Issue Date: June 16, 2022

Deadline for Question: July 11, 2022

Closing Date: August 16, 2022

Closing Time: 10:00am Guatemala Time

Subject: **Notice of Funding Opportunity Number: 72052022RFA00004**

Program Title: **USAID/Guatemala's Prosperous and Resilient Landscapes Activity**

Federal Assistance Listing Number: 98.001

Ladies/Gentlemen:

The United States Agency for International Development (USAID) is seeking applications for a cooperative agreement from qualified entities to implement the Prosperous and Resilient Landscapes program. Eligibility for this award is not restricted.

USAID intends to make an award to the applicant(s) who best meets the objectives of this funding opportunity based on the merit review criteria described in this NOFO subject to a risk assessment. Eligible parties interested in submitting an application are encouraged to read this NOFO thoroughly to understand the type of program sought, application submission requirements and selection process.

To be eligible for award, the applicant must provide all information as required in this NOFO and meet eligibility standards in Section C of this NOFO. This funding opportunity is posted on www.grants.gov and may be amended. It is the responsibility of the applicant to regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity and to ensure that the NOFO has been received from the internet in its entirety.

USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on www.grants.gov or accessing the NOFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier and System for Award Management (SAM) requirements detailed in Section D.6.f. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process.

Please send any questions to the point(s) of contact identified in Section D. The deadline for questions is shown above. Responses to questions received prior to the deadline will be furnished to all potential applicants through an amendment to this notice posted to www.grants.gov.

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

Thank you for your interest in USAID programs.

Sincerely,

Adam Cox

Adam Cox
OAA Office Director
and Agreement Officer

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SECTION A: PROGRAM DESCRIPTION

This funding opportunity is authorized under the Foreign Assistance Act (FAA) of 1961, as amended. The resulting award will be subject to 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and USAID's supplement, 2 CFR 700, as well as the additional requirements found in Section F.

Introduction
This Notice of Funding Opportunity (NOFO) describes the objectives of the U.S. Agency for International Development in Guatemala (USAID/Guatemala) for an activity in lieu of a U.S. Government (USG) written PD to provide the potential applicant with the flexibility to develop cost effective solutions and the opportunity to propose innovative approaches to meet the stated Objectives. It also presents the USG with an opportunity to assess the applicants' understanding of all aspects of the effort to be performed by eliminating detailed instructions on how to accomplish the stated Objectives and Required Results.

Applicants are invited to provide an application that presents a logical, comprehensive, concrete, and measurable set of interventions to achieve the stated Objectives and the activity's Purpose, as stated below.

PROGRAM DESCRIPTION

1. Purpose

The purpose of this five year, $30 million Prosperous and Resilient Landscapes Activity is to reduce Guatemala's land-based greenhouse gas emissions and increase carbon sequestration from land use. This activity will increase the prosperity and resilience of rural Guatemalan communities in the Western Highlands, Alta, and Baja Verapaz, and Peten by investing in activities that reduce the drivers of deforestation and increase forest cover while improving livelihoods, especially for forest dependent communities, indigenous peoples, women, and youth. To accomplish this, USAID will seek to work across four strategic approaches, including: (1) forest conservation, sustainable forest management, and integrated fire management; (2) applying climate-smart livestock practices; (3) landscape restoration; and (4) improving and expanding agroforestry systems and sustainable soil management practices.

The objectives of the Prosperous and Resilient Landscapes Activity are:

1. Reduce land-based greenhouse gas emissions in Guatemala and increase carbon sequestration
2. Improve livelihoods for forest dependent communities, indigenous peoples, and women

while partnering with different stakeholders in Guatemala to protect, manage, and restore forests and other lands to combat climate change.

The successful achievement of the objectives shall result from innovative approaches in collaboration with local organizations; civil society; Guatemala local, regional, and national governments; indigenous communities; and the private sector to reduce land-based emissions, increase carbon sequestration. In addition, development assistance provided through this Activity will support cross-cutting efforts to reduce irregular migration out of Guatemala to the United States.

2. Background

The Guatemalan Congress established the Climate Change Framework Law (Decree 7-2013) to develop the necessary regulations to prevent, plan for, and respond to the impacts of climate change in an urgent, adequate, and coordinated manner. Its purpose is to reduce climate change vulnerability and improve adaptive capacity as well as promote mitigation activities throughout the country. This law called for the creation of a National Climate Change Information System, to be managed by MARN, as well as a National Climate Change Council (NCCC), to supervise the implementation of the framework law and associated Climate Change Fund and mitigation and adaptation programs. The Climate Change Framework Law contributes to the development of the National Reducing Emissions from Deforestation and Degradation (REDD+) Strategy.

In 2015, Guatemala submitted to the United Nations Framework Convention on Climate Change (UNFCCC) its nationally determined contribution (NDC). The country set a mitigation target to reduce total greenhouse gas (GHG) emissions by 11.2 percent compared to the base year (2005) in the business-as-usual scenario, as well as a conditional target of 22.6 percent by 2030 with the support of the international community. The country also highlighted adaptation's importance by identifying and prioritizing adaptation actions at the sectoral level.

The Climate Change Framework Law laid the groundwork for Guatemala's Low Emission Development Strategy (GLEDS), developed with the support of USAID Guatemala, and launched in 2018. Six working groups led by the Ministry of Environment (MARN), the Ministry of Economy (MINECO), and the Secretariat for Planning and Programming of the Presidency (SEGEPLAN) designed a strategy to align Guatemala's targets with national planning documents in six sectors: energy, transportation, industry, land use, agriculture, and waste management. The working groups established baseline emissions and developed 43 mitigation options, including an economic analysis of implementation costs, projected impact on emissions, and effects on the overall economy. In November 2020, the Government of Guatemala endorsed the GLEDS as the official strategy for climate change mitigation in the country. The strategy was presented by the Ministry of Foreign Affairs and MARN to the Executive Secretary of the UNFCCC.

Guatemala is preparing a revision to its NDCs led by MARN, the Ministry of Finance (MINFIN) and SEGEPLAN with the support of United Nations Development Programme (UNDP) in Guatemala and the NDC Partnership's Climate Action Enhancement Package. Now, as it prepares to submit its revised NDC to the UNFCCC, the country finds itself in a strong position to continue building upon the work that has already taken place. In 2018, Guatemala submitted to the UNFCCC the second edition of its National Climate Change Action Plan known in general, as a National Adaptation Plan. It is important to highlight that the updated NDC will integrate cross-cutting issues, such as gender and inclusion of indigenous peoples by integrating inputs from the strategy for mainstreaming gender considerations in climate change in support of the NDC (UNDP-MARN, 2020), institutional gender representatives, and the Indigenous Climate Change Roundtable. Furthermore, Guatemala will undertake an analysis of available funding and gaps for implementing NDC goals, identifying capacity-building needs, and managing information. Within the Guatemala NDC, the Agriculture, Forestry, and Other Land Use sectors (AFOLU) are recognized as the largest sources of GHG emissions in the country. However, the AFOLU sectors offer many opportunities for emission reductions.

Guatemala has experienced some of the highest deforestation rates in Latin America. From 1990 to 2015, overall forest cover declined by more than 1.2 million hectares, which accounts for nearly 12 percent of Guatemala's total land area. In 2014, an interdisciplinary group composed of members of various Guatemalan government agencies and scientists from local Guatemalan universities estimated that between the period of 2001-2010, 46.4 million tons of carbon were emitted as a result of forest conversion to cropland and other uses. Most of these GHG emissions resulted from deforestation in the Petén region, followed by the Verapaces.

In conjunction with changing climatic conditions and decreasing forest cover, the country has become increasingly vulnerable to natural disasters. Deforested areas are prone to landslides, mass erosion, and rainwater runoff during storm events. These natural disasters may also result in a loss of human life, and damage to infrastructure and harvests, leading to food shortages and lasting economic damages. In 2020 alone, tropical storms Eta and Iota resulted in nearly $780 million in economic losses and these impacts are expected to worsen with climate change. Over time, degraded soils become less productive for agriculture, exacerbating farmer losses. Geographic disparities contribute to high poverty and malnutrition rates, as it increases the vulnerability of Guatemalan households, particularly within the Verapaces region. Alta Verapaz exhibits the highest levels of poverty in the country, with a total poverty rate of 78.8 percent. To compound matters, Alta Verapaz also has the highest percentage of children, teenagers, and youth under the age of 18. Vulnerability is differentially distributed within communities, with women, children, and other marginalized groups bearing the brunt of negative impacts of increased poverty.

Deforestation and forest degradation are a major challenge for the Verapaces region, particularly

Alta Verapaz. Located in Guatemala's eastern tropical and temperate highlands, deforestation in Alta Verapaz began in the late 1950s when the government encouraged landless peasants to migrate to the area by granting them land. Today, deforestation drivers include fuelwood collection and conversion for small, medium, and large-scale agriculture, including cash crops such as cardamom and coffee. Baja Verapaz ranks among the departments with the greatest forest cover loss, with a net annual rate of 1.45 percent between 2006-2010. Challenges in this region include inefficiencies in product value chains that lead to greater resource use and lower yields, as well as the need for higher value products and expanded market linkages to increase income and employment generation.

In the Western Highlands, forests are critical to local and national hydrological resources. Deforestation and degradation results in soil erosion from the steep slopes in the region, threatening agricultural livelihoods. Expansion of agricultural frontier, illegal logging and the absence of land-use planning, and management all contribute to the deforestation and degradation of natural forests and resulting GHG emissions. Forests of the Western Highlands are further threatened as they are an important source of fuel for domestic needs and an important source of timber for local and regional markets. Community enterprises in the Western Highlands need approaches to sustainable forest management that enable their enterprises to increase total forested area and recuperate degraded areas through natural regeneration, reforestation, and agroforestry.

The Peten is a particularly vulnerable region since it is where nearly two-thirds of all deforestation occurs in the country, and also plays a key role of carbon storage within its lowland tropical forest landscapes. The principal drivers of deforestation within and around the Maya Biosphere Reserve (MBR) are from conversion to cattle ranching, large-scale agriculture to produce oil palm, and human settlement. The entire MBR faces an annual threat of forest fires resulting from uncontrolled and illegal burning for agricultural clearing. The western parks of the MBR - Sierra del Lacandón and Laguna del Tigre - face the most severe deforestation threats from organized criminal activity and illegal colonization. Laguna del Tigre's extensive wetlands also make it an ideal target for the expansion of cattle ranching. Moreover, the presence of savannah ecosystems and the proximity to Mexico have led to the proliferation of narco-trafficking landing strips, as well as ranching operations controlled by organized crime rings. Such operations also lead to timber and wildlife trafficking, as well as social conflict and violence, often at the expense of marginalized groups. At the southeastern corner of the MBR, Yaxha-Nakum-Naranjo National Park faces deforestation threats due to its relatively easy access. This has resulted in significant pressure from illegal colonization and poaching, though the park has largely controlled such pressure due to active community participation in tourism and other development activities.

3. Relationship to USAID Policies

This Activity supports the USAID/Guatemala Country Development and Cooperation Strategy (CDCS) 2020-2025. The goal of USAID/Guatemala's CDCS is to advance Guatemala's self-reliance by connecting indigenous peoples, women, and youth to opportunities that enable them to achieve prosperous, secure, and dignified lives at home in Guatemala. This Activity will contribute to CDCS Development Objective (DO) 1, Intermediate Result (IR) 1.1 "Stable income expanded" and 1.2 "Improved resilience to stressors for targeted areas."

This Activity supports the objectives of the U.S. Strategy for Addressing the Root Causes of Migration in Central America[1]. This strategy aims to achieve, "A democratic, prosperous, and safe Central America, where people advance economically, live, work, and learn in safety and dignity, contribute to and benefit from the democratic process, have confidence in public institutions, and enjoy opportunities to create futures for themselves and their families at home." This Activity supports the first Pillar of the Root Causes Strategy, "Addressing economic insecurity and inequality," through the development of sustainable income and employment opportunities in Peten, the Verapaces, and the Western Highlands. This work will contribute to the strategy's following lines of effort outlined in Pillar 1: 1) Foster a Business Enabling Environment for Inclusive Economic Growth; 2) Increase and Diversify Trade; 3) Enhance Workforce Development, Health, Education, and Protection; and 4) Build Resilience to Address Climate Change and Food Insecurity.

Relationship to USAID's Climate Strategy. This Activity will directly support the goals of the Agency's Climate Change Strategy. This Activity will contribute to Strategic Objective 1 (Facilitate Targeted Direct Action: Accelerate and scale targeted climate actions). Under this Strategic Objective, the Activity will contribute, but are not limited to Intermediate Result 1.1: Catalyze urgent emissions reductions (mitigation), Intermediate Result 1.4: Partner with Indigenous Peoples and local communities (or natural resources-forest dependent communities) to lead climate actions, and Intermediate Result 1.5: Enable and empower women and youth, in all their diversity, to lead climate actions. In addition, some interventions under this Activity are expected to contribute to Strategic Objective 2: Drive Systems Change: Catalyze transformative shifts to net-zero and climate-resilient pathways. Under this Strategic Objective, the program will contribute to Intermediate Result 2.1: Advance transformation of key systems and essential services to reduce emissions and enhance climate resilience.

As part of the Evolving Policy Considerations in Annex II of the USAID Climate Strategy, Climate Change-Related Migration is a critical issue that needs to be addressed by the USG. USAID is contributing to the reduction of irregular migration out of Guatemala to the United

[1] https://www.whitehouse.gov/wp-content/uploads/2021/07/Root-Causes-Strategy.pdf

States. Irregular migration is projected to increase substantially over time as the impacts of the climate crisis unfold. USAID recognizes that conceptualizing climate-related migration requires substantial nuance and consideration of how climate interacts with other migration drivers, including political, social, and economic factors. USAID helps displaced populations and migrants and supports them, when possible, through humanitarian and development assistance. Moving forward, this Activity will support in-depth research and analytics to better understand links among climate change, mobility and other migration drivers and enable programming responses for various contexts. Assistance is not tracked against "climate" migration, as it is currently difficult to classify people as "climate migrants" given that they generally migrate for a number of reasons.

This Activity will also meet the goals of USAID's Sustainable Landscapes earmark (known also as Natural Climate Solutions Prioritization Criteria in the USAID's Climate Strategy 2022-2030), which promotes sustainable land use practices through strategic approaches like economic incentives and demonstration activities. Sustainable Landscapes activities may work with both public and private sector entities to help sustainable land use systems. Sustainable Landscapes work encompasses practices at all spatial scales to reduce net greenhouse gas emissions. Practices encompassed in this activity area should ultimately contribute to the capacity for and development and implementation of cohesive national sustainable land management systems.

Relationship to USAID's New Partnership Initiative: This initiative aims to "Elevate Local Leadership, Fostering Creativity, and Innovation, and Mobilize Resources." The three key principles guide the changes in the way we partner: 1) Promote local leadership: We will work through local actors and systems and engage our traditional partners in strengthening local capacity; 2) Seek bold, creative, and innovative approaches to fostering self-reliance: We will capitalize on the full marketplace of ideas and solutions by collaborating with partners from all sectors of society; and 3) Identify new sources of funding to sustain partnerships and scale impact: We will pursue partnerships with organizations that can leverage other funding to scale their activities and achieve even greater development outcomes. This Activity will work with local community leaders and conservation enterprises and prioritize long term sustainability of livelihood benefits and funding to achieve greater development outcomes beyond the life of the Activity.

Relationship to USAID's Policy on Promoting the Rights of Indigenous Peoples (PRO-IP): PRO-IP guides development practitioners to strengthen the design and management of activities that affect Indigenous Peoples. By considering the ways that activity design and activities may impact cultures, territories, resources, and/or livelihoods, the PRO-IP promotes thoughtful and direct engagement of Indigenous Peoples in the design, implementation, and monitoring of activities to ensure the communities benefit, and that those benefits are in line with the communities' self-determined development objectives. Further, USAID/Guatemala's Indigenous

People’s Engagement Strategy guides partners to apply PRO-IP to the Guatemalan context by: 1. Creating innovative and substantive partnerships between indigenous entities, government and the private sector, including non-governmental organizations and other groups within civil society; 2. Increasing awareness, knowledge and recognition of indigenous peoples’ rights, culture, history, and knowledge systems; and 3. Increasing the participation of indigenous women and men in development interventions through USAID, implementing partners and others. This Activity will be implemented in the Verapaces and Western Highlands where this policy and strategy will guide the consultations, work, and results achieved with Indigenous People in these locations.

Relationship to USAID’s Gender Equality and Female Empowerment Policy. This Activity will support the goal of USAID to improve the lives of citizens by advancing equality between women and girls and men and boys, and empowering women and girls to participate fully in and benefit from the development of their societies. USAID investments are aimed at achieving three overarching outcomes to achieve the goal of this policy: i) Reduce gender disparities in access to, control over and benefit from resources, wealth, opportunities, and services – economic, social, political, and cultural; ii) reduce gender-based violence and mitigate its harmful effects on individuals and communities, so that all people can live healthy and productive lives and, iii) increase capability of women and girls to realize their rights, determine their life outcomes, and influence decision making in households, communities, and societies. This Activity is expected to reduce gender gaps or address the unique needs and interests of males and females.

According to the June 21, 2021 White House Statement’s Factsheet, the Build back a better world (B3W) is, “An Affirmative Initiative for Meeting the Tremendous Infrastructure Needs of Low- and Middle-Income Countries. President Biden and G7 partners agreed to launch the bold new global infrastructure initiative Build Back Better World (B3W), a values-driven, high-standard, and transparent infrastructure partnership led by major democracies to help narrow the $40+ trillion infrastructure need in the developing world, which has been exacerbated by the COVID-19 pandemic.” This activity will have a transformational impact in tackling the climate crisis by reducing Guatemala’s greenhouse gas emissions and, thus, is well aligned with the B3W action.

4. Purpose & Objectives

The primary purpose of this Activity is to reduce Guatemala’s primary sources of land-based Greenhouse Gas (GHG) emissions: deforestation and forest degradation. It will also seek to sequester emissions. This will be achieved through: (1) forest conservation, sustainable forest management, and integrated fire management; (2) applying climate-smart livestock practices; (3) landscape restoration; and (4) improving and expanding agroforestry systems and sustainable soil management practices. The geographic focus of activities under the activity targets the departments of Peten, Alta and Baja Verapaz, and the Western Highlands and at the national level in specific interventions. This will increase economic opportunities that reduce GHG emissions from land use change to achieve longer term economic resilience.

5. Objectives and Required Results

This activity will be implemented primarily with funds earmarked by the U.S. Congress for "Sustainable Landscapes". Any activities implementing with such funds must measure and report on equivalent, reduced, sequestered, or avoided through sustainable landscapes activities supported by USG assistance. The applicant will determine how the following Activity objectives and results, based on sectors covered in their technical approach, will be met, and must propose specific deliverables for each.

The objectives of this Activity are:

1. Reduce land-based greenhouse gas emissions in Guatemala and increase carbon sequestration
2. Improve livelihoods and resilience for forest dependent communities, indigenous peoples, and women while partnering with Guatemala different stakeholders to protect, manage, and restore forests and other lands to combat climate change.

Results by Objective
The applicant will be responsible for the achievement of the following results. The applicant will determine how the results will be met and, in addition to those listed in Section F, shall propose specific deliverables for each result.

1. <u>Reduce land-based greenhouse gas emissions in Guatemala and increase carbon sequestration</u>

Results

1. **Reduced land-based greenhouse gas emissions through Forest conservation and sustainable forest management, including integrated fire management.**
2. **Reduced land-based greenhouse gas emissions through transformation of livestock systems.**
3. **Reduced land-based greenhouse gas emissions through landscape restoration; and**
4. **Reduced land-based greenhouse gas emissions through agroforestry systems and sustainable soil management practices**

The conversion of forests to other land uses is the principal source of GHG emissions in Guatemala. There are three major threats that drive land use change: expansion of cattle-ranching, commercial agriculture, and subsistence agriculture. The drivers of deforestation in Guatemala are varied and complex, with agricultural practices, such as cattle-ranching, new monocultures (African oil palm in particular), and traditional monocultures (sugar cane) representing the main causes of forest loss. These threats tend to occur along with forest fires, human encroachment, and settlements (resulting from rural migration), drug trafficking, and other illegal activities (wildlife trafficking, money laundering, and timber extraction).

Based on the existing analysis of Guatemala's Low Emission Development Strategy (GLEDS), there is a prioritization for mitigating climate change in the Agriculture, Forestry and Other Land Use (AFOLU) sectors by 12 of the 43 mitigation options identified in the whole GLEDS. The assessment of the available options was based on the scale of total mitigation potential, as represented by the maximum sequestration or emissions abatement that as well as the cost-per-unit of mitigation. The four results mentioned above combine the 12 mitigation options.
To achieve these results, the successful applicant will need to balance the achievement of impacts at scale for emissions reductions while simultaneously stimulating equitable economic growth. Strategies with a high potential for reducing greenhouse gas emissions include: (1) Forest conservation, sustainable forest management, and strengthening forest fire response; (2) Applying climate-smart livestock practices; (3) Landscape restoration; and (4) Improving and expanding agroforestry systems and sustainable soil management practices.

It is important to note that safeguards must be established to ensure that any plantation effort conserves biodiversity and biologically significant areas and does not convert natural ecosystems by replacing natural forests or other carbon-dense ecosystems. Reforesting and restoring degraded lands with native species could potentially provide short to medium term employment.

Activities that could achieve carbon emission reduction or capture could include support to community and private forest concessions; Social and behavior change communication campaigns; Enabling environment for sustainable and efficient firewood use; Strengthen forest fire monitoring systems; Institutional strengthening for the implementation of the national strategy for sustainable, low emission bovine cattle ranching and other climate-smart livestock practices; Dissemination, communication and awareness of issues and actions related to sustainable livestock; Promote forest restoration of degraded lands; or Increase the role of reforestation within the forest incentives programs.

At the national level, support to the implementation of the upcoming revised NDC will be key for mitigation opportunities in the AFOLU sectors, working with GOG and key stakeholders, as well with Guatemala's National Adaptation Plan to reduce emissions, sequester carbon, and promote climate resilience.

2. Improve livelihoods for forest dependent communities, indigenous peoples, and women while *partnering with Guatemala different stakeholders to protect, manage, and restore forests and other lands to combat climate change.*

Results

1. **Increased legal temporary and permanent employment through low emission livelihood activities for forest dependent communities, indigenous peoples, women, and youth.**
2. **Increased annual sales through low emission products for forest dependent communities, indigenous peoples, women, and youth.**
3. **Reduced land-based greenhouse gas emissions from the Agriculture, Forestry and Other Land Use (AFOLU) Sector; and**
4. **Generate substantive changes in behaviors in support of low emission economic activities among forest dependent communities, indigenous peoples, women, and youth.**

The sustainable use of Guatemala's natural resources holds great promise for the country's development, which may be achieved when also reducing Guatemala's greenhouse gas emissions. Creating jobs and generating income that reduces land-based emissions by reducing pressure on forests is a critical strategy for sustaining reductions in emissions and contributing to reducing poverty levels, which may prevent irregular migration. Incorporating traditional Maya knowledge in the development and implementation of employment and income opportunities throughout the Western Highlands and Verapaces will enhance the long-term sustainability of lower land-based emissions.

Other strategies that could be considered that balance carbon emission reduction and/or capture coupled with economic benefits could include: Development of new markets and better links to market for sustainable timber and non-timber forest products; Access to finance for sustainable forest management and implementation of a sustainable cattle strategy; Practices and technologies for sustainable low-emission livestock (i.e. improved pastures, intensive rotational grazing, forage conservation, silvopastoral systems, animal component management practices, etc.); Private sector partnerships and engagement to establish and strengthen market linkages; Establishment and improvement of agroforestry systems (i.e. alley cultivation; Living fences; Windbreak barriers; Shade crops, such as coffee, cocoa, and cardamom); or Technical assistance to micro, small, and medium-enterprises and community based organizations.

According to the International Organization for Migration (IOM), in the first eight months of 2021, 49,073 Guatemalan migrants were returned from the United States and Mexico, which is a 30% percent increase from the same period in 2020. Of this number, the majority of migrants originated from three departments in the Western Highlands (Huehuetenango, San Marcos, Quiche, and Quetzaltenango) along with the departments of Guatemala and Peten. Surveys from the State

Department's Bureau of Intelligence and Research, Vanderbilt University's Latin America Public Opinion Project, and the IOM, all list a lack of jobs as the primary reason for migration of Guatemalans to the United States. In addition, a study by the UN World Food programme indicates that severe droughts that result in food, financial and employment insecurity are primary drivers of migration. Applicants should select areas of implementation where there is a confluence of high land-based greenhouse gas emissions, the potential to increase forest carbon stocks, and the potential to achieve co-benefits in areas of high poverty and irregular migration.

Integrated Conflict-Sensitive Analysis

USAID/Guatemala considers social conflict dynamics in all activities to support the overarching goal of a more secure Guatemala that fosters greater socio-economic development and sustainably manages its natural resources. Conflict sensitivity encourages organizations to understand and track conflict dynamics in the contexts in which they are working. As changes arise, organizations should adapt their activities to minimize their potential negative effects and build upon their positive effects on conflict. The application of conflict sensitivity usually does not require a major restructuring of an Activity or an explicit focus on peacebuilding; adjusting small project details can have significant impacts on interaction with the conflict context.

In an effort to ensure interventions are conflict-sensitive, USAID/Guatemala requires that interventions: a) do not inadvertently create or exacerbate social conflict; b) factor in the possible impact of existing or potential conflict on staff, implementing partners, and the interventions themselves; c) seek appropriate opportunities to mitigate tensions and sources of conflict; and d) support constructive collaboration between communities in conflict when possible.

As part of a conflict-sensitive approach, the Applicant should ensure that all interventions undertaken do not worsen social conflict dynamics in Activity sites and support constructive collaboration between communities in conflict, when possible. As part of building a foundation for social cohesion while also pursuing the sectoral objectives of this Activity, the Activity should reflect awareness of impacts of trauma on local staff, beneficiaries, and communities, and incorporate strategies to strengthen trauma resilience. Resources on conflict sensitive practices, tools, and literature can be found at: http://www.dmeforpeace.org/peacexchange/, http://cdacollaborative.org/publication/the-do-no-harm-framework-for-analyzing-the- impact-of-assistance-on-conflict-a-handbook, and https://www.usaid.gov/sites/default/files/documents/1862/Guatemala_Conflict_Vulnerability_Assessment.pdf.

Behavior Change Communication

USAID seeks to include Social and Behavior Change Communication (SBCC)/Social Marketing as a strategy to generate and enhance the generalized support needed for empowerment and sustainable change. Any efforts will coordinate closely with and complement existing and related communications efforts. USAID considers social and behavior change to be a product of multiple overlapping levels of influence, including individual, interpersonal, community, and organizational, as well as political and environmental factors. As such, social and behavior change communication is a best practice in development organizations; an essential basis for effective programming that deepens and expands the impact and sustainability of development programs. The Activity will incorporate SBCC in implementation and coordinate with other USAID/Guatemala SBCC efforts.

USAID defines SBCC as the systematic application of interactive, theory-based, and research-driven communication processes and strategies to create/enhance 'tipping points and social support/mobilization for change at the levels of individual, community, and society (enabling environment). SBCC employs communications strategies in three areas of action: Interpersonal, Social Mobilization, and Advocacy.

High-quality SBCC is characterized by grounding in behavior change theory; use of a proven programmatic process; attention to both individual behaviors and interpersonal and social influences; and bi-directional, interactive communication.

SBCC is based on formative research among audiences to develop and distribute coordinated messages, materials, and activities through a range of different communication channels, including but not limited to traditional mass media and social media; community-level activities; interpersonal communication; and non-traditional media.

Building on lessons from prior work
In order to capture and incorporate lessons learned, this Activity will build upon prior USAID Activities that supported reducing emissions from land use change. Activities including, but not limited to, USAID's Climate Nature and Communities in Guatemala, have valuable experiences and lessons learned that should be considered when designing and implementing future activities.

Address Social and Environmental Impacts
Applicants shall consider approaches to addressing social and environmental impacts in national parks and protected areas in keeping with the language found under the heading "National Parks and Protected Areas" in the Joint Explanatory Statement to the Further Consolidated Appropriations Act, 2020 (P.L. 116-94). These approaches can be further explored through the startup process; however, a Social Impact Assessment and Implementation Plan will be required within 60 days of award.

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SECTION B: FEDERAL AWARD INFORMATION

1. Estimate of Funds Available and Number of Awards Contemplated

USAID intends to award one Cooperative Agreement pursuant to this notice of funding opportunity. Subject to funding availability and at the discretion of the Agency, USAID intends to provide $30 million in total USAID funding over a five-year period.

2. Expected Performance Indicators, Targets, Baseline Data, and Data Collection

I. Reduce land-based greenhouse gas emissions in Guatemala and increase carbon sequestration
   A. Reduced land-based greenhouse gas emissions through Forest conservation and sustainable forest management, including integrated fire management.
   B. Reduced land-based greenhouse gas emissions through transformation of livestock systems.
   C. Reduced land-based greenhouse gas emissions through landscape restoration; and
   D. Reduced land-based greenhouse gas emissions through agroforestry systems and sustainable soil management practices
   E.

II. Improve livelihoods for forest dependent communities, indigenous peoples, and women while partnering with Guatemala different stakeholders to protect, manage, and restore forests and other lands to combat climate change.
   A. Increased legal temporary and permanent employment through low emission livelihood activities for forest dependent communities, indigenous peoples, women, and youth.
   B. Increased annual sales through low emission products for forest dependent communities, indigenous peoples, women, and youth.
   C. Reduced land-based greenhouse gas emissions from the Agriculture, Forestry and Other Land Use (AFOLU) Sector; and
   D. Generate substantive changes in behaviors in support of low emission economic activities among forest dependent communities, indigenous peoples, women, and youth.

3. Start Date and Period of Performance for Federal Awards

The anticipated period of performance is five years. The estimated start date will be February 2023.

4. Substantial Involvement

USAID will be substantially involved in this Cooperative Agreement to help the Recipient achieve the agreement objectives in the following manner:

a) Approval of the Recipient's Annual Work Plans. The Agreement Officer Representative (AOR) will review and approve the annual work plans.

b) The AOR will review and approve the Activity Monitoring and Evaluation (MEL) Plan, including indicators.

c) The AOR will have the authority to modify submission due dates for Plans and Reports. changes will be communicated to the Recipient in writing.

d) Approval of Recipient's Key Personnel. The Agreement Officer (AO) will approve all key personnel.

e) The AO will approve all subawards under this Cooperative Agreement, including sub-agreements contracts under assistance.

f) The AOR will give consent for the Rapid Response Fund.

g) Agency authority to immediately halt an award activity. The Agreement Officer may immediately halt an award activity if identified specifications are not met.

5. Authorized Geographic Code

The geographic code for the procurement of commodities and services under this program is 937. Code 937 is defined as the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source.

6. Nature of the Relationship between USAID and the Recipient

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 the Prosperous and Resilient Landscapes Activity 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.

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SECTION C: ELIGIBILITY INFORMATION

1. Eligible Applicants

Eligibility for this NOFO is not restricted. All qualified U.S. and non-U.S. organizations (other than those from foreign policy restricted countries) are eligible to apply. USAID welcomes applications from organizations which have not previously received financial assistance from USAID.

Pursuant to Code of Federal Regulations (CFR) 200.400(g), it is USAID policy not to award profit under assistance instruments such as Cooperative Agreements, and as such, for-profit organizations must waive profits and/or fees to be eligible to submit an application. Forgone profit does not qualify as cost-share or leverage.

The Recipient must be a responsible entity. 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 will be subject to a responsibility determination and pre-award risk assessment by the Agreement Officer (AO). (See ADS 303.3.9 for more information).

First time recipients of USG or USAID funding may undergo a Pre-award Survey. 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 – to achieve the objectives of the program and comply with the terms and conditions of the award.

The applicant is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Recipient to ensure compliance with these Executive Orders and laws.

2. Cost Sharing or Matching

USAID has established a mandatory minimum recipient cost share of a
15% in addition to the Total Estimated Cost for USAID funds for the award. Such funds may be provided directly by the recipient; other multilateral, bilateral, and foundation donors; host governments; and local organizations, communities and private businesses that contribute financially and in-kind to implementation of activities at the country level. This may include contribution of staff level of effort, office space or other facilities or equipment which may be used for the program, provided by the recipient. For guidance on cost sharing in grants and

cooperative agreements see 2 CFR 200.306.

3. Other

A prime applicant may submit only one application in response to this Notice. Multiple applications from the same prime applicant organization will not be accepted. Applications will not be accepted from individuals.

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SECTION D: APPLICATION AND SUBMISSION INFORMATION

1. Agency Point of Contact

Adam Cox
Agreement Officer

Carolina Villegas
Acquisition and Assistance Specialist

email: guatemalaproposals@usaid.gov

2. Questions and Answers

Questions regarding this NOFO should be submitted in writing to guatemalaproposals@usaid.gov no later than the date and time indicated on the cover letter, as amended. Any information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as an amendment to this NOFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

3. General Content and Form of Application

Preparation of Applications:
Each applicant must furnish the information required by this NOFO. Applications must be submitted in two separate parts: the Technical Application and the Business (Cost) Application. This subsection addresses general content requirements applying to the full application. Please see subsections 5 and 6, below, for information on the content specific to the Technical and Business (Cost) applications. The Technical application must address technical aspects only while the Business (Cost) Application must present the costs, and address risk and other related issues.

Both the Technical and Business (Cost) Applications must include a cover page containing the following information:

- Program Title
- RFA/NOFO number
- Name of the organization(s) submitting the application.
- Identification and signature of the primary contact person (by name, title, organization,

mailing address, telephone number and email address) and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number and email address).
- Name of any proposed sub-recipients or partnerships (identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303.

Any erasures or other changes to the application must be initialed by the person signing the application. Applications signed by an agent on behalf of the applicant must be accompanied by evidence of that agent's authority unless that evidence has been previously furnished to the issuing office.

Applicants may choose to submit a cover letter in addition to the cover pages, but it will serve only as a transmittal letter to the Agreement Officer. The cover letter will not be reviewed as part of the merit review criteria.

Applications must comply with the following:

- USAID will not review any pages more than the page limits noted in the subsequent sections. Please ensure that applications comply with the page limitations.
- Written in English {or if you will accept applications from non-U.S. organizations in a language other than English, indicate that here}.
- Use standard 8 ½" x 11", single sided, single-spaced, 12-point Times New Roman font, 1" margins, left justification and headers and/or footers on each page including consecutive page numbers, date of submission, and applicant's name.
- 10-point font can be used for graphs and charts. Tables, however, must comply with the 12-point Times New Roman requirement.
- Submitted via Microsoft Word or PDF formats, except budget files which must be submitted in Microsoft Excel.
- The estimated start date identified in Section B of this NOFO must be used in the cost application.
- The technical application must be a searchable and editable Word or PDF format as appropriate.
- The Cost Schedule must include an Excel spreadsheet with all cells unlocked and no hidden formulas or sheets. A PDF version of the Excel spreadsheet may be submitted in addition to the Excel version at the applicant's discretion, however, the official cost application submission is the unlocked Excel version.

Applicants must review, understand, and comply with all aspects of this NOFO. Failure to do so may be considered as being non-responsive and may be evaluated accordingly. Applicants should retain a copy of the application and all enclosures for their records.

4. Application Submission Procedures

Applications must be submitted by email to Ms. Carolina Villegas at guatemalaproposas@usaid.gov. Email submissions must include the NOFO number and applicant's name in the subject line heading. In addition, for an application sent by multiple emails, the subject line must also indicate whether the email relates to the technical or cost application, and the desired sequence of the emails and their 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 that states: "[NOFO number], [organization name], Cost Application, Part 1 of 2".

USAID's preference is that the technical application and the cost application each be submitted as consolidated email attachments, e.g., that you consolidate the various parts of a technical application into a single document before sending it. 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.

After submitting an application electronically, applicants should immediately check their own email to confirm that the attachments were indeed sent. If an applicant discovers an error in 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.

Applicants are reminded that e-mail is NOT instantaneous, and in some cases delays of several hours occur from transmission to receipt. Therefore, applicants are requested to send the application in sufficient time ahead of the deadline. For this NOFO, the initial point of entry to the government infrastructure is the USAID mail server.

There may be a problem with the receipt of *.zip files due to anti-virus software. Therefore, applicants are discouraged from sending files in this format as USAID/OAA cannot guarantee their acceptance by the internet server. File size must not exceed 20MB.

5. Technical Application Format (25 pages maximum)

The Technical Application must be specific, complete, and concise. The application must demonstrate a clear understanding of the work to be undertaken, the responsibilities of all parties involved, offer critical thinking and analysis for each objective, demonstrate how the programmatic approach and operational principles will be implemented, and tie the technical approach to expected results to be achieved.

The Technical Application is limited to 25 pages and every page of the application must be numbered. The application shall be written in English and typed on standard “8 1/2" x “11" paper 36 (216mm by 297mm paper), single spaced, Times New Roman font size no smaller than 12. The total size of each e-mail transmission should not exceed 25 Megabytes. Large graphics files are discouraged. Attached file format must be PDF. Attached files should be printable on standard letter-sized paper. The Technical Application must include the following sections:

a) **Cover Page** (See Section D.3 above for requirements)

b) **Table of Contents**

Include major sections and page numbering to easily cross-reference and identify merit review criteria.

i) Technical Approach
ii) Management and Staffing Plan
iii) History of Performance (not included in the page limit)

c) **Executive Summary (One page)**

The Executive Summary must provide a high-level overview of key elements of the Technical Application.

d) **Technical Application** and **Merit Review Criteria**

A selection committee will review the applications based upon the criteria set forth below. The criteria presented below have been tailored to the requirements of this Notice of Funding Opportunity (NOFO). Thereafter, the cost application of all applicants submitting a technically acceptable application will be reviewed, and costs will be evaluated for general reasonableness, allowability, and allocability.

Subject to the availability of funds, USAID expects to award one cooperative agreement, but reserves the right to make multiple or no awards. Awards will be made to the responsible application that offers the greatest value, cost and other factors considered.

USAID may award a cooperative agreement based on initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. As part of its evaluation process, however, USAID may elect to discuss technical, cost, or other pre-award issues with one or more applicants. Alternatively, USAID may proceed with award selection based on its evaluation of initial applications received and/or commence negotiations solely with one applicant.

To facilitate the review of applications, applicants are requested to organize the narrative sections of technical proposals according to the evaluation criteria set forth below which is shown in descending order of importance.

Merit Review Criteria:
USAID will conduct a merit review of all applications received that comply with the instructions in this NOFO. A selection committee will review the applications based upon their responsiveness to the program description as described in Section A, including referenced Annexes, and to the criteria set forth below:

A. Technical Approach
B. Sustainability Plan
C. Management Plan, Staffing and Key Personnel
D. Institutional Capacity and Past Performance

See Section E for more information on Merit Review Criteria.

e) **Business Cost Application Format**

The Business (Cost) Application must be submitted separately from the Technical Application. While no page limit exists for the full cost application, applicants are encouraged to be as concise as possible while still providing the necessary details. The business (cost) application must illustrate the entire period of performance, using the budget format shown in the SF-424A.

Prior to award, applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to assess the applicant's risk in accordance with 2 CFR 200.206. Applicants should not submit any additional information with their initial application.

The Cost Application must contain the following sections (which are further elaborated below this listing with the letters for each requirement):

a) Cover Page (See Section D.3 above for requirements)
b) SF 424 Form(s)

The applicant must sign and submit the cost application using the SF-424 series. Failure to accurately complete these forms could result in the rejection of the application. Standard Forms can be accessed electronically at www.grants.gov or using the following links:

Instructions for SF-424	http://www.grants.gov/web/grants/form-instructions/sf-424-instructions.html
Application for Federal Assistance (SF-424)	https://www.grants.gov/web/grants/forms/sf-424-family.html
Instructions for SF-424A	http://www.grants.gov/web/grants/form-instructions/sf-424a-instructions.html
Budget Information (SF-424A)	https://www.grants.gov/web/grants/forms/sf-424-family.html
Instructions for SF-424B	http://www.grants.gov/web/grants/form-instructions/sf-424b-instructions.html
Assurances (SF-424B)	https://www.grants.gov/web/grants/forms/sf-424-family.html

c) Required Certifications and Assurances

The applicant must complete the following documents and submit a signed copy with their application:

(1) "Certifications, Assurances, Representations, and Other Statements of the Recipient" ADS 303mav document found at http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf

(2) Assurances for Non-Construction Programs (SF-424B)

(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).

d) Budget and Budget Narrative

The Budget must be submitted as one unprotected Excel file (MS Office 2000 or later versions) with visible formulas and references and must be broken out by project year, including itemization of the federal and non-federal (cost share) amount. Files must not contain any hidden or otherwise inaccessible cells. Budgets with hidden cells lengthen the cost analysis time required to make award and may result in a rejection of the cost application. The Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs. The applicant must ensure the budgeted costs address any additional requirements identified in Section F, such as Branding and Marking. The Budget Narrative must be thorough, including sources for costs to support USAID's determination that the proposed costs are fair and reasonable.

The Budget must include the following worksheets or tabs, and contents, at a minimum:

- Summary Budget, inclusive of all program costs (federal and non-federal), broken out by major budget category and by year for activities implemented by the applicant and any potential sub-applicants for the entire period of the program.
- Detailed Budget, including a breakdown by year, sufficient to allow the Agency to determine that the costs represent a realistic and efficient use of funding to implement the applicant's program and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.
- Detailed Budgets for each sub-recipient, for all federal funding and cost share, broken out by budget category and by year, for the entire implementation period of the project.

Summary Budget by Years						
Cost Elements	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Total**
1. Salaries and allowances						
2. Fringe Benefits						
3. Travel, transportation, and Per Diem						
4. Equipment and Supplies						
5. Sub-Awards*						

6. Other Direct Costs						
7. Indirect Costs						
Estimated Cost (sum 1 to 7)						
8. Cost Share						
TOTAL AWARD BUDGET						

The Summary Budget includes all program costs (federal and non-federal), for each major budget category and by year for activities implemented by the applicant and potential sub-applicants for the entire program period. Applicants must submit a summary and a detailed budget as follows (each proposed sub-award must include the same cost element break-down):

*Note: Individual sub-awards proposed must include the same cost element breakdowns in their budget as applicable.

- Detailed Budget, including a breakdown by year, sufficient to allow the Agency to determine that the costs represent a realistic and efficient use of funding to implement the applicant's program and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.
- Detailed Budgets for each sub-recipient, for all federal funding and cost share, broken out by budget category and by year, for the entire implementation period of the project

The Detailed Budget must contain the following budget categories and information, at a minimum:

1) Salaries and Allowances – Must be proposed consistent with 2 CFR 200.430 Compensation - Personal Services. The applicant's budget must include position title, salary rate, level of effort, and salary escalation factors for each position. Allowances, when proposed, must be broken down by specific type and by position. Applicants must explain all assumptions in the Budget Narrative. The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what is paid for similar work in other activities of the applicant. Applicants must provide their established written policies on personnel compensation. If the applicant's written policies do not address a specific element of

compensation that is being proposed, the Budget Narrative must describe the rationale used and supporting market research.

2) Fringe Benefits – (if applicable) If the applicant has a fringe benefit rate approved by an agency of the U.S. Government, the applicant must use such rate and provide evidence of its approval. If an applicant does not have a fringe benefit rate approved, the applicant must propose a rate and explain how the applicant determined the rate. In this case, the Budget Narrative must include a detailed breakdown comprised of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.

3) Travel and Transportation – Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Per Diem and associated travel costs must be based on the applicant's normal travel policies. When appropriate please provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.

4) Procurement or Rental of Goods (Equipment & Supplies), Services, and Real Property – Must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness considering such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.

5) Subawards – Specify the budget for the portion of the program to be passed through to any subrecipients. See 2 CFR 200 for assistance in determining whether the sub-tier entity is a subrecipient or contractor. The subrecipient budgets must align with the same requirements as the applicant's budget, including those related to fringe and indirect costs.

6) Construction – If applicable

7) Other Direct Costs – This may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams, and inoculations, as well as any other miscellaneous costs which directly benefit the program proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs. Otherwise, the narrative should be minimal.

8) Indirect Costs – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. To better understand indirect costs please see Subpart E of 2 CFR 200. The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most used Indirect Cost Rate methods:

<u>Method 1 - Direct Charge Only</u>
Eligibility: Any applicant
Initial Application Requirements: See above on direct costs

<u>Method 2 - Negotiated Indirect Cost Rate Agreement (NICRA)</u>
Eligibility: Any applicant with a NICRA issued by a USG Agency must use that NICRA
Initial Application Requirements: If the applicant has a current NICRA, submit your approved NICRA and the associated disclosed practices. If your NICRA was issued by an Agency other than USAID, provide the contact information for the approving Agency. Additionally, at the Agency's discretion, a provisional rate may be set forth in the award subject to audit and finalization. See USAID's Indirect Cost Rate Guide for Non Profit Organizations for further guidance.

<u>Method 3 - De minimis rate of 10% of modified total direct costs (MTDC)</u>
Eligibility: Any applicant that does not have a current NICRA
Initial Application Requirements: Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate an indirect rate, which the non-Federal entity may apply to do at any time. The applicant must describe which cost elements it charges indirectly vs. directly. See 2 CFR 200 for further information.

<u>Method 4 - Indirect Costs Charged as A Fixed Amount</u>
Eligibility: Non-U.S. non-profit organizations without a NICRA may request, but approval is at the discretion of the AO
Initial Application Requirements: Provide the proposed fixed amount and a worksheet that includes the following:

- Total costs incurred by the organization for the previous fiscal year and estimates for the current year. Guidance *to AO: If the indirect costs are expected to be minimal or easily attributed to performance of a USAID agreement, the AO should delete this first bullet.*
- Indirect costs (common costs that benefit the day-to-day operations of the organization, including categories such as salaries and expenses of executive officers, personnel administration, and accounting, or that benefit and are identifiable to more than one program or activity, such as depreciation, rental costs, operations and maintenance of

facilities, and telephone expenses) for the previous fiscal year and estimates for the current year

9) Cost Sharing – The applicant should estimate the amount of cost-sharing resources to be provided 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 award.

Proposed method for prorating the indirect costs equitably and consistently across all programs and activities of using a base that measures the benefits of that particular cost to each program or activity to which the cost applies.

If the applicant does not have an approved NICRA and does not elect to utilize the 10% de minimis rate, the Agreement Officer will provide further instructions and may request additional supporting information, including financial statements and audits, should the application still be under consideration after the merit review. USAID is under no obligation to approve the applicant's requested method.

a) Prior Approvals in accordance with 2 CFR 200.407

Inclusion of an item of cost in the detailed application budget does not satisfy any requirements for prior approval by the Agency. If the applicant would like the award to reflect approval of any cost elements for which prior written approval is specifically required for allowability, the applicant must specify and justify that cost. See 2 CFR 200.407 for information regarding which cost elements require prior written approval.

e) Approval of Subawards

The applicant must submit information for all subawards that it wishes to have approved at the time of award. For each proposed subaward the applicant must provide the following:

- Name of organization
- DUNS Number
- Confirmation that the subrecipient does not appear on the Treasury Department's Office of Foreign Assets Control (OFAC) list
- Confirmation that the subrecipient does not have active exclusions in the System for Award Management (SAM)
- Confirmation that the subrecipient is not listed in the United Nations Security designation list
- Confirmation that the subrecipient is not suspended or debarred

- Confirmation that the applicant has completed a risk assessment of the subrecipient, in accordance with 2 CFR 200.332(b)
- Any negative findings because of the risk assessment and the applicant's plan for mitigation.

b) Unique Entity Identifier (UEI) and SAM Requirements

USAID may not award to an applicant unless the applicant has complied with all applicable Unique Entity Identifier (UEI) and System for Award Management (SAM) requirements. Each applicant (unless the applicant is an individual or Federal awarding agency that is exempted from requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:

1. Provide a valid UEI number for the applicant and all proposed sub-recipients.
2. 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 (https://sam.gov/content/).
3. Continue to always maintain an active SAM registration with current information during which it has an active Federal award or an application or plan under consideration by a federal awarding agency.

The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin the process early. If an applicant has not fully complied with the requirements above by the time USAID is ready to make an award, USAID may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

UEI number: https://sam.gov/content/entity-registration

SAM registration: https://sam.gov/content/

c) History of Performance

The applicant must provide information regarding its recent history of performance for all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs, not to exceed five years, as follows:

- Name of the Awarding Organization.

- Award Number.
- Activity Title.
- A brief description of the activity.
- Period of Performance.
- Award Amount.
- Reports and findings from any audits performed in the last 5 years; and
- Name of at least two (2) updated professional contacts who most directly observed the work at the organization for which the service was performed with complete current contact information including telephone number, and e-mail address for each proposed individual.

If the applicant encountered problems on any of the referenced Awards, it may provide a short explanation and the corrective action taken. The applicant should not provide general information on its performance. USAID reserves the right to obtain relevant information concerning an applicant's history of performance from any sources and may consider such information in its review of the applicant's risk. The Agency may request additional information and conduct a pre-award survey if it determines that it is necessary to inform the risk assessment.

d) Branding Strategy & Marking Plan

The apparently successful applicant will be asked to provide a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer and incorporated into any resulting award. Annex 1 includes the template for the Branding Strategy and Marking Plan.

e) Funding Restrictions

Profit is not allowable for recipients or subrecipients under this award. See 2 CFR 200.331 for assistance in determining whether a sub-tier entity is a subrecipient or contractor.

Construction may be authorized under this award.

USAID will not allow the reimbursement of pre-award costs under this award without the explicit written approval of the Agreement Officer.

Except as may be specifically approved in advance by the AO, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in Section B.4 of this NOFO and must meet the source and nationality requirements set forth in 22 CFR 228.

Procurements made on or after October 1, 2022, for covered telecommunications, will be unallowable in accordance with the standard provision "Allowable Costs" and 2 CFR 200.471, or the Standard Provision "Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment" for non-US recipients.

f) Conflict of Interest Pre-Award Term

a. Personal Conflict of Interest

1. An actual or appearance of a conflict of interest exists when an applicant organization or an employee of the organization has a relationship with an Agency official involved in the 47 competitive award decision-making process that could affect that Agency official's impartiality. The term "conflict of interest" includes situations in which financial or other personal considerations may compromise, or have the appearance of compromising, the obligations and duties of a USAID employee or recipient employee.

2. The applicant must provide conflict of interest disclosures when it submits an SF-424. Should the applicant discover a previously undisclosed conflict of interest after submitting the application, the applicant must disclose the conflict of interest to the AO no later than ten (10) calendar days following discovery.

b. Organizational Conflict of Interest

The applicant must notify USAID of any actual or potential conflict of interest that they are aware of that may provide the applicant with an unfair competitive advantage in competing for this financial assistance award. Examples of an unfair competitive advantage include but are not limited to situations in which an applicant or the applicant's employee gained access to non-public information regarding a federal assistance funding opportunity, or an applicant or applicant's employee was substantially involved in the preparation of a federal assistance funding opportunity. USAID will promptly take appropriate action upon receiving any such notification from the applicant.

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SECTION E: APPLICATION REVIEW INFORMATION

1. Technical Application

A selection committee will review the applications based upon the criteria set forth below. The criteria presented below have been tailored to the requirements of this Notice of Funding Opportunity (NOFO). Thereafter, the cost application of all applicants submitting a technically acceptable application will be reviewed, and costs will be evaluated for general reasonableness, allowability, and allocability.

Subject to the availability of funds, USAID expects to award one cooperative agreement, but reserves the right to make multiple or no awards. Awards will be made to the responsible application that offers the greatest value, cost and other factors considered.

USAID may award a cooperative agreement based on initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. As part of its evaluation process, however, USAID may elect to discuss technical, cost, or other pre-award issues with one or more applicants. Alternatively, USAID may proceed with award selection based on its evaluation of initial applications received and/or commence negotiations solely with one applicant.

To facilitate the review of applications, applicants are requested to organize the narrative sections of technical proposals according to the evaluation criteria set forth below which is shown in descending order of importance.

2. Merit Review Criteria

USAID will conduct a merit review of all applications received that comply with the instructions in this NOFO. A selection committee will review the applications based upon their responsiveness to the program description as described in Section A, including referenced Annexes, and to the criteria set forth below:

A. Technical Approach
B. Sustainability Plan
C. Management Plan, Staffing and Key Personnel
D. Institutional Capacity and Past Performance

A. <u>Technical Approach</u> (50 points)

The technical approach will be evaluated in terms of overall quality, including innovativeness, flexibility, creativity, contextual relevance, and overall practicality to achieve or exceed the Activity objectives and the specific expected outcomes in all three geographic areas and at the national level. Successful applications will be evaluated based on the extent to which the proposed approach will reduce land-based emissions and achieve the desired results using a Theory of Change (ToC). USAID will review that the applicant's approach reflects the highest opportunities to reduce Guatemala's land-based greenhouse gas emissions and/or carbon sequestration from land use while also improving livelihoods by partnering with Guatemalan stakeholders to combat climate change, as depicted in the applicant's proposed ToC. The applicant's strategic approaches will integrate cross-cutting principles of gender, social inclusion, and empowerment of indigenous and other marginalized populations. The technical approach should also summarize any mitigation measures taken to reduce relevant climate risks, as identified in the Climate Risk Management summary table.

Applicants are encouraged to refer to the publication "Using Results Chains to Depict Theories of Change in USAID Biodiversity Programming" found here: http://pdf.usaid.gov/pdf_docs/PA00M8MW.pdf . A single ToC should be provided for proposed work that includes all three geographic regions and national level (Western Highlands, Verapaces and Peten).

B. Sustainability Plan: (25 points)

The applicant should develop a sustainability plan that details the following key outcomes:

1. Establish a process and specific steps for continued reduction of Guatemala's land-based greenhouse gas emissions and carbon sequestration, post-USAID support;

2. Develop a strategy and identify key actors and build local organization capacity that continue to result in reduced poverty levels to prevent irregular migration by maintaining long-lasting improvement in livelihoods for forest dependent communities, indigenous peoples and women who benefit from project interventions, including post-USAID support.

The sustainability of the Prosperous and Resilient Landscapes Activity will be reflected in:

● A well-defined strategy to reduce and sustain this reduction in land-based greenhouse gas emissions and improve carbon sequestration in Guatemala

● A well-defined strategy to build demonstrable reduction in poverty level to lose interest to irregularly migrate through the improvement in livelihoods for forest dependent communities, indigenous peoples, women, and youth who benefit from Activity interventions; and

● A strategy that demonstrates a well-defined and clearly articulated approach to be both resilient and adaptive in the face of changing circumstances.

C. Management Plan, Staffing and Key Personnel (15 points)

a) Sub-criterion: Management and Staffing Plan

a.1 Comprehensiveness of the Management and Staffing Plan in being responsive, specific on roles and responsibilities among office(s) in Guatemala and, if relevant, the home office, and demonstrating the technical resources and expertise required to realistically and efficiently accomplish the Activity's technical, coordination, monitoring and reporting, and communications needs.

a.2 Extent to which the management and staffing plan ensure that activities in the proposed geographic areas including the national level are effectively covered.

a.3 Overall staffing plan. The staffing plan should state each proposed key personnel position and briefly describe the proposed duties and how they link to achieving the expected results.

b) Sub-criterion: Key Personnel

Key personnel will be evaluated with respect to demonstrated relevant qualifications, technical and program management experience and skills applicable for completing Activity interventions and meeting the specific personnel qualifications described below. Past experience involving the program's subject matter is required, and past experience working in the Verapaces, Western Highlands and Peten regions of Guatemala is strongly preferred. The evaluation will also include the extent to which the personnel have demonstrated relevant qualifications to engage government, local forest communities, indigenous populations, women, youth, and other key stakeholders in the achievement of the Activity objectives. Key personnel need to have a strong working knowledge of both English and Spanish. Language fluency in each of these languages should exist within the implementation team. Priority will be given to applicants that include personnel with language fluency in relevant local languages of the Western Highlands and Alta and Baja Verapaz Departments.

D. Institutional Capacity and Past Performance (10 points)

The applicant should include demonstrated recent, relevant technical and field experience and quality of performance in programs or projects of similar technical content and scope, including a description of experience and representative accomplishments of the organization in conducting activities of the type required under this NOFO. The applicant information on past performance should be provided in accordance with the table below.

Program Description Summary	Primary location of work	Term of performance Dollar Value Award Type & Number	Organization/Contracting Entity/Technical Officer	e-mail address and Tel.

USAID may use performance information obtained from other than the sources identified by the applicant. USAID will utilize existing databases of performance information and solicit additional information from the references provided herein and contact the individual(s)indicated as well as others.

NOTE: USAID relies on the prime organization's review of partner/subcontractor institutions. However, if deemed necessary to ensure prudent use of USG funds, USAID may conduct its own past performance review of proposed partners/subcontractor institutions. In cases where the applicant lacks relevant performance history and information on performance is not available then the applicant will not be evaluated favorably or unfavorably on performance. USAID reserves the right to contact references other than the ones provided by the applicant in its application and use this information in the pre-award risk assessment.

2. Cost Application Evaluation Criteria

a) Business Review

The Agency will evaluate the cost application of the applicant(s) under consideration for an award because of the merit criteria review to determine whether the costs are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

The Agency will also consider (1) the extent of the applicant's understanding of the financial aspects of the activity and the applicant's ability to perform the activities within the amount requested; (2) whether the applicant's plans will achieve the program objectives with reasonable economy and efficiency; and (3) whether any special conditions relating to costs should be included in the award.

While cost is less important than technical and is not weighted, cost effectiveness and cost revision will also be evaluated as part of the overall evaluation of the application but there is no specific ranking for these two factors. USAID will evaluate costs overall to ensure that what is proposed is the most effective use of USAID's funding (cost effectiveness) and that the applicant has included costs for everything that they have proposed in their application (cost realism).

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

USAID endorses cost-sharing as an important principle in USAID-applicant relationships. Applicants are required to contribute a cost share in the range of 10 percent to 20 percent of the total USAID contribution to increase overall Activity impact. Applicants should be aware that all cash contributions and non-Federal third-party in-kind contributions should meet all the criteria set forth in 22 CFR 226.23 and the applicable OMB cost principles. Applicant cost share may be in any combination of in-kind support, staff salaries, waiver of overhead, etc. Awards will be made to responsible applicants whose applications offer the greatest value, cost, and other factors (i.e., technical evaluation criteria) considered.

Proposed cost share will be reviewed for compliance with the standards set forth in 2 CFR 200.306, 2 CFR 700.10, and the Standard Provision "Cost Sharing (Matching)" for U.S. entities, or the Standard Provision "Cost Share" for non-U.S. entities.

The AO will perform a risk assessment (2 CFR 200.205). The AO may determine that a pre-award survey is required to inform the risk assessment in determining whether the prospective recipient has the necessary organizational, experience, accounting and operational controls, financial resources, and technical skills – or ability to obtain them – to achieve the objectives of the program and comply with the terms and conditions of the award. Depending on the result of the risk assessment, the AO will decide to execute the award, not execute the award, or award with "specific conditions" (2 CFR 200.207).

Notes on Cost Sharing:

a. Cost share is defined by USAID as "contributions, both cash and in-kind, which are necessary and reasonable to achieve program objectives, and which are verifiable from the applicant's records." Please take note of the provision on cost sharing in 22 CFR 226.23.

b. The minimum requirement for cost sharing under this NOFO is 15% of the total costs. USAID policy is that cost sharing is an important element of the USAID-applicant relationship.

c. Additional revised USAID policy on cost share can be found in ADS 303.3.10.4, Meeting Cost Sharing Requirements and Standard Provision.

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SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

Award of the agreement contemplated by this NOFO 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.

Following the selection for award and successful negotiations, the successful Applicant will receive an electronic copy of the notice of the award signed by the Agreement Officer which serves as the authorizing document. The Agreement Officer will only do so after making a positive responsibility determination that the Applicant possesses, or has the ability to obtain, the necessary management competence in planning and carrying out assistance programs and that it will practice mutually agreed upon methods of accountability for funds and other assets provided by USAID.

USAID will follow the guidelines of ADS 303.3.7.2 to provide additional information for unsuccessful Applicants.

2. Administrative & National Policy Requirements

The resulting award from this NOFO will be administered in accordance with the following policies and regulations.

For US organizations: ADS 303, 2 CFR 700, 2 CFR 200, and Standard Provisions for U.S. Non-governmental organizations.

For Non US organizations: Standard Provisions for Non-U.S. Non-governmental Organizations.

See Annex 2, for a list of the Standard Provisions that will be applicable to any awards resulting from this NOFO.

3. Reporting Requirements

All Plans and Reports will be submitted in English. The quarterly, annual, and final reports will be submitted in English with an Executive Summary in English and Spanish unless otherwise specified. Documents will be by email (one version in the original software program and one version in PDF). All reports will be submitted to the AOR with copy to the AO and the Acquisition and Assistance Specialist.

Financial Reporting

3.1 Quarterly Financial Reports

The Recipient will submit the Federal Financial Form (SF-425) on a quarterly basis via electronic format. Electronic copies of the SF-425 can be found at: https://www.usaid.gov/forms/sf-425.

The financial reports are due 15 days after the end of each fiscal year quarter on October 30, January 30, April 30, and July 30.

3.2 Quarterly Accrual Reports

The Recipient will submit an estimated accrual report including the following information:

- Total Estimated Cost remaining in the contract.
- Unliquidated balance in the contract.
- Accrual amount.
- Estimated Pipeline amount
- Estimated Expenses for the following quarter

The accruals report will be presented in English to the AOR and other designated administrative staff, on a quarterly basis (15 days previous to the close of each fiscal year quarter) in the format to be provided to the Recipient upon award signature.

3.3 Technical Reporting

A. Annual Work Plan

Within 45 days of award of the Cooperative Agreement, the Recipient will submit for USAID AOR approval its detailed Annual Implementation Plan (or Work Plan) covering the period from award date through September 30, 2023. The Plan will include a description of activities, timelines and budgets, selected municipalities, and will identify any start up activities required, as well as critical paths and milestones for the period of the agreement. The Recipient will include in the Work Plan all results and activities described in the Program Description, including an adaptive management approach, a private sector and partnerships approach and a technology approach, the applicable Environmental Mitigation Measures, a branding implementation and marking plan, and a management plan. In each succeeding year, the Recipient will prepare an Annual Work Plan for the USG fiscal year (October 1 to September

30). The budget will be developed by line item and by intermediate and sub-intermediate results.

All Annual Work Plans should include:

● Activity Approach: that includes an analysis of obstacles hindering achievement of objectives; proposed accomplishments for the fiscal year, expected progress toward achieving results that are linked to the Activity MEL Plan; information on how interventions will be implemented; an update on how the Activity will maximize the sustainability of results, successfully transition ownership of activities to the host country and when possible indigenous implementers

● Implementation Plan Matrix: Organized according to Activity objectives, that identifies proposed accomplishments for the fiscal year, tasks, interventions, timeframe and expected outputs or progress to achieve expected results and targets. Timeline for implementation of the year's proposed interventions, including target completion dates.

● Target Setting: The Recipient will work collaboratively with the AOR to set annual project targets that will contribute to reaching strategic plans. Annual (and Life of Project) targets will also contribute to USAID Guatemala targets and align with those established for USG Foreign Assistance as shown at https://www.state.gov/f/indicators. Initial project target setting will be informed by existing and Activity baseline data that should be available within 180 days of Activity start-up. Annual targets should also be established for each indicator and presented to the AOR.

● Budget: Detailed budget by principal interventions, funding source, and by line item. Beginning in year two (2), the Annual Work Plan should show planned expenditures by quarterly and actual expenditures to date.

● Updated Gender Integration Plan: that addresses the gender inequalities and inequities that affect the health of women, children, and men. The plan should consider how anticipated activities might affect women and men differently; the impact the activities might have on gender inequalities; policy, legal and socio-cultural constraints to women and men fully benefiting from the project and how activities can remove or compensate for those constraints; how the different roles and status of women and men might affect project implementation.

● Updated Partnerships and Coordination Approach that describes a comprehensive approach that the Recipient will use to develop and sustain partnerships and coordination, collaboration and information sharing with other USAID and USG partners, GOG institutions, government entities, civil society, indigenous organizations, international donors, and other relevant stakeholders.

- Updated Technology and Innovation Approach that describes a comprehensive approach to employing and scaling up digital technologies that support project objectives.

- Updated Adaptive Management Approach that summarizes how, if applicable, the Activity will adapt programming, including incorporating lessons learned during the previous year(s) of the Activity to adjust programming to achieve results.

- Updated Project Fact Sheet: in Spanish and English, that summarizes pertinent information regarding the interventions that can be used for preparing media kits and for disseminating to interested stakeholders.

- Communication Materials: A description of any information, communication, education, and training materials planned.

- Training Plan that describes all planned local and international training events and conferences.

3.4 Environmental Compliance Mitigation Measures

The AOR and Mission or Bureau Environmental Officer will review all ongoing and planned activities 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, if the life of the project funding ceiling will be eclipsed, or if a time extension is required, it will prepare an amendment to the documentation for USAID review and approval. No new activities will be undertaken prior to receiving written USAID approval of environmental documentation amendments. Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation will be halted until an amendment to the documentation is submitted and written approval is received from USAID. The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the 41 environments be considered, and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10 and 204, which, in part, require that the potential environmental impacts of USAID-financed activities be identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. In addition, the recipient should 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 will govern. No activity funded under this Cooperative Agreement (CA) will 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.

3.5 Climate Risk Management

Climate risk management (CRM) is required for all USAID-supported projects, with limited exceptions. Climate risk is the potential for negative consequences on project objectives and/or outcomes due to changing climatic conditions. The focus of CRM at USAID is on the risk to USAID development programming. The CRM process may identify potential development opportunities associated with current and expected climatic and meteorological changes, including chances to achieve additional development objectives (including increasing climate resilience and reducing GHG emissions).

Climate risks can be manifested through potentially severe adverse consequences for development programs resulting from the interaction of climate-related hazards with the vulnerability of societies and systems. A climate risk may arise when an intervention element, target, or beneficiary is exposed to a climate hazard such as higher temperatures, flooding, or drought. The level of risk increases both as the severity and probability of negative impact increases. Per USAID policy, moderate and high climate risks should be addressed in the project design and/or during implementation. In some cases, USAID may accept some risk(s) upon consideration of tradeoffs and how USAID can best achieve its development objectives.

Climate risk ratings are defined as:

- Low climate risk - climate change is unlikely to materially impact achievement or sustainability of project outcomes.
- Moderate climate risk - climate change may materially impact achievement or sustainability of project outcomes.
- High climate risk - climate change is likely or highly likely to materially impact achievement or sustainability of project outcomes.

Climate variability and change is expected to have significant impacts on Guatemala’s development goals and is likely to negatively affect outcomes if it is not considered during project implementation. Projected changes in Guatemala are expected to include increasing temperature and decreasing precipitation by 2050. The duration of the canícula is likely to increase and rainfall patterns will become increasingly variable with heavy rainfall events followed by dry days, triggering more droughts and flooding.[2]

[2] 2017 USAID Climate Change Risk Profile GUATEMALA.

All these changes are likely to have direct negative impacts on project outcomes. Specifically, climate change will have negative impacts to forest conservation, sustainable forest management, and integrated fire management in the form of increasing incidence of fires, pests, and diseases due to hotter and drier conditions, as well as irregular rainfall patterns. This will threaten forest productivity and may decrease the value of both timber and non-timber forest products. Similarly, climate change is likely to negatively impact the livestock sector, increasing the incidence of morbidity and mortality and negatively impacting feed and forage for the animals. Changing precipitation patterns and increasing heat stress will have consequences for landscape restoration practices, which may experience lower seedling survival rates. Lastly, agroforestry systems and soils are similarly expected to be impacted by changing temperature and precipitation patterns. For full details and risks identified, refer to the Climate Risk Management Summary Table.

Applicants will consider the identified climate risks when proposing interventions and explain how they will account for these risks.

3.6 Monitoring, Evaluation, Collaborating, Learning and Adapting (MECLA)

Monitoring, evaluation, collaborating, learning, and adapting (MECLA) contributes to an activity's progress towards achieving goals and performance objectives and is critical to successful implementation. Per USAID Automated Directives System (ADS) 201 guidance, activities are expected to develop a systematic process of collecting and analyzing performance data and other information to track progress toward planned results. MECLA should influence the planning of interventions, decision-making, and the allocation of resources, and inform changes as needed.

The Activity must monitor, track, report on, and evaluate the quality, contributions and/or impact of all interventions. It must maintain a data-management system which ensures availability of output level indicator totals as needed, and availability of outcome level indicator totals on a quarterly and/or annual basis. The partner will describe proposed data collection and verification strategies to ensure reliability and accuracy of progress towards expected outcomes. The partner will consider risk to beneficiaries, USAID, and other stakeholders from data collected and plan to mitigate risks when needed. The Activity is expected to incorporate a systematic Collaborating, Learning and Adapting (CLA) approach that involves strategic collaboration, continuous learning, and adaptive management. It also must conduct relevant research to allow for evidence-based decision-making. To ensure cost effectiveness and for learning purposes, the partner should collaborate with GOG and NGO entities engaged in the Activity, or other USAID implementing partners in MECLA initiatives, when they require it or as appropriate.

The Activity will develop a theory of change (TOC) as the basis to develop a comprehensive Activity MECLA Plan that will track progress towards achieving the desired outcomes and meeting activity targets. The logic behind the development hypotheses and the related theory of change (TOC) will be collaboratively refined with the partner, USAID, and other stakeholders. The TOC should also be tested throughout the project via annual "pause and reflect" sessions and an external performance evaluation when appropriate. Partners are expected to identify knowledge gaps in the activity TOC or in the technical knowledge base; and plan for and engage in regular opportunities with other partners to reflect on progress, such as partner meetings, portfolio reviews, and after-action reviews.

Collaborating, Learning and Adapting Approach

The Activity is expected to contribute to USAID Guatemala's commitment to a multifaceted Collaborating, Learning and Adapting (CLA) approach to development. The CLA approach is based on the understanding that development efforts yield more effective results if they are coordinated and collaborative; test promising, new approaches in a continuous yet also rapid, targeted search for generating improvements and efficiencies; and build on what works and eliminate what does not. It is also understood that CLA takes into account programmatic learning and shifts generated by the activity (outward generating) as well as those adopted by the activity from external learning sources. USAID also anticipates that a strong focus on adaptive management techniques as expressed through staffing skills, structure and culture, business processes, and stakeholder engagement will be particularly important in the implementation of this activity, in order to track and adjust to the opportunities to operationally integrate with other activities working in related efforts. Thus, USAID anticipates a CLA approach that tailors CLA to the needs and opportunities of this activity, while leaving open options for future evolution in its interpretation and application.

- Collaborating: Engage in active collaboration with other key in-country partners to share knowledge around assessments, emerging research, lessons learned, and evaluations, and jointly develop action plans for integrating learning resulting from these activities into improved program implementation.

- Learning: Hold annual learning summits to identify promising practices, work collaboratively to overcome implementation obstacles, and address changing conditions. Results should be used to inform upcoming year work plans and activity design across multiple stakeholders and captured and shared broadly. Activities are expected to actively contribute to the Guatemala Mission's Learning Agenda and ensure all learning products and agendas are linked to this agenda.

  In the Activity MECLA Plan it is important to identify learning questions to guide the gathering of information to better understand or challenge key programmatic assumptions. To develop and assess the quality of the learning questions the contractor/grantee can use the Learning Questions Checklist and the Learning Questions

Tip Sheet available at the USAID CLA Toolkit page where there are also other resources to plan, implement and assess CLA practices across activity implementation.

- Adapting: Engage in periodic reflection activities using approaches such as after-action reviews to identify, capture, and act upon lessons learned in technical, cross-cutting, and management activities. A tool that could be used to plan for adaptive management is the After Action Review (AAR). AARs are assessments conducted after a major activity that allows team members and leaders to discover (learn) what happened and why, reassess direction, and review both successes and challenges.

The Contractor/Grantee will demonstrate adaptability that is informed by knowledge gained through learning and recognize behaviors and incentives necessary to create change. Knowledge gained through learning will influence decision making, resource allocation, and adaptation to contextual shifts. Application of new knowledge to implementation decisions will be reflected in the Semi-annual work plan, and the Activity MECLA Plan.

Decisions to adapt may be based on, but not limited to the following:

- Extraneous changes in the operating environment (i.e., emergency, or natural disaster, policy changes).
- Financial and human resource constraints; and
- Emerging evidence that interventions are not working or could work better if adapted.

Partners can be required to present to other implementing partners and to the USAID Guatemala staff on their best practices around MECLA as part of the Mission effort to promote learning and collaboration through learning events and other venues. In addition, the partner is encouraged to present their achievements and learning around CLA in USAID's worldwide CLA case competition every year.

Annual Pause-and-Reflect (APR)

The recipient will plan and execute annual pause and reflect sessions to inform the development of the Annual Work Plan, Annual Performance Report, and updated Activity MECLA Plan. The APR sessions will form the basis for a management review conducted by USAID and program staff to assess program direction, priorities, achievements, and prior year implementation results, as well as management and implementation impediments, and to make recommendations for revisions. (See Section A).

Activity MECLA Plan

The Activity MECLA Plan describes the expected MECLA efforts over the lifespan of the Activity. Like any plan, it may change as time passes, new needs arise, or adaptations to new information are required. The Plan must meet the Mission's needs for MECLA and collecting or managing data in addition to external reporting requirements (e.g., Performance Plan and Report (PPR)) and the program monitoring needs for the management and oversight of activities by USAID. Activity MECLA Plans should be modified in order to meet the needs of the mission and changing programmatic needs. This can include, but is not limited to, adding new indicators that are required by USAID/Washington, and making changes to out-year targets and monitoring processes.

The Activity must use scientifically and statistically sound qualitative and quantitative research methodologies and techniques, so that reported information is reliable and valid. Furthermore, the Contractor/Grantee must develop research methodologies that are based on both data available in Guatemala and data generated by the Activity to further MECLA.

- Activities must have an approved Activity MECLA Plan in place before major implementation actions begin. The partner must submit a proposed Activity MECLA Plan to the COR/AOR within 90 days of an award. The activity should use the Standard MECLA Plan Template to draft the initial plan which should be revised as needed in response to contextual or programmatic changes that occur during the life of the activity. https://www.google.com/url?q=https://docs.google.com/document/d/1N78t5TjIyKWTZ3i7oj3mQo7KQ5GsxJEj/copy%23&sa=D&source=docs&ust=1655139332158991&usg=AOvVaw0dAnpBh3PAxmBlJdYDtFe5

As per ADS Chapter 201, Program Cycle Operational Policy, the partner must include descriptions of the following key components in the Activity's MECLA Plan:

- The activity's monitoring approach, including any monitoring processes or information systems, and at least one relevant performance indicator for each activity-level outcome, with baseline values (or plans for collecting a baseline) and annual targets (see more information in the 'Indicators and Targets' section below). See USAID's Monitoring Toolkit for resources and guidance.
- As appropriate, the activity's procedures for: collecting feedback from beneficiaries; responding to feedback from beneficiaries; and reporting to USAID on beneficiary feedback

The partner should address the following in the Plan:

- Theory of Change (TOC)

- Plans for baseline assessments and other types of studies such as: environment analyses, climate vulnerability and risk assessment, and other indirect studies
- Plans for monitoring context and emerging risks that could affect the achievement of the activity's results
- Performance Indicator Reference Sheets (PIRS) for all performance indicators
- Activity Location data (See 'Activity Location Data' section below for more detail)
- Schedule of MECLA initiatives and activities
- Any proposed internal evaluations and expectations for collaboration on any external evaluations of the activity planned by the Mission or Washington OU (see 'Evaluation' section below for more detail).
- Estimated resources for these monitoring, evaluation and learning activities that are part of the award's budget
- Roles and responsibilities for all proposed MECLA actions
- The activity's learning approach that will include processes and actions designed to: (1) identify and fill knowledge gaps through research, knowledge sharing, and outside technical assistance and training; (2) facilitate application of learning from assessments, evaluations and periodic monitoring and reflection processes; and (3) build sustained knowledge capture and sharing, across activities, partners, and sectors, and with key stakeholders from the USAID Mission, partner country government, and other donor funded activities through networking and collaboration
- Learning actions, including pause and reflect exercises, exchanges with other project activities, field visits, and knowledge capture at activity closeout and life of activity summary report. Learning actions are expected to engage and be useful not only to USAID, but to involve and inform activity beneficiaries

Evaluation

In accordance with USAID's Evaluation Policy, USAID/Guatemala may contract an external evaluation to answer key evaluation questions relating to the Activity's performance and the achievement of planned results. Internal evaluations (conducted by the awardee) are subject to review and approval by USAID. See USAID's Evaluation Toolkit for resources and guidance.

Indicators and targets

The Activity's MECLA Plan must include indicators and targets that contribute to the achievement of outcomes outlined in USAID/Guatemala's Country Development Cooperation Strategy (CDCS) and the Results Framework for the Development Objective (DO), Project Development Document (PDD). Additionally, the activity must collect data on Mission Migration Indicators, the Root Causes Strategy and any other indicators as requested by the Guatemala/Mission as relevant to activity design. USAID/Guatemala has presented illustrative indicators as an attachment to this PD, however the indicators and targets for achievement of project objectives will be developed in collaboration with USAID/Guatemala. While USAID has standard indicators to track resources, the project will include a mix of standard and custom indicators. Partners should also monitor context and emerging risks that could affect the achievement of the activity's results.

This Activity must track indicators for results related to gender equality and female empowerment, youth and Indigenous Persons, and type of beneficiary (direct/indirect). All indicator data collected shall be sex, age and ethnicity-disaggregated and surveys and other monitoring and evaluation tools shall include questions to elicit information that allows differentiation of impacts based on gender and Indigenous Peoples, including monitoring for negative and unintended consequences of activities. The applicant is also encouraged to consult USAID's Gender Equality and Women's Empowerment Policy and ensure that appropriate indicators are included to help the project meet this legal mandate. All applicants should monitor indicators that are identified in the Gender and Indigenous Peoples Analysis and the Inclusive Development Action Plan developed under the award.

The Activity is also strongly encouraged to collect indicator data, thematic data, and other project-specific geographic data such that it can be disaggregated by geography at a subnational level. The appropriate level of geographic detail is the level of granularity necessary to support operational awareness and programmatic decision-making and will be determined collaboratively by USAID and the partner. Geographic data should be collected and submitted in accordance with USAID guidance described in ADS579saa: Geographic Data Collection and Submission Standards and other mission-specific data standards. Geographically disaggregated indicators enable place-based, adaptive performance management by including information about not only what performance is occurring but also where. For additional information consult ADS 201 Additional Help: Monitoring Data Disaggregation by Geographic Location and Guidance for Incorporating GIS into Project Design and Implementation.

Activity Location Data

Activity Location Data include both an activity's location of implementation and the location of intended beneficiaries. Both components of Activity Location Data must be collected by the partner at the appropriate level of geographic detail (i.e., administrative unit area, populated place location, exact line or area feature, or exact site location), as determined for each activity by USAID. See ADS579mab: Activity Location Data for more detail.

Data Management Plan

Per ADS 579.3.1, all activities that require an Activity MECLA Plan also require a Data Management Plan (DMP). The DMP may be developed and approved as a section of the Activity MECLA Plan or as a separate plan. The DMP must be submitted at the same time as the Activity MECLA Plan.

DMPs must include considerations for all data collected or acquired by the partner, including Activity Location Data, monitoring data, and thematic data (e.g., scientific research, population-based surveys, and census data) and should cover the full data lifecycle from collection to storage to analysis to sharing.

DMPs should consider data risks and plan to mitigate risk when necessary. When data include PII, safeguarding procedures should be applied to protect PII from unauthorized access (see ADS 508: Privacy Program and Data Security Guidance: Protecting Beneficiaries). Collecting data at a high level of geographic detail often increases the benefit of collecting the data yet it may also increase the data risk in certain scenarios due to the detailed location information included in the data. ADS 579saa: Geographic Data Collection and Submission Standards provides guidance for considering risk related specifically to geographic data, including strategies for mitigating data collection risk. Also consult the Monitoring Toolkit's Data Security Guidance and the Considerations for Using Data Responsibly at USAID.

Submission of Data

Any dataset created or collected with USAID funding must be submitted to USAID. The partner will utilize USAID's standard data systems and submit data in accordance with USAID data standards. Performance monitoring data must be submitted directly to the A/COR in accordance with timelines and standards set forth in the DMP. Output level indicator totals must be available as needed. Outcome level indicator totals will be reported on a quarterly and/or annual basis. All other data must be submitted to the Development Data Library (DDL). Reports and information products which describe, communicate, or organize program/project development assistance activities, methods, technologies, management, research, results, and experience must be submitted to the Development Experience Clearinghouse (DEC). Copies of all data and reports submitted to the DDL or DEC must be cleared by the A/COR and should also be submitted directly to the A/COR.

Development Data Library (DDL)

The DDL is the Agency's repository of USAID-funded, machine-readable data created or collected by the Agency and its implementing partners. Requirements for which datasets must be submitted to the DDL are defined broadly and include data that inform performance monitoring (excluding the indicator data itself, which will be reported through alternative means); surveys, economic assessments, and organization capacity assessments; research data; and USAID Information System data (e.g., financial data). Supporting documentation including codebooks, data dictionaries, data gathering tools (e.g., forms, survey instruments), explanations, data quality reviews, data collection methodologies, and other metadata must also be reported alongside the dataset.

Data submitters are responsible for redacting any sensitive information, including personally identifiable information (PII). Redactions must fall under one of the "principled exceptions to the presumption in favor of openness" established in OMB Bulletin 12-01, "Guidance on Collection of U.S. Foreign Assistance Data." If the redaction process will remove information that would prove useful during secondary data analysis, the partner in consultation with USAID must work within prevailing best practices to identify alternative redaction methods or consider, with their GC or RLO point of contact, assigning an access level of "Restricted Public" to the Dataset.

Development Experience Clearinghouse (DEC)

Documents that describe the planning, design, implementation, evaluation, and results of development assistance and are generated during the life cycle of development assistance programs or activities, including assessments, evaluations, studies, development experience documents, technical and consultant reports, quarterly reports, and annual reports must be submitted to the DEC (available at www.dec.usaid.gov).

Development Information Solution (DIS)

USAID is currently developing an Agency tool called DIS that will have a performance management module and will be implemented overseas and in USAID/Washington. The system will have a module for Contractor/Grantee to enter data for the indicators required by the Mission. When the system is available, Contractor/Grantee will receive more information on their level of access and responsibilities.

3.8 Weekly Highlights

The Recipient may submit input for USAID/Guatemala's weekly report to the AOR and occasional "success stories" for publication by USAID. This weekly report should be written in at least Spanish and English.

Due Date: Every Thursday

3.9 Quarterly Performance Reports

Quarterly Reports will be due thirty (30) days after the end of each quarter, on January 30, April 30, and July 30. These reports should include:

The Recipient will submit brief quarterly performance reports to reflect progress and interventions of the preceding quarter. The report will describe the tasks completed in the last quarter relative to what was anticipated by the approved AWP and will assess overall project impact to date relative to the performance indicator targets.

Quarterly performance reports will present progress on all interventions and will include the following information, at a minimum:

- Brief outline of Project purpose and Project approach.
- Overall status of Project progress towards objectives (narrative).
- Status of overall Project progress per the approved indicators as defined in the Project MEL Plan and, if relevant, the targets set out for the reporting quarter.
- Summary of completed interventions and progress towards results under the award during the timeframe of the report.
- Status of progress in implementation of the Social Inclusion Strategy and the Communications and Outreach Plan.
- Explanation of quantifiable outputs of the tasks, if appropriate and applicable.
- Reasons why established targets were not met and adaptive management steps to be taken, if applicable; the reports will highlight any issues or problems affecting the ability to achieve targets and results in AWP provided by the awardee.
- Description of any short-term consultants' progress and observations, identifying any significant issues, and a description of follow-on interventions.
- Status of budget expenditures, analysis of any cost overruns or high unit costs, available funding for the remainder of the project and any variances from planned expenditures.
- Identification of problems, delays or adverse conditions that impair the ability to meet the objectives of the award, including a statement of the action taken or contemplated, and any assistance needed to resolve the situation.
- List of major interventions planned for the next quarter.
- List of indicators with targets for the next quarter (as relevant).
- Projected USAID approvals, waivers or deviation requests anticipated during the next quarter.
- The status of required audit processes including for sub-awardees, if applicable.
- Success stories (if available) in the proper USAID format

- Status of learning and adaptive Management efforts.
- Status of implementing the conditions of the IEE.

Status, lessons learned and reflections on measures taken during activities (daily work, meetings, workshops, events, travel, etc.) to have low impact on the environment including lower emissions, less waste, office, or project sustainable practices, etc.

The fourth quarterly report will be replaced by the Annual Performance Report and due on October 30 of each year.

3.10 Annual Performance Report

The Recipient will prepare and submit to the AOR an annual report within 30 days after the end of the first full fiscal year and annually thereafter, for each authorized year of performance. This Annual report will summarize interventions and results during the year in relation to the approved Work Plan and will be based on the USAID fiscal year, which runs from October 1-September 30. The report should contain an executive summary and address the following:

- Progress (interventions completed, benchmarks achieved, performance standards completed) since the last report by program area.
- Problems encountered and whether they were solved or are still outstanding.
- Proposed solutions to new or ongoing problems.
- The status of progress against annual targets for each indicator included in the MEL Plan (tracking table), and detailed narratives for any deviation of more than 10% above or below.
- Describe how or why tracking selected indicators is relevant to understanding progress or results for the objectives with which they are associated.
- Describe how the actual performance achieved for the indicators affects progress towards meeting the objectives over the life of the Project, and describe what changes, if any, are necessary.
- Describe learning and adaptive actions, including the capture of knowledge in the Project.
- Describe action to ensure the sustainability of the results of the Project.
- Progress made toward social, and behavior change communication efforts.
- Progress made under the Social Inclusion strategy, including actions taken to address existing inequalities and plans to guard against exacerbating these.
- Summary, key findings and any adaptive management measures taken because of community consultations.
- Use of Political Economy Analysis to support MEL efforts and progress towards identification and engagement of political, community, and private sector champions.

- Maps outlining project location data and results including impacts on greenhouse gas emissions drivers.
- Progress towards engagement with the private sector; and
- Documentation of best practices that can be taken to scale.

3.11 Final Performance Report

A draft Final Performance Report in English is required within 45 days of the expiration of this Agreement for USAID's comments. The Final Report will be due 60 days after expiration of the agreement. The report should include the following:

At a minimum, the Final Report will include:

- An overall description of all outputs, interventions completed, benchmarks achieved.
- An overall description of advances made to meet objectives of Social Inclusion strategy, including actions taken to address existing inequalities and plans to guard against exacerbating these.
- An overall description of engagement with the private sector, lessons learned, achievements, recommendations, opportunities, and next steps to maintain existing relationships.
- An overall description of social and behavior change communication efforts, lessons learned, achievements, recommendation, and opportunities for further communications work.
- Accomplishments against the approved Annual Work Plans, including overall Project results
  Summary of Success Stories.
- Lessons learned during the implementation and suggested ways to resolve constraints identified; including those that are gender related.
- An overall description of adaptive management throughout the life of the project, lessons learned and recommendations for USAID and other implementers in the application of adaptive management.
- Sustainability of the interventions after the Project has ended.
- Specific recommendations where follow-up work by USAID and other entities could reinforce and further consolidate achieved results under the award.
- Consolidated financial report that describes in detail how award funds were utilized.
- Lessons learned from community consultations and recommendations for future community-level sustainable forest management activities.
- Maps and shapefiles detailing project location data, results, and impacts on drivers of greenhouse gas emissions.

- An index of all reports and informational products produced under this award; the repository should be user-friendly and searchable per (ADS 579mab for Activity Location Data and ADS 579saa on Geographic Data Collection and Submission Standards)
- Status of and lessons learned in implementing the conditions of the environmental compliance document (IEE).

4. Other Requirements

4.1 Annual Portfolio Reviews

Annually, the Recipient will coordinate with the USAID to brief staff from USAID/Guatemala and the Advisory Committee. The briefing should present all cumulative results against project targets, achievements in relation to the expected results for the previous year, challenges, lessons learned and projected activities. This annual meeting will also serve as the aforementioned strategy review session.

4.2 Security Plan

The Recipient will submit a detailed Security Plan within 45 days of award of the Cooperative Agreement that describes the Recipient's plan to safeguard all operations. The plan is to be implemented and maintained by all sub-awardees as well. The Recipient will share the security plan with the Agreement Officer and AOR, but it will not be approved by USAID personnel. The plan will include the following:

1. Procedures for reporting and addressing security threats.
2. Procedures for reporting any deaths related to the project.
3. Procedures for reporting and addressing any persons missing or kidnapping incidents.
4. Name and contact information of security contact person for the head office and regional office(s).
5. An internal cascade list for communicating with staff to be updated and maintained by the Recipient.

The Recipient will provide the name, address, and telephone numbers of the Chief of Party and their designee to USAID as principal contacts in case of security situations/emergencies. Recipients are responsible for sharing information with their staff.

4.3 Closeout/Demobilization Plan

Six months prior to the completion date of the Cooperative Agreement, a close-out/ demobilization plan including the proposed disposition of equipment, including (if any) vehicles, will be submitted to the USAID AO for approval with copy to the AOR. The close-out plan will include a list of actions that are typically required for close-out activities such as to ensure that all program activities are completed; conduct an analysis of progress to date and, if necessary, expedite timelines to ensure completion; conduct a thorough pipeline analysis to ensure that there are sufficient funds available to finalize activities and complete all requirements; ensure that all reports are submitted in accordance with the terms and conditions of the agreement. All subcontracts and/or sub-awards are completed, and payments settled, if applicable. Submission of a final inventory of all residual non-expendable property that was acquired or furnished by the Government under the Cooperative Agreement and request disposition instructions for any property acquired or furnished by the Government under the program. Particular care should be taken regarding vehicles, since their legal transfer may require a special procedure that would need to be completed before the completion date of the award. Ensure that all staff members are provided with severance and other payments, if applicable, in accordance with local labor law. Ensure that all audit requirements are addressed, if applicable. For U.S. organizations, demobilization plans need to include closing of offices (remember to cancel phone, electricity, subscriptions, etc.), disposition of all equipment (including vehicles), disposition of residual supplies, repatriation of expatriate staff, household and POV shipments, etc. In particular, USAID requests submission of all electronic and hard copies of reports, documents, studies, photographs, video, and all other published and published intellectual property.

4.4 Management of sub-awards

The recipient will establish a cost-effective system for awarding and managing sub-awards that is designed to be flexible and responsive to the needs of the project activities. The approach should include efficient procedures for identifying and approving sub-award applications. The Agreements Officer must approve the sub award manual and all sub-awards. All sub-awards must comply in all material respects with USAID's Automated Directives System (ADS) Chapter 303, as well as the Code of Federal Regulations 2 CFR 200 and 2 CFR 700. The sub grants manual should be sent for approval 60 days after the signature of the Cooperative Agreement.

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SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

1. NOFO Points of Contact

The point of contact for this RFA and any questions during the award process is as follows:

Carolina Villegas, Acquisition and Assistance Specialist
email: guatemalaproposals@usaid.gov

2. Acquisition and Assistance Ombudsman

The A&A Ombudsman helps ensure equitable treatment of all parties who participate in USAID's acquisition and assistance process. The A&A Ombudsman serves as a resource for all organizations who are doing or wish to do business with USAID. Please visit this page for additional information: https://www.usaid.gov/work-usaid/acquisition-assistance-ombudsman

The A&A Ombudsman may be contacted via: Ombudsman@usaid.gov

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SECTION H: OTHER INFORMATION

USAID reserves the right to fund any or none of the applications submitted. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. Any award and subsequent incremental funding will be subject to the availability of funds and continued relevance to Agency programming.

<u>Applications with Proprietary Data</u>

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 purpose, should mark the cover page with the following:

> "This application includes data that must not be disclosed duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, an award is made as a result of – or in connection with – the submission of this data, the U.S. Government will have the right to duplicate, use, or disclose the data to the extent provided in the resulting award. 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}."

Additionally, the applicant must mark each sheet of data it wishes to restrict with the following:

<u>Recipient's Staff Support, Administrative and Logistics Arrangements and Legal Registration in the Cooperating Country</u>

The Recipient will be responsible for all administrative support and logistics required to fulfill the requirements of this Agreement. These include all travel arrangements, appointment scheduling, secretarial services, report preparations services, printing, and duplicating.

In addition, the Recipient is responsible to comply with all applicable local laws regarding fringe benefits for its local employees, local business operations, including but not limited to the registration of its offices in the local country, etc.

Adherence to IVA program is a requirement for the prime recipient and for any sub-awardees; exemption procedures will be provided to the Recipient soon after award. Use of EXENIVA form is authorized only for official project related procurement

Use of IVA exemption form is authorized for project related procurement. USAID will support the customs clearance of official project vehicles. These vehicles will be cleared free of duty and IVA and will be given MI license plates.

The recipient will appoint two individuals to be trained and provided access to EXENIVA. The names of the appointed persons will be provided to the AOR.

Electronic Payment System: Definitions: "Cash Payment System" means a payment system that generates any transfer of funds through a transaction originated by cash, check, or similar paper instrument. This includes electronic payments to a financial institution or clearing house that subsequently issues cash, check, or similar paper instrument to the designated payee.

"Electronic Payment System" means a payment system that generates any transfer of funds, other than a transaction originated by cash, check, or similar paper instrument, that is initiated through an electronic terminal, telephone, mobile phone, computer, or magnetic tape, for the purpose of ordering, instructing, or authorizing a financial institution to debit or credit an account. The term includes debit cards, wire transfers, transfers made at automatic teller machines, and point-of-sale terminals.

The recipient agrees to use an electronic payment system for any payments under this award to beneficiaries, sub recipients, or contractors.

Exceptions. Recipients are allowed the following exceptions, provided the recipient documents its files with the appropriate justification:

Cash payments made while establishing electronic payment systems, provided that this exception is not used for more than six months from the effective date of this award. Cash payments made to payees where the recipient does not expect to make payments to the same payee on a regular, recurring basis, and payment through an electronic payment system is not reasonably available.

Cash payments to vendors below $3000, when payment through an electronic payment system is not reasonably available.

The Recipient has received a written exception from the Agreement Officer that a specific payment or all cash payments are authorized based on the Recipient's written justification, which provides a basis and cost analysis for the requested exception.

More information about how to establish, implement, and manage electronic payment methods is available to recipients at http://solutionscenter.nethope.org/programs/c2e-toolkit

Special Award Requirement Relating to the Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment (November 2020)

USAID has been granted a temporary waiver under Section 889(d)(2) that will allow the recipient to use award funds through September 30, 2022, to procure certain telecommunications and video surveillance services or equipment as specified in the standard provision "Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment (AUGUST 2020)." Based on this waiver, all costs incurred for covered telecommunications and video surveillance services or equipment will be allowable through September 30, 2022, without regard to the standard provision "Allowable Costs" and the cost principle at 2 CFR 200.471. Procurements made on or after October 1, 2022, will be unallowable in accordance with the standard provision "Allowable Costs" and 2 CFR 200.471, or the Standard Provision "Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment" for non-US recipients.

[END OF SECTION F – FEDERAL AWARD INFORMATION]

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ANNEX 1 - B&M TEMPLATE

BRANDING AND MARKING GUIDANCE AND TEMPLATE FOR ASSISTANCE AWARDS

1. GUIDANCE

USAID's policy is that programs, projects, activities, public communications, or commodities implemented or delivered under co-funded instruments – such as grants, cooperative agreements, or other assistance awards that usually require a cost share – generally are "co-branded and co-marked." This policy applies to assistance awards even when the award does not require any cost sharing.

Co-branding and co-marking means that the program name represents both USAID and the implementing partner, and the USAID identity and implementer's logo must both be visible with equal size and prominence on program materials produced for program purposes. However, the AO, after consulting with the activity manager/requesting office, may determine that activity goals require that the USAID Identity be larger and more prominent, if USAID is the majority donor and the USAID funded activity or public communication is especially visible and important to USAID.

A host-country symbol or ministry logo or other U.S. Government seal or logo may also be added, if applicable.

Marking is not required for recipient's offices, vehicles, and items the recipient procures for its own administrative use. The prohibitions on use of the USAID Standard Graphic Identity (see **320.3.1.5** and **320.3.1.6**) apply by USAID policy to recipients of grants and cooperative agreements.

GENERAL INSTRUCTIONS

This sample/template is based on ADS 320.3.3 and 2 CFR 700.16 and has the branding and marking requirements for assistance awards only. **The recipient, by responding to the questions in *italics*, will be able to substantially comply with the ADS and CFR requirements.**

When preparing these documents use the following guidance:

- USAID identity must follow guidance laid out in the USAID Graphic Standards Manual
- No recipient logos
- No acronyms
- Do not use other competing identities (unless granted an exception by the appropriate USAID officer.)
- Include the word "Project" at the end of the name of the activity

- Do not use add a slash after USAID to add the project name, it is reserved for MIssions, such as USAID/Guatemala.

- Do not use project names that look like a brand

key/legend: To be completed by the partner

. . . .

2. TEMPLATE

"USAID BRANDING STRATEGY"

AWARD TITLE

AWARD NUMBER

DATE OF PLAN

1) Program Name

[Name] (Follow guidelines in March 16, 2016 USAID Graphic Standards Manual and Partner Co-branding Guide, Section 4 entitled Grants, Cooperative Agreements & Assistance https://www.usaid.gov/branding/gsm).

Identify activity name in English and host-country language(s).

2) **Desired level of visibility:** Select high, medium or low visibility determined by considerations for each activity and its communication strategy.

3) Positioning

This section discusses how to publicize the program, visibility considerations, and includes a description of the communications tools to be used.
The Recipient may use co-branding and co-marking in accordance with ADS 320.3.3.1 for visual, textual and verbal materials and communications, which may be translated into host-country languages as appropriate. Presumptive exceptions will be outlined in the Marking Plan and if/when a situation arises that is not considered in the Marking Plan, it will be evaluated on a case-by-case basis by the Agreement Officer's Representative (AOR) and Agreement Officer (AO).

- No logos must be developed for this project.

4) Program Communications and Publicity

- Who are the primary and secondary audiences for this activity?
- What communications or activity materials will be used to explain or market the program to beneficiaries?
- What is the main activity message?
- Will the recipient announce and promote publicly this activity to host country citizens? If yes, what press and promotional events are planned?
- Please provide any additional ideas about how to increase awareness that the American people support this activity.

5) Key milestones and opportunities

The following key milestones are anticipated to generate awareness that the program is from the American people. These milestones may be linked to specific points in time, such as at the beginning or end of a program, or to an opportunity to showcase reports or other materials (consult ADS ADS 320 and 2 CFR 700). These include, but are not limited to:

- training events,
- publishing reports,
- highlighting success stories,
- promoting final or interim reports, and
- communicating program impact/overall results
- speaking engagements, including in communities.

6) Acknowledgements

- Will there be any direct involvement from a host country government ministry? If yes, please indicate which one or ones. Will the recipient acknowledge the ministry as an additional co-sponsor?

GENERAL INSTRUCTIONS

USAID's policy requires non-U.S., non-governmental organizations, including cooperating country non-governmental organizations (and in rare cases, Public International Organizations) to follow marking requirements for assistance awards. Marking requirements, including requests for presumptive exceptions and waivers for assistance awards must be in accordance with 2 CFR 700.16(h).

With reference to ADS Sections 320.3.3.2 and 2 CFR 700.16, the Recipient shall prepare a Marking Plan containing information substantially similar to the sample provided below:

"USAID MARKING PLAN"

AWARD TITLE

AWARD NUMBER

Marking Plan for the [Name] Activity

With reference to ADS 320.3.3 and 2 CFR 700, below is the required Marking Plan**:**

1.0 MARKING

1.1 MARKING PLAN

Table 1 outlines the types of materials and activities that may be produced under the USAID [Name] Activity Any materials and activities that are not anticipated below, but are produced under the initiative, will also be subject to branding guidelines and AO approval, as appropriate. The goal is to mark activities, and not implementing partners.

All materials, activities and deliverables marked with the USAID logo for the [Name] Activity will follow design guidance for color, type, and layout in the USAID Graphic Standards Manual and Partner Co-Branding Guide (March 2016) as related to equipment, reports, studies, events, and public communication (including printed products, audio, visual, and electronic materials), etc. The USAID logo will be used for programmatic correspondence. Recipient's letterhead will be used for administrative correspondence and will not have the USAID logo. Business cards will not show the USAID logo but may use text: USAID Recipient.

After award and prior to printing, please provide graphic examples of visual marking of materials, activities and deliverables using the USAID logo and activity name in situations of co-branding and no-branding, in both English and Spanish.

There are two criteria used to determine when the disclaimer provision must be used:

a) As per 2 CFR 700.16(c) (1) Studies, reports, publications, Websites, and all informational and promotional products not authored, reviewed, or edited by USAID; and

b) As per the discretion of the AOR and Recipient's consideration of a specific situation.

However, AOR should review and approve all public communication materials where USAID logo is used.

The provision is as follows in English and Spanish:

This study/report/Website/video (specify) is made possible by the generous support of the American People through the United States Agency for International Development (USAID). The contents of this (specify) are the sole responsibility of (name of organization) and do not necessarily reflect the views of USAID or the United States Government.

Este estudio/reporte/sitio web/video fue posible gracias al apoyo generoso del pueblo de los Estados Unidos, a través de la Agencia de los Estados Unidos para el Desarrollo Internacional (USAID). El contenido de este estudio/reporte/sitio web/video es responsabilidad de ________________ (nombre de la organización) y no necesariamente refleja el punto de vista de USAID o del gobierno de los Estados Unidos.

Sub-recipient: As specified in the standard provisions, the marking requirements will "flow down" to sub-recipients or sub-awards, and will include the USAID-approved marking provision in all USAID funded sub-awards, as follows: "As a condition of receipt of this sub-award, marking with USAID identity of a size and prominence equivalent to or greater that the recipient's, sub-recipient's, other donor's or third party's is required."

TABLE 1. MARKING PLAN FOR MATERIALS AND ACTIVITIES (illustrative examples only)

Follow the guidelines contained in the USAID Graphic Standards Manual and Partner Co-Branding Guide (March 2016).

Category/Material	Type of Marking	Visual, Verbal, Textual Disclaimer
Administrative		
Activity related stationery products	The USAID logo will be used.	Visual Textual
Contract Deliverables: documents, publications, studies, reports, papers, technical assistance consultant reports	Follow guidelines for exclusive marking. Use specific language for deliverables when submitted to USAID for review.	Visual Textual
Program Communication		
	The USAID logo will appear on the cover; design follows guidelines for	

Technical reports, publications, documents, studies	exclusive branding unless co-branding is acceptable or an exemption is provided for no branding.	Visual Textual — Consider Disclaimer
Training materials, manuals and sessions	The USAID logo will appear on the cover of documents and verbal branding will be used at training sessions; design follows guidelines for exclusive branding unless co-branding or an exception for no marking is indicated.	Visual, Textual, Verbal — Consider Disclaimer for Visual & Textual
Audiovisual: Video, CDs-ROM, Animated Infographics	The USAID logo will be printed on CD labels, splash screen/menus, and packaging; design follows guidelines for exclusive branding unless co-branding or an exemption is indicated for no marking.	Visual
PowerPoint presentations	The USAID logo is required as per USAID presentation template; design follows guidelines for the exclusive branding unless co-branding is acceptable or an exemption for no branding is indicated. Templates available at www.usaid.gov/branding/resources	Visual
Posters, banners, exhibition booth signs, event signage	The USAID logo will appear on the material; design follows guidelines for exclusive branding unless co-branding or an exemption for no branding is indicated.	Visual
Program public awareness, advocacy and behavior change materials and activities	The USAID logo will appear on each material based on the purpose and type of material, target audience and how to be used. Design follows guidelines for exclusive branding unless co-branding or an exemption for no branding is indicated.	Visual, Textual or Verbal
		Visual

Web portal and social media platforms (Facebook, Twitter, Flickr, blogs, others)	Follow guidelines in ADS 558 for appropriate branding and marking.	Textual
Institutional Communication		
Photographs, Infographics	The USAID logo or “USAID” in text will appear on the material; design follows guidelines for exclusive branding unless co-branding or an exemption for no branding is indicated.	Visual Textual __ Consider Disclaimer on Infographics
Collateral, print information material (i.e., success stories, fact sheets, articles, feature stories, others)	The USAID logo will appear on printed materials; design follows guidelines for exclusive branding.	Visual Textual
Equipment purchased for their own use	The USAID logo will appear on items; exclusive branding unless co-branding is acceptable or an exemption for no branding is indicated.	Visual

***Websites**.* Websites that are produced under USAID-financed assistance instruments must follow the guidelines of ADS 557.3.4.2. Websites that are produced under USAID-financed assistance instruments and fall outside the scope of 557.3.4 must comply only with USAID branding guidelines for assistance instruments (Branding Guidelines). As provided in this chapter, As provided in this ADS chapter, the Website Governance Board must be notified of the proposed website as far in advance of the site's launch as possible. LPA/WM must review and approve sites produced under assistance instruments to ensure compliance with Section 508 Accessibility requirements, as detailed in ADS 551. USAID staff must ensure that websites produced under USAID-financed assistance instruments and fall outside the scope of section 557.3.4 do not reside on a .gov domain. The site must be marked appropriately on the index page of the site and every major entry point to the website with a disclaimer that states: "The information provided on this website is not official U.S. Government information and does not represent the views or positions of the U.S. Agency for International Development or the U.S. Government."

1.2 Exceptions to Contract Marking Requirements

If applicable, use one or several of the following exceptions to fill out Table 2, depending on the circumstances. In addition to the table below, details about why is the exception required must be attached to this marking plan.

2 CFR 700.16 (h) Presumptive Exceptions

a. Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials. This includes, but is not limited to, the following: Election monitoring or ballots, and voter information literature; Political party support or public policy advocacy or reform; Independent media, such as television and radio broadcasts, and newspaper articles and editorials; and PSAs or public opinion polls and surveys.

b. Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent.

c. Undercut host-country government "ownership" of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, PSAs, or other communications better positioned as "by" or "from" a cooperating country ministry, organization, or government official.

d. Impair the functionality of an item, such as sterilized equipment or spare parts.

e. Incur substantial costs or be impractical, such as items too small or other otherwise unsuited for individual marking, such as food in bulk.

f. Offend local cultural or social norms, or be considered inappropriate on such items as condoms, toilets, bed pans, or similar commodities.

g. Conflict with international law, such as the international recognized neutrality of the International Red Cross (IRC) or other organizations.

h. Deter achievement of program goals, such as cooperating with other donors or ensuring repayment of loans.

Category/Material for exception	Specific Exception(s)	Visual, Verbal, Textual
Administrative		
Program Communication		
Institutional Communication		
Commodities and Equipment		

1.3 SUB AWARDS

Sub awards when authorized in accordance with ADS 303, must be branded and marked following the guidelines of the Branding Strategy and Marking Plan approved for the prime award . The Recipient is responsible for including branding and marking requirements for these subawards.

1.4 PREPRODUCTION REVIEW

USAID requests preproduction review of USAID-funded public communications and program material for compliance with USAID graphic standards and the approved Marking Plan.

1.5 GRAPHIC EXAMPLES

Provide graphic examples of visual marking for the materials included under Table 1 using the USAID logo, co-branding, and project name in both English and Spanish.

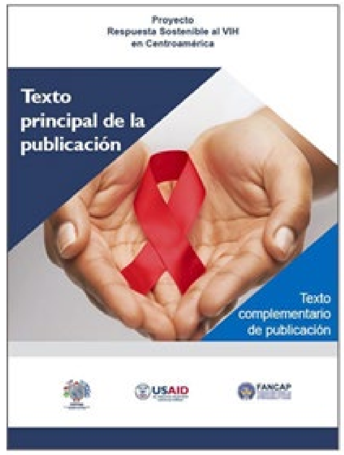
Also provide graphic examples for the materials with exceptions to marking requirements (if applicable).

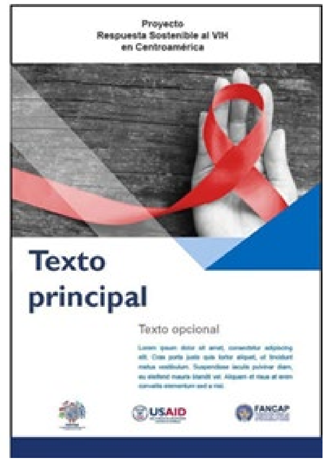
Incorrect example for project name

USAID FROM THE AMERICAN PEOPLE | NOMBRE DEL PROYECTO

Correct example for project name


USAID
World Vision
Por los niños
Project Name
Sub-heading/key message
Lorem ipsum dolor sit amet,
consectetur adipiscing elit.
Curabitur venenatis magna eget
varius egestas.
With the support of
Disclaimer text


Proyecto
Respuesta Sostenible al VIH
en Centroamérica
Texto
principal de la
publicación
Texto
complementario
de publicación
USAID
FANCAP


Proyecto
Respuesta Sostenible al VIH
en Centroamérica
Texto
principal
Texto opcional
USAID
FANCAP


OMEN

Letterhead and business cards

ANNEX 2 - STANDARD PROVISIONS

(NOTE: THE FULL TEXT OF THESE PROVISIONS MAY BE FOUND AT: HTTPS://WWW.USAID.GOV/ADS/POLICY/300/303MAA AND HTTPS://WWW.USAID.GOV/ADS/POLICY/300/303MAB). THE ACTUAL STANDARD PROVISIONS INCLUDED IN THE AWARD WILL BE DEPENDENT ON THE ORGANIZATION THAT IS SELECTED. THE AWARD WILL INCLUDE THE LATEST MANDATORY PROVISIONS FOR EITHER U.S. OR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS. THE AWARD WILL ALSO CONTAIN THE FOLLOWING "REQUIRED AS APPLICABLE" STANDARD PROVISIONS:

PLEASE NOTE THAT THE RESULTING AWARD WILL INCLUDE ALL STANDARD PROVISIONS (BOTH MANDATORY AND REQUIRED AS APPLICABLE) IN FULL TEXT.

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR U.S. NONGOVERNMENTAL ORGANIZATIONS

REQUIRED	NOT REQUIRED	STANDARD PROVISION
TBD		RAA1. NEGOTIATED INDIRECT COST RATES - PREDETERMINED (NOVEMBER 2020)
		RAA2. NEGOTIATED INDIRECT COST RATES - PROVISIONAL (NONPROFIT) (NOVEMBER 2020)
		RAA3. NEGOTIATED INDIRECT COST RATE - PROVISIONAL (PROFIT) (DECEMBER 2014)
		RAA4. INDIRECT COSTS – DE MINIMIS RATE (NOVEMBER 2020)

REQUIRED	NOT REQUIRED	STANDARD PROVISION
X		RAA5. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
	X	RAA6. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
	X	RAA7. PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (APRIL 1998)
	X	RAA8. CARE OF LABORATORY ANIMALS (MARCH 2004)
X		RAA9. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (NOVEMBER 1985)
X		RAA10. COST SHARING (MATCHING) (FEBRUARY 2012)
X		RAA11. PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (JUNE 1999)
X		RAA12. INVESTMENT PROMOTION (NOVEMBER 2003)

REQUIRED	**NOT REQUIRED**	**STANDARD PROVISION**
X		RAA13. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2014)
X		RAA14. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
	X	RAA15. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
	X	RAA16. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
	X	RAA17. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
X		RAA18. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)
	X	RAA19. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)

REQUIRED	NOT REQUIRED	STANDARD PROVISION
	X	RAA20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
	X	RAA21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
	X	RAA22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
X		RAA23. UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (NOVEMBER 2020)
X		RAA24. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (NOVEMBER 2020)
	X	RAA25. PATENT REPORTING PROCEDURES (NOVEMBER 2020)
	X	RAA26. ACCESS TO USAID FACILITIES AND USAID'S INFORMATION SYSTEMS (AUGUST 2013)
X		RAA27. CONTRACT PROVISION FOR DBA INSURANCE UNDER

REQUIRED	NOT REQUIRED	STANDARD PROVISION
		RECIPIENT PROCUREMENTS (DECEMBER 2014)
X		RAA28. AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (APRIL 2016)
	X	RAA29. RESERVED
	X	RAA30. PROGRAM INCOME (AUGUST 2020)
	X	RAA31. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS

REQUIRED	NOT REQUIRED	STANDARD PROVISION
TBD		RAA1. ADVANCE PAYMENT AND REFUNDS (NOVEMBER 2020)
		RAA2. REIMBURSEMENT PAYMENT AND REFUNDS (DECEMBER 2014)

TBD		RAA3. INDIRECT COSTS – NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA) (NOVEMBER 2020)
		RAA4. INDIRECT COSTS – CHARGED AS A FIXED AMOUNT (NONPROFIT) (JUNE 2012)
		RAA5. INDIRECT COSTS – DE MINIMIS RATE (NOVEMBER 2020)
X		RAA6. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (NOVEMBER 2020)
X		RAA7. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (NOVEMBER 2020)
X		RAA8. SUBAWARDS (DECEMBER 2014)
X		RAA9. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)
	X	RAA10. OCEAN SHIPMENT OF GOODS (JUNE 2012)
X		RAA11. REPORTING HOST GOVERNMENT TAXES (JUNE 2012)

	X	RAA12. PATENT RIGHTS (JUNE 2012)
X		RAA13. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
X		RAA14. INVESTMENT PROMOTION (NOVEMBER 2003)
X		RAA 15. COST SHARE (JUNE 2012)
	X	RAA16. PROGRAM INCOME (AUGUST 2020)
X		RAA17. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
	X	RAA18. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
	X	RAA19. PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012)
	X	RAA20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)

	X	RAA21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
	X	RAA22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
	X	RAA23. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
	X	RAA24. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
	X	RAA25. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
	X	RAA26. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING(ASSISTANCE) (SEPTEMBER 2014)
X		RAA27. LIMITATION ON SUBAWARDS TO NON-LOCAL ENTITIES (JULY 2014)
X		RAA28. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)

X		RAA29. CONTRACT AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (APRIL 2016)
	X	RAA30. RESERVED
	X	RAA31. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)