



USAID | UKRAINE
FROM THE AMERICAN PEOPLE

Amendment Issuance Date: June 14, 2019

Concept Notes Closing Date: **July 2, 2019** by 6:00 pm Kyiv local time

Subject: NOTICE OF FUNDING OPPORTUNITY (NOFO)
NUMBER: 72012119RFA00005, AMENDMENT No. 01

Program Title: Agriculture Growing Rural Opportunities (AGRO) Activity in Ukraine

Ladies/Gentlemen:

The purpose of Amendment No. 01 is to:

- (1) provide answers to the questions received in regards to the NOFO No. 72012119RFA00005,
- (2) revise the NOFO to reflect answers to the received questions,
- (3) extend the Concept Notes Closing Date to July 2, 2019 by 6:00 pm Kyiv local time;
and
- (4) add ANNEX 12 - Agriculture and Rural Development Support (ARDS) Midterm Evaluation.

Thank you for your interest in USAID programs.

Sincerely,

/s/

Maria Televantos
Contracting Officer

PART 1

QUESTIONS AND ANSWERS (Q&A)

Question 1: Page 4, Section 1. Activity Goal broadly outlines the high-level Activity goal with emphasis on four high-level results for AGRO:

- increased revenue of agricultural small and medium enterprises;
- increased access of agricultural SMEs to financing;
- establishment of fair and transparent agricultural land market (land reform);
- reducing corruption in the agriculture sector.

Page 18-19, Section IV, Phase 1(A) Vision instructions appear to only include a narrow subset of these high-level results: 1) *land reform and land markets*, and 2) *reforms and grassroots partnerships that ensure water irrigation systems management*.

This suggests that the Phase 1 Concept Note is not intended to respond to the full Activity Goal and four high-level results for AGRO.

Should the Phase 1 Concept Note/Vision instructions (pg 18-19) require applicants to respond to all four high-level results for AGRO as presented on page 4, Section 1:

- increased revenue of agricultural small and medium enterprises;
- increased access of agricultural SMEs to financing;
- establishment of fair and transparent agricultural land market (land reform);
- reducing corruption in the agriculture sector.

Answer: The Phase I Concept Note must only focus on land reform and irrigation as described in Section IV.B of the NOFO.

Question 2: (1) Is it possible to obtain documentation and requirements in Ukrainian or Russian?
(2) How and where can we get advice with regards to this opportunity?

Answer: (1) The Notice of Funding Opportunity (NOFO) is available only in English. Ukrainian or Russian translation will not be provided. (2) Please follow this link in order to obtain all information related to the subject NOFO: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=316375>. The NOFO, Annexes and Amendments to the NOFO are available under Tab “RELATED DOCUMENTS”. The Annexes include resources that provide further useful information in relation to this NOFO.

Question 3: Please provide more information about the USAID-Ukraine Agriculture Growing Rural Opportunities (AGRO) grant program in Ukraine. Can a community of Dnipropetrovsk region participate?

Answer: AGRO activities will be focused on eastern and southern Ukraine (Kharkiv, Dnipropetrovsk, Zaporizhzhia, Donetsk, Luhansk, Kherson, Mykolaiv, and Odesa Oblasts) with specific geographic areas to be identified after a thorough analysis. The types of entities that may be eligible to apply for funding under this NOFO to implement AGRO are described in Section III of the NOFO.

Question 4: Our NGO wants to participate in announced grant for \$35 mln Rural development for Ukraine. Please advise on procedure and documents required.

Answer: Please follow this link in order to obtain all information related to the subject NOFO: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=316375>. The NOFO, Annexes and Amendments to the NOFO are available under the Tab “RELATED DOCUMENTS”. The procedure and required documentation is described in the NOFO. Submission instructions are located in Section IV of the NOFO.

Question 5: We read about this opportunity at <https://gurt.org.ua/news/grants/53271/>. Please advise on the conditions and what/where we need to fill in order to participate in the competition?

Answer: Please follow this link in order to get all information related to the subject NOFO: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=316375>. The NOFO, Annexes and Amendments to the NOFO are available under Tab “RELATED DOCUMENTS”. The procedure and required documentation is described in the NOFO. Disclaimer: The United States Government (USG) publishes Notices of Funding Opportunities (NOFO) only on the USG-owned website: [grants.gov](https://www.grants.gov). The USG does not bear liability for any other sources that reprint, republish or provide comments with regards to the USG’s NOFOs on their resources.

Question 6: We are not producer or farmer, but we provide some services concerning storage and processing of grain, and we sell agricultural products in different countries from Ukraine and want to expand our business. Please advise us whether we could apply for this program (if we are not producer of the Goods)?

Answer: Eligibility information for this NOFO, including the types of entities eligible to apply, is described in Section III of the NOFO. USAID encourages applications from new partners that have not previously received U.S. Government funding. Please note that USAID will not accept applications from individuals.

Question 7: Is that possible to visit your office for better understanding of project and requirements?

Answer: All information regarding the project and application requirements is available in the NOFO. Please review the Program Description in Section I of the NOFO in particular.

Question 8: In the program, we have found the information about the approach to AGRO Implementation. However, only some areas are listed: “The geographic focus of the activity will be eastern and southern Ukraine (Kharkiv, Dnipropetrovsk, Zaporizhzhia, Donetsk, Luhansk, Kherson, Mykolaiv, and Odesa Oblasts).” Could you please confirm, that Sumy region can also take part in the grant USAID, AGRO Activity in Ukraine?

Answer: AGRO activities will primarily be focused in eastern and southern Ukraine (in particular, Kharkiv, Dnipropetrovsk, Zaporizhzhia, Donetsk, Luhansk, Kherson, Mykolaiv, and Odesa Oblasts). Later on during implementation, it is possible that other oblasts may be added if and when evidence or other needs support this.

Question 9: The application form is not available: <https://gurt.org.ua/news/grants/53271/bull/> <https://www.grants.gov/web/grants/view-opportunity.html?oppId=316375> Could you please help to find the application form to fill it in.

Answer: Please follow this link in order to get all information related to the subject NOFO: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=316375>. The NOFO, Annexes and Amendments to the NOFO are available under the Tab “RELATED DOCUMENTS”. The procedure and required documentation is described in the NOFO. Disclaimer: The United States Government (USG) publishes Notices of Funding Opportunities (NOFO) only on the USG-owned website: [grants.gov](https://www.grants.gov). The USG does not bear liability for any other sources that reprint, republish or provide comments with regards to the USG’s NOFOs on their resources.

Question 10: Our company intends to participate in the grant program for AGRO. We are familiar with the general requirements of participation in the competition and want to clarify some issues.

1. Do we understand correctly that in order to participate in the program should send a "concept" and an excerpt from the unified state register?
2. If a representative of the company participates in the negotiations, should we send the power of attorney? Perhaps you have a template with a list of requirements for the power of attorney in order to negotiate the grant?
3. The program description requires to have informational and communication support of the group of beneficiaries. Can you explain what this group is?

Answer: (1) Applicants must submit concept notes pursuant to Section IV of the NOFO. (2) Power of attorney is not required. (3) In accordance with Section I of the NOFO, the primary beneficiaries of AGRO will be micro-, small-, and medium-sized agricultural enterprises (MSME) that demonstrate a commitment to adapting modern quality and safety standards.

Question 11: (1) What is the procedure for submission of the Concept Note? Is there any e-mail, where the concept note should be sent? Is there any on-line system for submission? Because on the link <https://www.grants.gov/web/grants/search-grants.html>, bottom “Apply” is inactive. (2) Another question is: will there be any workshop/information session regarding Agriculture Growing Rural Opportunities (AGRO) Activity in Ukraine? If so, when and where will it take place?

Answer: (1) The submission procedure, including emails to where concept papers must be submitted, is described in Section IV of the NOFO. There is no on-line system for submission of concept papers. All concept papers should be submitted to the email addresses reflected in Section IV of the NOFO. (2) No workshop/information session is planned.

Question 12: Is the AGRO covers the whole territory of Ukraine?

Answer: AGRO activities will primarily be focused in eastern and southern Ukraine (in particular, Kharkiv, Dnipropetrovsk, Zaporizhzhia, Donetsk, Luhansk, Kherson, Mykolaiv, and Odesa Oblasts). Later on during implementation, it is possible that other oblasts may be added if and when evidence or other needs support this.

Question 13: (1) Per Section IV.B., Phase 2 – Oral Presentations, USAID notes that additional information with regards to oral presentations will be made available to those applicants invited to participate in the oral presentations. Given the time necessary for applicants to prepare an oral presentation to deliver within two weeks of notice (should they proceed to Phase 2), would USAID consider providing parameters, including overall presentation time limit and time allocation for presentation delivery and for Q&A, for the Phase 2 Oral Presentations at this point? (2) Can you please confirm that USAID would open another Q&A period for applicants moving to Phase 2?

Answer: (1) The format and technical requirements for oral presentations are provided in Section IV. While additional information with regards to oral presentations will be made available to those applicants invited to participate in Phase 2, USAID anticipates oral presentations will be approximately 1 hour. The exact details will be provided to applicants invited to participate in Phase 2. Please also note that the NOFO has been amended to state that applicants should be prepared to deliver oral presentations within

three weeks of notification (2) Yes, applicants invited to participate in Phase 2 will be given an opportunity to ask questions.

Question 14: Would USAID please clarify the validity period for the subject NOFO?

Answer: Per Section II.2, the estimated start date of the AGRO award will be on or about September 30, 2019.

Question 15: Would USAID please confirm that it is allowed the applicants use Times New Roman font size smaller than 12 point, but legible to read, for text boxes, tables, graphs, and figures?

Answer: Yes, fonts smaller than 12 point may be used in text boxes, graphics and tables, as appropriate. USAID requests 12 font minimums in order to ensure submissions are easily legible. Please ensure that text boxes, graphics and tables are easily legible by reviewers. The NOFO has been amended to provide this clarification.

Question 16: The subject NOFO does not mention grants as a possible tool for the implementation. Would USAID please confirm that:

- a. USAID expects grants to be part of AGRO implementation? And if so,
- b. What would be an acceptable USD dollar range for the grant portfolio under this Activity?

Answer: Applicants are welcome to propose a subgrant component if their approach would benefit from this. No USD range will be provided as this will vary by approach, and USAID expects this to be refined during the co-design stage (Phase 3).

Question 17: Page 8, NOFO Section I – Program Description, 5. Cross-Cutting Factors to Integrate Into AGRO Activity Design and Implementation states that “*USAID and the World Bank have built a strong partnership in advancing agricultural sector development and will continue to build on this partnership during implementation of USAID and the World Bank’s new programs. AGRO will play a central role in this collaboration between USAID and World Bank.*” Moreover, page 22, Phase 3 – Program Description Co-Design states that “*After Phase 2 has concluded, the apparently successful applicant will co-design the program description with USAID/Ukraine and the World Bank*”.

- (a) Would USAID please clarify what the World Bank’s role is in the evaluation process of Phases 1 and 2?

Answer: The composition of evaluation committees cannot be disclosed.

Question 18: Page 18, NOFO Section IV – Submission Information, Phase 1 – Concept Note, point (A) Vision states that the Concept Note must contain the following information:

- *“the role of AGRO in advancing both the broad land reform agenda and establishment of an agricultural land market, and*
- *the role of AGRO in advancing the national level reforms and mobilizing partners at the grassroots level to ensure effective water and irrigation systems management....”*

Moreover, page 9, NOFO Section I – Program Description lists three areas AGRO will focus on: Productivity and Market Access, Access to Finance, and Policy and Enabling Environment. Would USAID please clarify the following:

- (a) Does USAID expect the applicants to elaborate only on those two bullet points under the Vision mentioned on page 19, NOFO Section IV – Submission Information, Phase 1 – Concept Note, point (A) Vision in their proposed concept notes? or
- (b) Does USAID expect the applicants to elaborate also on their strategy in regards with those three focus areas listed on page 9, NOFO Section I – Program Description?

Answer: The Concept Note must only focus on land reform and irrigation as described in Section IV.B of the NOFO.

Question 19: Page 19, NOFO Section IV – Submission Information, Phase 2 – Oral Presentation provides a timeline for selected applicants:

- (a) Would USAID please provide an estimate time of its evaluation of Phase 1? This will help the applicants better plan for Phase 2, if they are selected.

Answer: USAID cannot provide a timeline estimate for Phase 1 at this time. It will depend on a number of concept notes received.

Question 20: Page 22, NOFO Section IV – Submission Information, Phase 3 – Program Description Co-Design states that “a successful applicant must propose the three additional key personnel (including the same resume and reference requirements noted in Phase 2) during Phase 3: Land Reform Team Lead, Collaborating, Learning, and Adapting Advisor, and Monitoring, Evaluation and Learning Manager.”

- (a) Would USAID please confirm the qualification requirements for these three positions will be provided to the apparently successful applicant only?

Answer: The apparently successful applicant must propose the three additional key personnel, including qualifications during Phase 3. The NOFO has been amended to provide this clarification.

Question 21: Page 19 indicates that as part of Phase I the ‘applicant must provide a description of qualifications and experience of the proposed CoP...’. Page 26 indicates that as part of Phase I

that USAID will evaluate the extent to which the proposed COP has substantial experience in the relevant areas. Please clarify whether Applicants are required to submit the full CV of the proposed COP in Phase I, or whether only a description of the experience of the identified COP, but not their name, is required.

Answer: The Concept Note must include the proposed COP's name, description of qualifications and experience (no more than one page). Full CV is not required during Phase 1.

Question 22: Page 26 indicates that one of the evaluation criteria for Phase 1 is the Applicant's Capability Statement. Can USAID please clarify whether this includes the capability statements of the sub-recipients of the applicant as well?

Answer: No, capability statements for sub-recipients are not required. Capability statements must be submitted for prime applicants only. The NOFO has been amended to provide this clarification.

Question 23: Related to the question above, given AGRO will be co-designed by USAID and the apparently successful Applicant in Phase 3, does USAID prefer that selection of sub-recipients is done during Phase 3 in consultation with USAID?

Answer: USAID expects the apparently successful applicant to propose sub-recipients during Phase 2. However, the sub-recipients will be refined and finalized during co-design in Phase 3.

Question 24: Environment is not mentioned in the cross-cutting themes articulated in the NOFO, however Annex 1 is a full IEE for AGRO. How does USAID view the integration of environmental issues in AGRO?

Answer: Environmental issues must be integrated during Phase 2 and Phase 3 based on the AGRO IEE requirements. The NOFO has been amended to provide this clarification.

Question 25: Can USAID provide more information on how it distinguishes between the Vision for AGRO required in the Phase I Concept Note, and the Technical Approach that is required as part of Phase II oral presentations?

Answer: The vision for AGRO (Phase 1 Concept Note) covers only two areas for the activity, namely, land reform and irrigation as described in Section IV of the NOFO. In the Technical Approach (Phase 2), Applicants must present an overview of their technical approach and explain how they will achieve results in all the focus areas outlined in the Program Description in Section I of this NOFO.

Question 26: Is there a preference by USAID as to where in Ukraine the program should establish its project office(s)?

Answer: Applicants should propose office locations that are most appropriate in accordance with their proposed approach. Office locations will be refined in Phase 3 (co-design stage).

Question 27: In Section IV – Submission Information, the NOFO provides a detailed description of the formatting and technical requirements for Phase 2 - Oral Presentations. However, such details of formatting and technical requirements are not provided for the concept note. Should the concept note follow the same guidance as outlined for the oral presentation? Or will USAID provide similarly detailed guidance for the Phase 1 - Concept Note?

Answer: Per Section IV.B of the NOFO, the format of the Concept Note and Annexes is the following:

- Cover page – One page, not included in the page limit, must contain the following information:
 - Organization's name;
 - Contact information;
 - DUNS;
 - Point of Contact.
- Concept Note: No more than six pages inclusive of annexes. Any pages beyond the page limit will not be provided to the selection committee. Required format is as follows:
 - Vision
 - Annex 1 – Chief of Party qualifications: no more than one page;
 - Annex 2 – Capability Statement: no more than one page;
- For all documents:
 - File: PDF;
 - Paper size: Letter or A4;
 - Font: Times New Roman, 12 point font. Fonts smaller than 12 point may be used in text boxes, graphics and tables, as appropriate. USAID requests 12 font minimums in order to ensure submissions are easily legible. Please ensure that text boxes, graphics and tables are easily legible by reviewers.

Question 28: In accordance with Section V.A, the NOFO implies that only the two priority areas identified in Section IV will be evaluated as part of the Concept Note Review. In accordance, is USAID's expectation that concept notes not describe the other elements included in Section I - Program Description? Or does USAID envision that concept notes describe all elements of the

program description as detailed in Section I – Program Description, but only the two priority areas included in Section IV, Phase 1, (A) will be evaluated?

Answer: The Phase I Concept Note must only focus on land reform and irrigation as described in Section IV.B of the NOFO.

Question 29: Please confirm that USAID does not expect a discussion on the CLA and management/personnel approaches in the concept notes.

Answer: This is correct. The only component of personnel required in the Concept Note is the Chief of Party as described in Section IV.B.

Question 30: Is it USAID's expectation that the concept note includes explicit results and/or proposed targets?

Answer: The Concept Note must include the vision for land reform and irrigation, and the role of AGRO in advancing progress in those two areas. Applicants must propose explicit results and/or proposed targets during Phase 2. The NOFO has been amended to provide this clarification.

Question 31: On page 19, the NOFO specifies that all documents be written in Times New Roman 12 point font. May Offerors use a smaller font in graphics, text boxes, and tables?

Answer: Yes, fonts smaller than 12 point may be used in text boxes, graphics and tables, as appropriate. USAID requests 12 font minimums in order to ensure submissions are easily legible. Please ensure that text boxes, graphics and tables are easily legible by reviewers. The NOFO has been amended to provide this clarification.

Question 32: May concept notes include a cover page that does not count toward the page limit?

Answer: Yes. The NOFO has been amended to provide this clarification.

Question 33: On page 15 in Section III.A.1.b, the NOFO states, "Potential for-profit applicants should note that, in accordance with 2 CFR 200.400(g), profit, which is any amount in excess of allowable direct and indirect costs, is not an allowable cost for recipients of USAID assistance awards, and cannot be part of the project budget. However, the prohibition against profit does not apply to procurement contracts made under the assistance instrument when the recipient procures goods and services in accordance with the Procurement Standards found in 2 CFR 200.317 to 326." Please confirm that a for-profit entity that is providing services to implement project

activities can be a subcontractor and charge a fee, under a prime awardee that does not charge a fee.

Answer: Confirmed.

Question 34: What is the average and desirable (financial) size of the proposal?

Answer: Subject to funding availability, USAID anticipates awarding one (1) Cooperative Agreement with a total estimated amount up to \$35,000,000 over a 5-year period. The actual funding amount is subject to availability of funds.

Question 35: Can we include several regions simultaneously for the proposal or better to concentrate only on the one of selected in your program?

Answer: AGRO activities will primarily be focused in eastern and southern Ukraine (in particular, Kharkiv, Dnipropetrovsk, Zaporizhzhia, Donetsk, Luhansk, Kherson, Mykolaiv, and Odesa Oblasts). Later on during implementation, it is possible that other oblasts may be added if and when evidence or other needs support this.

Question 36: Can we have as partners US University, Ukrainian NGO and Ukrainian universities or/and scientific institutes that are also non-profit organizations?

Answer: Yes. For eligibility information, please see Section III of the NOFO.

Question 37: Who can be a leader to submit a proposal, US or Ukrainian partner?

Answer: Please see Section III of the NOFO for eligibility information.

PART 2

ADDITIONAL ANNEX

ANNEX 12 - [Agriculture and Rural Development Support \(ARDS\) Midterm Evaluation](#)
(HYPERLINK ADDED)

[End of Amendment No. 01]