timely budget data; and advocating for the operationalization of an independent supreme audit institution.

This funding opportunity is for Guinean local entities, invited to submit applications. Subject to the availability of funds, an award will be made to two-responsible, eligible applicants whose application(s) best meets the objective of this funding opportunity and the selection criteria contained herein. **While a single award is anticipated as a result of this RFA, USAID reserves the right to fund any or none of the applications submitted.**

For purposes of this RFA, the term "Grant" is synonymous with "Cooperative Agreement," "Grantee" is synonymous with "Recipient" and "Grant Officer" is synonymous with "Agreement Officer." Eligible entities 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 an award, the applicant must provide all information required in this RFA and meet the eligibility criteria in Section C of this RFA. This funding opportunity

is posted in local newspaper media, and may be amended. Potential applicants should regularly check the newspaper, for which the original RFA was found for ensure they have the latest information pertaining to this notices 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 and documents properly. It is the responsibility of the applicant to ensure that the entire RFA has been received from internet in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion processing. If you have difficulty accessing the RFA, please send an email to [USAID- Applications-Guinea@usaid.gov](mailto:USAID-Applications-Guinea@usaid.gov) for assistance. Please note, applications should not be submitted via the Grants.gov website. Refer to Section D of this RFA for application submission instructions. Grants.gov registration is not required to submit an application in response to this RFA.

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

USAID/Guinea will host an Outreach Conference on August 3rd, 2017 from 12:00 pm a 2:00 pm at the Prima Center (Transversal number 2), Kipé, Kaporo Rails, Commune de Ratoma Conakry, Guinea.

Please send any questions to the following email USAID-Applications-Guinea@usaid.gov with the SUBJECT line indicating this RFA No.: RFA-675-17-000001. The deadline for questions is July 28, 2017 at 3 PM (local Guinean Time). Responses to questions received prior to the deadline will be furnished to all potential applicants through and amendment to this RFA posted to Grants.gov if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective Applicant.

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

Thank you for your interest in USAID programs.
Sincerely,

/s/

Charlie Brown
Agreement Officer

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ABBREVIATIONS AND ACRONYMS USED IN THIS NFO

AO – Agreement Officer

GFAS – Guinea Financial Accountability Support

USAID – United States Agency for International Development

NFO – Notice of Funding Opportunity

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SECTION A: PROGRAM DESCRIPTION

Fonds Exercice 2015 de l'Initiative Transparence dans les Finances Publiques pour Projet d'appui à la Redevabilité des Comptes Fiscaux de la Guinée (ARCFG) Description du programme

Résumé Exécutif

Le Projet intitulé Appui à la Reddition de Compte Fiscal en Guinée vise à assurer la transparence et la gestion efficace des fonds de l'Etat à travers la publication du budget, le suivi et l'élaboration de rapports périodiques tous les deux ans. Avec l'engagement de la société civile (organisations sans but lucratif comme entités privées), le projet se propose d'accroître la participation des citoyens en tant que partenaires légitimes dans le processus de suivi du budget de l'Etat. Le projet renforcera le partenariat entre la société civile et le gouvernement en créant un cadre d'échange en vue de l'exécution du budget et du suivi des secteurs clés de la stratégie de réduction de la pauvreté. Le Gouvernement de Guinée (GdG) aura par conséquent l'occasion de rendre compte non seulement à ses mandants mais également à ses partenaires techniques et financiers. Cet engagement trouve son efficacité dans l'utilisation accrue de la technologie mobile et des réseaux sociaux animés par la société civile afin de mener des actions de plaidoyer en vue de l'application effective des lois en vigueur et la publication régulière du budget de l'Etat pour la transparence financière. Le (s) responsable (s) de mise en œuvre du projet cibleront les acteurs de la jeunesse, les associations professionnelles, les entreprises et les autres organisations de la société civile (OSC) acquises à la cause. Les expériences passées indiquent que grâce à l'appui de l'USAID dans le domaine de la décentralisation, les acteurs de la société civile guinéenne ont réussi à faire adopter par le GdG le Code des Collectivités locales - la loi qui définit et régit les communes urbaines et rurales. Si les activités des partenaires membres du Groupe Thématique Macro-économie et Finances Publiques (GTMFP) mis en place par le GdG sont mieux coordonnées, si les OSC et les partenaires du secteur privé utilisent des outils tels que les réseaux sociaux et l'Internet pour véhiculer les actions de plaidoyer afin de les rendre accessibles aux citoyens en temps réel, et si les OSC s'engagent et collaborent avec les autres parties prenantes concernées, alors le mécanisme garantissant l'efficacité de l'assistance du Gouvernement américain dans le cadre de l'accompagnement des efforts du GdG aboutira à des résultats probants dans la plus grande transparence fiscale.

Description des activités

Contexte et Justification du projet

Le défi majeur du gouvernement de la Guinée (GdG) est de rendre le budget accessible au grand public. Malgré le fait que la législation actuelle en vigueur en Guinée exige que le budget soit publié dans le Journal Officiel i.e., le périodique gouvernemental réservé à

cet effet, le budget est et demeure quasiment inaccessible voire même hors des circuits de l'Internet. Selon le Fonds Monétaire International (FMI), il existe un problème réel de collecte et de fiabilité des données statistiques budgétaires en Guinée. Nul ne peut garantir la validité et la fiabilité des chiffres budgétaires relatifs aux recettes et dépenses publiques. Le budget ne fournit aucune information sur les recettes provenant des sociétés d'état les plus en vue, y compris celles exploitant les ressources naturelles. La grande majorité des agents de l'état méconnaissent l'ampleur des avantages spéciaux accordés à ces entités pour faciliter leurs opérations.

Depuis le début de l'année 2014, la Guinée a été victime d'une endémie sans précédent ; la propagation de la Maladie Virale de Ebola (MVE). Les coûts onéreux associés à la gestion de l'épidémie ont impactés négativement la gestion des finances publiques déjà précaires du pays. Bien que l'état d'urgence imposé par la maladie en Guinée a contribué considérablement à accroître l'aide des partenaires financiers au secteur de la santé, il a également soulevé des inquiétudes quant à la gestion et au suivi de ces investissements. Le Ministère des Finances, avec l'appui du FMI, a élaboré un budget spécial alloué spécialement au suivi des fonds Ebola conformément à la législation en vigueur en Guinée. L'Union européenne (UE) a fourni et continuera de fournir une assistance technique à la Cellule Technique de Suivi de Programmes (CTSP).

Avant la création en Guinée d'une institution suprême et indépendante de vérification des dépenses de l'état, le gouvernement a fait un bond significatif en rendant publiques les informations afférentes aux recettes générées par les ressources naturelles en l'occurrence celles découlant de l'octroi des d'agréments aux exploitants du secteur minier. La Guinée jouit d'une société civile dynamique, un secteur privé compétitif axé prioritairement sur l'exploitation minière, les communications mobiles et la recrudescence de petites entreprises qui joignent leurs forces pour former une coalition active soutenant le principe de «Publiez ce que vous payez». La Guinée fut l'un des tout premiers pays à adhérer à l'Initiative pour la Transparence des Industries Extractives (ITIE) en avril 2005 et à produire son premier rapport désagrégué par société et par contributions à l'assiette fiscale. Néanmoins, l'unité ITIE du GdG exhibe quelques insuffisances, notamment un retard important dans la publication des rapports annuels. Le rapport 2013 par exemple a été publié avec deux années de retard.

Réalisations antérieures soutenant la demande de fonds de transparence fiscale

A travers la mise en œuvre de ses activités de développement, l'assistance de l'USAID en Guinée vise principalement le renforcement des capacités plus particulièrement au niveau local afin de promouvoir la participation et la transparence. L'USAID a contribué dans le passé à l'élaboration par la Direction nationale des eaux et forêts (DNEF) et les communautés locales de plans de cogestion de sept forêts classées. Ces plans de cogestion exigeaient la transparence dans la tenue des registres et des rapports. Cette transparence facilitait ainsi une divulgation exacte des recettes et des dépenses forestières provenant des unités opérationnelles locales de la DNEF.

Dans le cadre des accords inter-agences conclus entre l'USAID et le Département du Trésor Américain (DTA) de l'assistance technique d'une part, puis l'État et le DTA d'autre part, le DTA a fourni des services consultatifs au Ministère des Finances. Ces services consultatifs se sont focalisés essentiellement sur: la gestion de la dette intérieure et la réforme de la gestion de la trésorerie.

L'USAID a auparavant également appuyé le projet intitulé Système de Gestion Transparente de l'information de la Guinée avec des ressources provenant des Fonds de l'Initiative de Transparence Budgétaire (FITB). Le but de ce projet était de concevoir et d'acheter un système de gestion de l'information rentable qui fournirait des informations sur les recettes à la Banque centrale de Guinée, au Trésor, à la Direction Générale de la douane et à la Direction Générale des Impôts .

Grâce aux acquis du projet multisectoriel Faisons Ensemble (FE), l'USAID/Guinée a ciblé la question de la transparence et la responsabilité fiscale dans des secteurs vitaux tels que la santé, la gestion des ressources naturelles, l'agriculture et l'éducation. Le projet FE a fourni des formations sur la gestion transparente du budget aux niveaux des sous-préfectures et préfectures, ainsi que la gestion du budget de la santé. L'USAID/Guinée a également soutenu dans le passé des services d'aide à l'éducation dans la planification budgétaire, l'exécution du budget, la présentation de rapports, l'audit, la formation aux unités décentralisées de la division centrale et l'amélioration de la planification stratégique et de la prise de décisions avec la participation de toutes les parties prenantes.

L'USAID/Guinée a aussi parrainé la participation à des formations soutenant la décentralisation plus particulièrement les composantes axées sur la gestion budgétaire.

Au cours des dernières années, l'USAID/Guinée a consolidé les liens avec des partenaires de la société civile afin de créer progressivement un environnement de liberté et de transparence permettant aux citoyens d'avoir accès à une diversité de sources ainsi que des informations précises et de qualité impactant leur vie quotidienne. L'USAID/Guinée, à travers son programme d'appui à l'Assemblée Nationale, a impliqué la société civile dans la préparation et le suivi du budget. Grâce à un engagement direct avec le Ministère des Finances, le gouvernement a exprimé sa volonté politique de rendre le processus budgétaire plus transparent. Malgré ces acquis, beaucoup reste à faire pour améliorer la gestion des finances publiques et la reddition des comptes. Cette activité prospective s'appuiera sur les expériences passées pour maximiser le potentiel de la société civile dans l'amélioration des efforts en la transparence de la gestion fiscale en Guinée.

But et objectifs de l'activité

Le projet Appui à la Reddition des Comptes Fiscaux de la Guinée (ARCFG) vise à renforcer la transparence budgétaire et la capacité du Gouvernement à rendre compte sur l'exécution du budget en Guinée. Les objectifs spécifiques du projet sont les suivants:

- faciliter la publication du budget du gouvernement à travers la presse écrite, les réseaux sociaux en partenariat avec les OSC et les partenaires du secteur privé servant de reporters de troisième niveau communiquant les données fiscales et budgétaires.
- Mener des actions de plaidoyer en faveur de la publication en temps réel des données budgétaires fiables, complètes, publiquement disponibles.

Cette activité contribuera à soutenir l'objectif global de développement de la Mission, tel qu'énoncé dans la Stratégie Pays pour la Coopération et le Développement 2015-2019 (CDCS), qui s'énonce comme suit : «Plus de Gouvernance Participative pour une Guinée en Meilleure Santé». Plus spécifiquement, l'activité appuiera l'Objectif de développement numéro 2: La gouvernance démocratique et processus économique renforcés, il agira principalement le résultat intermédiaire RI 2.1: La gouvernance transparente, compétitive et redevable renforcée. Le financement du projet GFAS contribuera à la réussite des efforts de lutte contre Ebola financés par le Gouvernement des Etats Unis. Cette activité s'inscrit dans le cadre du grand projet de renforcement de la participation et de la restauration de confiance en Guinée et devrait compléter d'autres activités portant sur l'engagement des citoyens dans la gouvernance de la santé et celles du renforcement du système de santé.

Durée de l'activité

Ce projet est proposé pour une durée de deux ans.

Interventions et résultats escomptés

Intervention 1: Améliorer la surveillance budgétaire

La coordination entre les activités de gestion budgétaire et de planification de la trésorerie devant soutenir la Stratégie de la Guinée pour la réduction de la pauvreté étant inefficace, l'exécution du budget se trouve donc compromis. L'USAID / Guinée soutien le Ministère des Finances à travers l'assistance technique du Trésor des États-Unis.

- S'appuyant sur les interventions actuels de l'USAID pour impliquer la société civile davantage dans la préparation du budget de l'Assemblée Nationale, le projet renforcera le partenariat entre la société civile et le gouvernement en créant un groupe de travail ayant pour mission la veille citoyenne de l'exécution du budget et le suivi des secteurs clés retenus dans la Stratégie de Réduction de la Pauvreté.
- Renforcer le groupe de travail pour en faire un forum d'échange partager d'information des différentes parties prenantes en vue d'améliorer l'exécution et le suivi du budget
- Établir une ligne de communication ouverte entre le groupe de la société civile qui participe à la planification budgétaire de l'Assemblée nationale et le groupe de travail sur l'exécution du budget et le suivi.

Résultats escomptés: Un groupe de travail comprenant la société civile, le secteur privé, la communauté des Partenaires Financiers et le GdG a été établi et renforcé pour surveiller les dépenses budgétaires à savoir des principaux éléments du budget les investissements Ebola, la stratégie de réduction de la pauvreté, etc.).

Intervention 2: Améliorer la rédaction/publication des rapports budgétaires et les activités de plaidoyer

La Guinée ne rend pas le budget accessible au grand public. Le projet soutiendra par événements médiatiques et de méthodes novateurs, les groupes de la société civile dans leur quête de transparence dans la présentation de l'information budgétaire. Les groupes pourraient s'associer avec des sociétés de téléphonie mobile pour développer des messages clés publiant des informations budgétaires. Le programme de l'USAID en Guinée a déjà une certaine expérience dans le domaine de soutien pour une participation active des citoyens à travers le plaidoyer dans le processus de changement de politiques publiques et de renforcement des liens entre les dirigeants et les mandants. Les exemples listés ci-après peuvent être considérés pour ARCFG:

- Veiller à ce que les groupes cibles de la société civile aient accès à des informations fiables afin d'engager efficacement le gouvernement, les médias et le secteur privé.
- Organiser une audience publique sous l'égide de la mairie dans chacune des huit (8) régions administratives de la Guinée pour discuter du budget de l'état, y compris de leur propre budget régional afin de juger de la prise en compte de leurs priorités. Le but de ces audiences publiques est également de permettre au gouvernement de promouvoir la publication du budget en rendant accessible les données et les politiques en ligne.
- Faire le suivi et produire des rapports sur les investissements nationaux et l'apport des partenaires techniques dans le cadre du soutien en réponse aux besoins pendant et après l'épidémie tel que la formation organisée par les services le DTA (Trésor américain).
- Faire le plaidoyer pour une publication régulière du calendrier des échéances.

Résultats escomptés: l'accès du public aux informations budgétaires augmente;

Suivi, évaluation et apprentissage: L'activité établira un système efficace de suivi, d'évaluation et d'apprentissage qui aidera à informer sur les résultats obtenus ou non, les leçons apprises en vue de corrections et ajustements éventuels. Ce processus comprend, entre autres, l'identification d'un ensemble réaliste d'indicateurs de performance qui répondent aux normes de qualité des données de l'USAID pour suivre les résultats à court, moyen et long terme. Compte tenu de la nature complexe de cette intervention, le responsable de la mise en œuvre devrait également explorer l'utilisation de méthodes de S & E innovantes et non traditionnelles pour compléter d'autres efforts de suivi de la performance. Ces approches aident aussi bien le partenaire d'exécution que la Mission à s'enquérir rapidement des résultats probants, identifier les points saillants de la mise en œuvre qui concourent ou non aux changements progressifs l'apprentissage et la capacité à apporter des réponses rapides. Par conséquent, la collaboration systématique

avec des partenaires stratégiques et l'apprentissage programmé qui favorise un système feedback continu sont des aspects attendus de la pratique MEL. Le responsable de la mise en œuvre élaborera et maintiendra un plan de suivi, d'évaluation et d'apprentissage pour guider les processus de suivi des résultats, d'apprentissage et de gestion adaptative de l'activité.

Innovation et durabilité

Les solutions informatiques proposées ici (par exemple l'utilisation de médias imprimés et réseaux sociaux, le développement et la gestion de portails Web, etc.) permettraient aux citoyens guinéens d'avoir une autre option pour accéder au budget du pays. Une fois en place et avec la contribution soutenue des partenaires du secteur privé, le système pourrait également être élargi pour fournir des informations plus détaillées sur les recettes et les dépenses. Le projet global renforcera la transparence fiscale, un élément essentiel de la gestion financière et de la responsabilisation. Il doit également fournir aux citoyens, les organisations à la fois à but non lucratif et privé, les informations dont ils ont besoin pour prendre des décisions financières et tenir le gouvernement redevable.

Risques et gestion de contentieux du projet

La Guinée a connu une histoire politique difficile. Cependant, dans un passé récent, elle a connu une période relative de stabilité. La détérioration de la stabilité politique ou la multiplication des troubles à l'ordre publics pourraient constituer un risque. La croissance exponentielle de la couche des jeunes de la Guinée pourrait exacerber le risque d'instabilité politique si le chômage reste élevé et les possibilités d'éducation ne s'accroissent pas. Le risque supplémentaire inclut la corruption. Les candidats sont encouragés à identifier les risques potentiels et à proposer des mesures d'atténuation. La diffusion de la répartition du budget par région pourrait représenter un risque de tension ethnique

Ce financement appuie trois professionnels (le directeur du projet, le gestionnaire financier et le spécialiste du plaidoyer) et 8 voyages dans le pays pendant trois jours chacun.

Personnel clé

L'USAID a déterminé que le programme nécessitera les postes clés suivants, dont certains peuvent être combinés, le cas échéant:

- *Directeur de programme*: Responsable du leadership et de la mise en œuvre du programme.

Qualifications minimales:

- Au moins 8 ans de d'expériences dans le domaine du développement international
- Au moins 2 ans de d'expériences avérées de gestion de programmes de développement financés par de grands partenaires financiers bilatéraux ou multilatéraux (USAID, Banque Mondiale, Coopération Française, Union Européenne et autres grands donateurs)

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- Licence ou équivalent requis; Maîtrise ou diplôme équivalent en développement international, gestion de projet, etc.
- Connaissance pratique en anglais; Et maîtrise français fortement requis
- Connaissance des exigences de rédaction de rapport de l'USAID

• *Responsable financier*: Responsable de la mise en œuvre de tous les systèmes de comptabilité et de gestion de bureau requis afin de s'assurer que le programme est conforme à toutes les exigences de l'USAID, ainsi qu'aux lois et règlements locaux en vigueur.

Qualifications minimales:

- Au moins 5 ans d'expérience dans la gestion des opérations financières
- Au moins 3 ans d'expérience en administration financière et / ou administrative en Guinée et / ou dans un pays similaire en développement
- BA / BS ou diplôme universitaire équivalent requis
- Maîtrise du français et niveau intermédiaire ou supérieur de l'anglais fortement préféré
- La familiarité avec USAID ou d'autres grands projets financés par des bailleurs de fonds
- Connaissance des exigences de déclaration de l'USAID

• *Spécialiste du plaidoyer*: Responsable de la promotion et du plaidoyer stratégiques et des activités avec le GdG et d'autres intervenants.

Qualifications minimales:

- Au moins 5 ans d'expérience dans les activités de plaidoyer et de communication
- BA / BS ou diplôme universitaire équivalent en communication, journalisme, relations publiques ou domaines connexes
- Maîtrise du français requis; Maîtrise des principales langues locales guinéennes

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SECTION B: FEDERAL AWARD INFORMATION

1. Estimate of Funds Available and Number of Awards Contemplated

Subject to funding availability, USAID intends to provide \$600,000 in total USAID funding over a two year period. The ceiling for this program is \$600,000. Actual funding amounts are subject to availability of funds.

USAID intends to award one (1) 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 two years. The estimated start date will be upon the signature of the award.

3. Substantial Involvement

USAID intends to award a Cooperative Agreement to the applicant whose application, conforming to this NFO, offers the greatest value in furthering the goals of the program described in Section A of this NFO. A Cooperative Agreement is distinguished from a grant by virtue of USAID having substantial involvement in the implementation of the program.

USAID will be substantially involved in the implementation of the program described in Section A of this NFO in accordance with ADS 303.3.11. Substantial involvement will include the following:

- (i) Approval of the recipient's implementation plans;
- (ii) Approval of specified key personnel;
- (iii) Agency and recipient collaboration or joint participation including;
 - a. Collaborative involvement in selection of advisory committee members, if the program will establish an advisory committee that provides advice to the recipient. USAID may participate as a member of this committee as well. Advisory committees must only deal with programmatic or technical issues and not routine administrative matters.
 - b. Concurrence on the substantive provisions of sub-awards.
 - c. Approval of the recipient's monitoring and evaluation plans.
 - d. Monitor to authorize specific kinds of direction or redirection because of interrelationships with other projects.
- (iv) Agency Authority to Immediately Halt a Construction Activity (if applicable)

4. Title to Property

Property title under the resultant agreement shall vest with the recipient in accordance with the Requirements of 2 CFR 200 and 2 CFR 700 and USAID Standard Provisions for U.S. or Non-U.S. Non-Governmental Organizations, whichever applicable.

5. Authorized Geographic Code

The geographic code for this program is 937.

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 fiscal-financial accountability and transparency 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.

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SECTION C: ELIGIBILITY INFORMATION

1. Eligible Applicants

Pursuant to ADS 303.3.6.5.b(2) Restrict Eligibility to Local Entities, this notice for funding opportunity is open to ‘Local Entity’ Guinean organizations. For purposes of this RFA, local entity means an individual, a corporation, a nonprofit organization, or another body of persons that:

- (a) Is legally organized under the laws of;
- (b) Has as its principal place of business or operations in;
- (c) Is majority owned by individuals who are citizens or lawful permanent residents of; and
- (d) Is managed by a governing body who are citizens or lawful permanent residents of the country receiving assistance.

For purposes of this section, paragraph, ‘majority owned’ and ‘managed by’ include, without limitation, beneficiary interests and the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment or tenure of the organization’s managers or a majority of the organization’s governing body by any means.

Non-US Organizations must comply with authorized source origin code 937.

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(s) 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

There is no cost sharing or matching required under the cooperative agreement.

END OF SECTION C

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SECTION D: APPLICATION AND SUBMISSION INFORMATION

1. Agency Point of Contact

Name: Hamed Cisse
Title: Agreement Specialist
Email: hcisse@usaid.gov

Outreach Conference:

USAID/Guinea will host an Outreach Conference on June 30, 2017 at 10:00 AM to 12:00 PM at the Prima Center (Transversale number 2), Kipé, Kaporu Ralls, Commune de Ratoma Conakry, Guinea. Please refer to the RFA for additional details. This is a pre-application conference that will create a panel forum setting designed to answer any immediate questions potential applicants may have.

The Outreach conference will introduce an overview of the project, provide general award information, describe the application submission process and expectation, review the Merit Review Criteria in the request for application, and answer additional questions.

Organizations requesting to attend the Outreach Conference should send an email to the USAID POC above and acknowledge attendance with name(s), telephone number(s), and email address(es) of each person expected to attend and represent your organization.

Questions and Answers:

All questions regarding this NFO should be submitted in writing to USAID-Applications-Guinea@usaid.gov. To ensure questions are identified with the appropriate RFA, emails should have within the Subject RFA-675-17-000001.

Questions regarding this NFO should be submitted electronically to the email addresses above with sufficient time to address questions and incorporate them with answers as an amendment to this NFO before the closing date indicated in the cover letter. 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 disadvantage other prospective Applicants.

2. Content and Form of Application Submission

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

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Preparation of Applications:

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.

Please note that USAID email server has a limitation of 25MB.

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

3. Application Submission Procedures

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

Electronic submission is required by USAID. Applications, application modifications, and revised applications/addenda must be submitted via email to USAID-Applications-Guinea@usaid.gov

Applicants may upload applications to USAID-Applications-Guinea@ussid.gov. USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions.

For an application sent by multiple emails, please 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: "[organization name], Cost Application, Part 1 of 2".

Our preference is that the technical application and the cost application be submitted as separate single email attachments, e.g. that you consolidate the various parts of a technical application into a single document before sending the technical application. 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

The technical application will be the most important factor for consideration in selection for award of the proposed Cooperative Agreement. The technical application should be specific, complete and concisely written. The application should demonstrate the Applicant's capabilities and expertise with respect to achieving the goals of this program. The application should take into account the requirements of the program and evaluation criteria found in this NFO.

USAID requests that applications be kept as concise as possible. Detailed information should be presented only when required by specific NFO instructions. **The written Technical Application is limited to 50 pages inclusive of the elements identified in this section and all attachments (with several exceptions listed below).**

The Technical Application should be in English. Applicants shall use only A4 paper, single-spaced pages and page numbering consecutively. Applicants must use Arial 11-point font or a similar typeset. Information submitted in the Technical Application over 50 pages **will not** be evaluated.

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The Technical Application's 50-page limit does not include the following:

- Cover Page, which should include program title, the NFO number (RFA-675-17-000001), name of organization applying for the agreement, DUNS No., any partnerships, and the primary authorized contact person for the application (including title, email address, phone number and signature of the authorized individual)
- Table of Contents
- Executive Summary
- Annexes
- Diagrams or Drawings

The Technical Application should include the following elements: I COPIED & PASTE to help stimulate thought about what is it you need from prospective applicants that will help them.

A. Program Strategy and Implementation Plan (15-pages maximum)

This section must demonstrate the Applicant's understanding of multi sectoral fiscal management systems in Guinea. Strategy should coherent with level of quality of applicant's approach in developing and implementing the program to achieve desired results, including approach to effectively monitoring and reporting on program results, progress and development impact.

B. Development Impact and Achievement of Objectives and Priorities
(15-pages maximum)

The extent to which the applicant's institutional and technical capabilities reflect the ability to effectively implement this program. USAID will consider:

The extent to which proposed approach, activities, partners (both public and private) and working relationships will foster significant and sustainable development impact and advance and achieve USAID/Guinea's objectives and priorities for the financial sector. This combined approach and process would include objectives and priorities related to engagement of the private sector (e.g., ICT, mining, etc.) and citizen stakeholders to track and report on the financial climate and budget.

C. Institutional Capabilities (10-pages maximum)

The extent to which the applicant and its partner organizations demonstrate successful past performance in successfully achieving results on similar programs. Organization and key personnel's experience and expertise in budget monitoring and reporting, building viable and sustainable partnerships between and among civil society organizations and Government of Guinea offices that prepare and publish the national budget, developing local institutional capacity for budget oversight, execution, monitoring and reporting, institutionalizing private sector (i.e. civil society) collaboration, and scaling up program approaches and results.

D. Branding Strategy and Marking Plan (5-pages maximum)

The extent to which the proposed management plan will contribute to successful implementation of the program. USAID will consider:

Well defined Branding Strategy that describes how the program, project, or activity is named and positioned; how it is promoted and communicated to beneficiaries and cooperating country citizens; and identifies all donors and explains how they will be acknowledged.

Well defined Marking Plan detailing the public communications, commodities, and program materials and other items, including those that will visibly bear the USAID Identity.

E. Past Performance (5-pages maximum)

The extent to which the applicant and its partners, if any, demonstrate successful past performance in achieving success with similar programs. USAID will consider:

The applicant's track record implementing similar programs.

Specific examples of how the applicant has shared data and associated information resources in easy to find, accessible, and usable formats.

Specific examples of how the applicant has learned from previous failures.

Examples of the applicant's ability to be effective working with local utilities in challenging environments.

Examples of how the applicant has built successful partnerships between utility partners in multiple countries.

Examples of how the applicant has applied do no harm principles.

5. Cost Application Format

The Applicant must sign and submit the cost application standard form number SF-424 and SF-424A. Standard Forms can be accessed electronically at www.grants.gov.

The Cost or Business application is to be submitted under a separate cover from the Technical application. The Cost/Business application is also to be submitted electronically to the point of contacts and email addresses specified above. Cost information shall be in Microsoft Excel 2000 or later format with calculations and formulas that are not locked. The Applicant is requested to submit a budget broken down by program years with an accompanying detailed budget narrative (in Word 2000 or Word 2003 text accessible) which provides in detail the total costs for implementation of the program as further detailed below.

Certain documents are required to be submitted by an Applicant in order for the Agreement Officer to make a determination of responsibility. However, it is USAID policy not to burden

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Applicants with undue reporting requirements if that information is readily available through other sources. There is no page limit on the Cost Application. However, unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this NFO is not desired. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

If the Applicant has established a consortium or other legal relationship among its partners, the Cost/Business application must include a copy of the legal relationship between the parties. The agreement should include a full discussion of the relationship between the Applicant and Sub-Applicant(s) including identification of the Applicant with whom USAID will work with for purposes of Agreement administration, identity of the Applicant which will have accounting responsibility, how Agreement effort will be allocated and the express agreement of the principals there to be held jointly and severally liable for the acts or omissions of the other.

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 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.).
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,

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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 the applicant does not have a NICRA, it should submit the following:

Reviewed Financial Statements Report: a report issued by a Certified Public Accountant (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: An auditor issues a report 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).

Cost sharing is suggested, but not required. If the applicant proposes cost sharing, the applicant should estimate the amount of cost-sharing resources to be mobilized over the life of the agreement and specify the sources of such resources, and the basis of calculation in the budget narrative. Applicants should also provide a breakdown of the cost share (financial and in-kind contributions) of all organizations involved in implementing the resulting Cooperative Agreement.

The business section of the cost/business application should include:

1. Required assurances, certifications and representations found in Section I, Annex 2.
2. Evidence of responsible the Agreement Officer can use to determine the Applicant
 - a. Has adequate financial resources or the ability to obtain such resources as require during the performance of the award;
 - b. Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the Applicant;
 - c. Has a satisfactory record of performance. Past relevant unsatisfactory performance is

- ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;
- d. Has a satisfactory record of integrity and business ethics; and
 - e. Is otherwise qualified and eligible to receive a Cooperative Agreement under applicable laws and regulations (e.g., EEO).

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).

4. Statutory and Regulatory Certifications

The Applicant shall complete the certifications in Section IV, B. Required Certifications and sign and date in the signature space provided. The signed and dated printout must then be submitted with the application as an annex to the cost application. Original signed hardcopy of the certifications will be requested from the successful applicant prior to the agreement award.

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. **Applicants should not submit the information below with their applications.** The information in this section is provided so that Applicants may become familiar with additional documentation that may be requested by the Agreement Officer:

The information submitted should substantiate:

- 1. Bylaws, constitution, and articles of incorporation, if applicable.
- 3. Whether the organizational travel, procurement, financial management, accounting manual and personnel policies and procedures, especially regarding salary, promotion, leave, differentials, etc., submitted under this section have been reviewed and approved by any agency of the Federal Government, and if so, provide the name, address, and phone number of the cognizant reviewing official. The Applicant should provide copies of the same

Required Certifications

The applicant must submit the application using the SF-424 series, which includes the:

- SF-424, Application for Federal Assistance;
- SF-424A, Budget Information – Non-construction programs, and
- SF-424B, Assurances – Non-construction programs.

In addition to the certifications that are included in the SF-424, additional certifications may be required during negotiation of the award.

Unique Entity Identifier and System for Award Management

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 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.

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

Branding Strategy and Marketing Plan

The applicant is required to comply (and ensure compliance by partners) with USAID's branding and marketing requirements set forth in 2 CFR 700.16.

These regulations and provisions include the requirement for the apparently successful applicant to submit a branding strategy and marketing plan for pre-award review, negotiation, and approval by the Agreement Officer. Under these regulations and provisions, the branding strategy and marketing plan does not need to be submitted until the applicant is notified by the Agreement Officer that it is the apparently successful applicant, and is requested to submit the branding strategy and marketing plan by a time specified by the Agreement Officer. Thus, the initial cost/business application is not required to include a branding strategy and marketing plan.

However, applicants are encouraged to submit their branding strategy and marketing plan with their initial cost/business applications. While this component is not required, and will not be evaluated competitively, waiting until the negotiation period for approval and negotiation of the apparently successful applicant's branding strategy and marketing plan may result in delay of the award. Additionally, failure to submit or negotiate a branding strategy within the time specified by the Agreement Officer will make the apparently successful applicant ineligible for the award.

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.

SECTION E: APPLICATION REVIEW INFORMATION

1. Review and Selection Process

Applications will be evaluated in accordance with the criteria set forth below. To facilitate the review of the applications, applicants should organize their narrative sections of the application in the same order as the evaluation criteria. After evaluation of the applications, either: (1) the award will be made without discussions/negotiations; or (2) if deemed necessary or desirable by USAID, written and/or verbal discussions/negotiations will be conducted with applicants that submit the most highly rated applications. USAID prefers to evaluate applications and make an award without discussions with applicants (except clarifications, which are limited exchanges between USAID and applicants, such as the relevance of an applicant's past performance information and adverse past performance information to which the applicant has not previously had a chance to respond). Therefore, the applicant's initial application should contain the applicant's best terms.

If discussions are conducted with applicants, they will be conducted with all applicants that submitted the most highly rated applications. However, the Agreement Officer may limit the number of such applications to the greatest number that will permit an efficient competition among the most highly rated applications. Exchanges with applicants after receipt of an application do not constitute a rejection or counteroffer by USAID.

After the conclusion of any such discussions, applicants with whom discussions were conducted will, unless otherwise advised, be required to submit a revised application or addendum to the initial application, which will be re-evaluated against the criteria set forth below. It is expected that an award will ordinarily be made after the first round of any such discussions and revised applications/addenda; however, USAID reserves the right to conduct subsequent rounds of discussions and revised applications/addenda, and to further limit the number of applicants with which such subsequent discussions would be conducted and from which a subsequent round of revised applications/addenda would be requested.

USAID intends to make an award to the responsible applicant whose application, application modification, and/or revised application/addendum represents the greatest value to USAID based on the evaluation of applications in accordance with the evaluation criteria set forth below.

2. Criteria

A. Technical Evaluation

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USAID will conduct a merit review, using adjectival ratings of all applications received that comply with the instructions in this NFO. Applications will be reviewed and evaluated in accordance with the following criteria shown in descending order of importance:

Program Strategy and Implementation Plan

The extent to which the proposed technical approach demonstrates a clear understanding of the objectives of the program and a convincing approach to achieve them. USAID will consider:

Coherence, clarity and quality of applicant's proposed approach to developing and implementing the program to achieve desired results, including approach to effectively monitoring and reporting on program results, progress and development impact.

Development Impact and Achievement of Objectives and Priorities

The extent to which the applicant's institutional and technical capabilities reflect the ability to effectively implement this program. USAID will consider:

The extent to which proposed approach, activities, partners (both public and private) and working relationships will foster significant and sustainable development impact and advance and achieve USAID/Guinea's objectives and priorities for the financial sector. This combined approach and process would include objectives and priorities related to engagement of the private sector (e.g., ICT, mining, etc.) and citizen stakeholders to track and report on the financial climate and budget.

Institutional Capabilities

The extent to which the applicant and its partner organizations demonstrate successful past performance in successfully achieving results on similar programs. Organization and key personnel's experience and expertise in budget monitoring and reporting, building viable and sustainable partnerships between and among civil society organizations and Government of Guinea offices that prepare and publish the national budget, developing local institutional capacity for budget oversight, execution, monitoring and reporting, institutionalizing private sector (i.e. civil society) collaboration, and scaling up program approaches and results.

Branding Strategy and Marking Plan

The extent to which the proposed management plan will contribute to successful

implementation of the program. USAID will consider:

- Well defined Branding Strategy that describes how the program, project, or activity is named and positioned; how it is promoted and communicated to beneficiaries and cooperating country citizens; and identifies all donors and explains how they will be acknowledged.
- Well defined Marking Plan detailing the public communications, commodities, and program materials and other items, including those that will visibly bear the USAID Identity.

Past Performance

The extent to which the applicant and its partners, if any, demonstrate successful past performance in achieving success with similar programs. USAID will consider:

- The applicant's track record implementing similar programs.
- Specific examples of how the applicant has shared data and associated information resources in easy to find, accessible, and usable formats.
- Specific examples of how the applicant has learned from previous failures.
- Examples of the applicant's ability to be effective working with local utilities in challenging environments.
- Examples of how the applicant has built successful partnerships between utility partners in multiple countries.
- Examples of how the applicant has applied do no harm principles.

B. Cost Evaluation

While Cost is less important than technical and is not weighted, the cost applications of the apparently successful technical applications will be evaluated for cost effectiveness including the level of proposed cost share, if any. Other considerations are the completeness of the application, adequacy of budget detail and consistency with 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

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be adjusted, for purposes of evaluation, based on results of the cost analysis and its assessment of reasonableness, completeness, and credibility.

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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

For U.S. organizations, 2 CFR 700, 2 CFR 200, and ADS 303maa, Standard Provisions for U.S. Non-governmental Organizations are applicable.

For non-U.S. organizations, ADS 303mab, Standard Provisions for Non-U.S. Non-governmental Organizations will apply.

3. Reporting Requirements.

All written documentation must be submitted in professional-level English. Reports must be submitted to USAID in Arial size-11 font or larger, unless otherwise agreed or directed by USAID. The reports listed below are the initial reports required by the recipient. Based on the evolving nature of the agreement, USAID may provide modified reporting requirements.

A. Annual Work-Plan

The annual implementation plan shall describe all activities planned for the year and where they will be conducted; benchmarks/milestones and annual performance targets; the outputs/outcomes which the Recipient expects to achieve; and support planned to be provided by the Recipient, during the period covered. Included shall be an explanation of how those inputs are expected to achieve the outputs/outcomes and benchmarks/milestones.

The annual implementation plans will describe activities to be conducted at a greater level of detail than the Program Description of the award, but shall be cross-referenced with the applicable sections in the Program Description. All activities must be within the scope and objectives of the award. Implementation plans shall not change such scope and objectives or any other terms and conditions of the award in any way; such changes may

only be approved by the Agreement Officer, in advance and in writing. Thereafter, if there are inconsistencies between the work-plan and the Program Description or other terms and conditions of the award, the latter will take precedence over the work-plan.

Within 30 days of the signing on the award for first year and 30 days before the beginning of each subsequent Agreement year, the Recipient will submit an annual implementation plan for approval by USAID. Within 15 calendar days of submission, USAID will approve the implementation plan or provide the Recipient with written comments. The Recipient will have 15 calendar days to revise the annual implementation plan. If necessary, USAID will have an additional 15 calendar days to provide a second round of comments. USAID may approve parts of the implementation while awaiting revision of the full implementation plan. The Recipient may request USAID approve modifications to the approved annual implementation plan if necessary at some point during the program year.

B. Performance Monitoring Plan

The Recipient will develop a cost-effective, results-oriented performance monitoring plan that will provide USAID with information to monitor performance and effectiveness as well as to inform planning and management decisions. The Performance Monitoring Plan should also demonstrate a gender-sensitive approach, with the data collected being disaggregated by gender, historically disenfranchised groups, and other relevant groups identified, as appropriate. The Recipient will be responsible for monitoring the program benchmarks, and final activity results. The Recipient will also be responsible for establishing a baseline which will be used for measuring program progress. The PMP must include geographic data collection, geographic analysis, and data submission methods as a separate section. The PMP will be submitted at the same time as the first annual work-plan discussed in the previous paragraphs. The PMP and significant revisions thereto are subject to USAID approval.

C. Program Reporting

The Recipient shall electronically submit all performance reports to the AOR in USAID/Washington. All country-level, regional-level and local-level activities shall be included in the annual report. Performance reports will consist of the following:

Quarterly Progress Reports:

The Recipient shall submit a performance report to the AOR on a quarterly basis due within 30 days following the end of each quarter corresponding to USAID's fiscal year (from October 1 through September 30). Quarterly progress reports shall be concise and present the following information: 1) Executive Summary; 2) Program Activities and Highlights; 3) Key Accomplishments; 4) Challenges and Problems Encountered (including financial and administrative concerns); and 5) Future Directions and Upcoming Activities. Quarterly progress reports will also include a section summarizing any ongoing rapid response activities. In addition, qualitative descriptions of success stories and achievements to illustrate impacts of the program must be included when possible. Updated PMP data should be included with submission of the quarterly progress

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reports. Quarterly reporting will also include a specific section that includes brief pipeline analysis of the status of funds available in the core leader agreement. The Recipient shall also submit an electronic copy of each quarterly progress report to the USAID Development Experience Clearinghouse.

Annual Performance Report:

The final performance report will replace the last quarterly progress report. The final report shall include an executive summary of the Recipient's accomplishments overall and by country, regional, or local program in achieving results and impact; conclusions about lessons learned; future challenges and opportunities; an overall description of the Recipient's activities and attainment of results by country or region; an assessment of progress made toward accomplishing the development impact objectives and expected results; significance of these activities including their sustainability; and comments and recommendations. The final report shall incorporate the findings and results that were included in previous reports, and is due no later than 90 days after the completion, expiration, or termination of the award. The Recipient shall also submit an electronic copy of each quarterly progress report to the USAID Development Experience Clearinghouse.

D. Financial Reporting

Financial reporting requirements will depend on the method of payment. Recipients will comply with the financial reporting requirements set forth in the USAID standard provisions. If advance payments are provided, reporting periods are calendar quarters or parts thereof. Quarterly financial reports are due not later than 30 days after the end of each calendar quarter. The final financial report is due not later than 90 days after the estimated completion date of the award. If payment is on a reimbursement basis, financial reports may be submitted monthly, but not less frequently than 30 days after the end of each calendar quarter. The final financial report is due not later than 90 days after the estimated completion date of the award. The Recipient shall also comply with the USAID standard provision entitled "Reporting Host Government Taxes." USAID requires Recipients to use the Standard Form 425 or Standard Form 425a, Federal Financial Report, or such other forms authorized for obtaining financial information as may be approved by OMB.

Quarterly Financial Reports:

Quarterly Financial Reports shall be due within 30 days following the end of each quarter corresponding to USAID's fiscal year from October 1 through September 30. This report shall include a statement of quarterly accruals. To allow USAID and the AOR to monitor the financial status of the project, accruals should include the (a) total amount obligated; (b) total amount invoiced for, (c) total amount of expended but not yet invoiced for, and (d) remaining unexpended funds.

Final Financial Report:

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The Final Financial Report shall be due within 90 days following the expiration of the award. Financial Reports shall be in accordance with 2 CFR 700. USAID requires recipients to use the Standard Form 425 or Standard Form 425a, Federal Financial Report, or such other forms authorized for obtaining financial information as may be approved by OMB. The Final Financial Report shall be due within 90 days following the expiration of the award. The reports may be submitted electronically.

Development Experience Clearinghouse Requirements:

USAID recipients must submit one electronic copy of development experience documentation to the Development Experience Clearinghouse. Development experience documentation may be submitted online: <http://dec.usaid.gov>. Or by mail (for pouch delivery): USAID Development Experience Clearinghouse M/CIO/ITSD/KM/DEC RRB M.01-010 Washington, DC 20523-6100 Phone: (202) 712-0579 Email: docsubmit@usaid.gov In addition, the recipient must submit one electronic copy of development experience documentation to the AOR for the Leader award.

Notifications:

The Recipient will be required to immediately notify the AOR and the Agreement Officer of developments that have a significant impact on the award-supported activities. Also, notification shall be given in the case of problems, delays, or adverse conditions which materially impair the ability to meet the objectives of the award. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

Program Income

Any program income generated under the award(s) will be added to USAID funding (and any cost-sharing that may be provided) and used for program purposes. Program income will be subject to the USAID Standard Provisions for Non-U.S. Non-Governmental Organizations.

Environmental Compliance

(a) Section 117 of the Foreign Assistance Act of 1961, as amended, requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying-out its development programs, as codified in 22 CFR 216 and in USAID's Automated Directives System (ADS) 204, 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. The environmental compliance obligations of the Recipient of the award(s) resulting from this NFO under these regulations and procedures are specified in the following paragraphs.

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(b) In addition, the 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.

(c) No activity funded under the award(s) resulting from this NFO may be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Such documents are hereinafter described as “approved Regulation 216 environmental documentation.”)

(d) As part of its annual work-plans, the Recipient, in collaboration with the AOR and BEO, shall review all ongoing and planned activities under the award to determine if they are within the scope of the approved Regulation 216 environmental documentation.

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. Any activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received.

(e) The Recipient will be required to use an Environmental Review Form (ERF) or Environmental Review (ER) checklist using impact assessment tools to screen sub-award and contract proposals to ensure the funded proposals will result in no adverse environmental impact, to develop mitigation measures, as necessary, and to specify monitoring and reporting. Use of the ERF or ER checklist is required when the nature of the proposals to be funded is not well enough known to make an informed decision about their potential environmental impacts; yet, due to the type and extent of activities to be funded, any adverse impacts are expected to be easily mitigated. Implementation of these activities cannot proceed until the ERF or ER checklist is completed and approved by USAID. The Recipient is responsible for ensuring that mitigation measures specified by the ERF or ER checklist process are implemented. The Recipient will also be responsible for periodic reporting to the AOR, as specified in the award.

(f) The costs of environmental compliance will be reimbursable under the award(s) resulting from this NFO provided that they are otherwise in accordance with the terms and conditions of the award.

SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

The points of contact for this NFO and for any questions during the NFO process is Hamed Cisse at hcisse@usaid.gov

USAID-Applications-Guinea – USAID-Applications-Guinea@usaid.gov

SECTION H: OTHER INFORMATION

1. Regulations and References:

- a. [Code of Federal Regulations, Title 22 Foreign Relations, Chapter II - Agency for International](#)
- b. [Development USAID Policies and Procedures](#)
- c. [Mandatory Standard Provisions for Non-U.S. Nongovernmental Recipients](#)
- d. [2 CFR 230 - Cost Principles for Non-Profit Organizations \(OMB Circular A-122\)](#)
- e. [2 CFR 215 - Uniform Administrative Requirements for Grants And Agreements with Institutions](#)
- f. [Non-U.S. Organization Pre-Award Survey Guidelines and Support](#)

2. Annexures:

- a. **Past Performance Form**
- b. **Certifications, Assurances and Representations**
- c. **SF424 Series**
- d. **Mandatory Standard Provisions for Non-U.S. Nongovernmental Recipients**

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