



# USAID | UKRAINE

FROM THE AMERICAN PEOPLE

Amendment Issuance Date: April 24, 2018

Closing Date and Time for  
Full Application Closing: May 10, 2018, 16:00 Kyiv Local Time

Subject: NOTICE OF FUNDING OPPORTUNITY (NOFO)  
NUMBER: 72012118RFA00004

Program Title: The Media Program in Ukraine

The purpose of Amendment No. 01 is to:

1. Provide answers to the questions received to the Notice of Funding Opportunity Number: 72012118RFA00004; and
2. Modify sub-section G. Geospatial Reporting Requirements, page 55, of the Media Program in Ukraine NOFO.

Thank you for your interest in USAID projects.

Sincerely,

Daniel Harter  
Regional Agreement Officer

PART I OF THE AMENDMENT NO. 01

QUESTIONS AND ANSWERS

- Q.1 Can USAID please confirm that personnel can be on multiple bids, and are not required to sign exclusive commitment letters?
- A.1 Confirmed.
- Q.2 Is the external evaluation referenced in section C, p.53 to be included in the program budget, or does USAID intend to procure this separately?
- A.2 USAID intends to conduct a Program Evaluation externally. The Media Program budget will not be involved.
- Q.3 Regarding Section G: Geospatial Reporting Requirements I) Level of Geographic Detail; please clarify the level of detail required.
- A.3 This section of the NOFO has been modified through this Amendment. Please see the revised language in Part II of this Amendment No. 01.
- Q.4 Could USAID please allow the Implementation plan to be excluded from the 20 page limit of the Technical Approach?
- A.4 Unfortunately, no. There is a 20-page limit for the combination of the Technical Approach, the Implementation Plan, and the Staffing Plan.
- Q.5 Could USAID please confirm that key personnel references should be provided on a separate page and do not count against the three-page limit for resumes?
- A.5 Applicants should include Key Personnel references within the 3 page resumes for each key position, which should be included in Annexes to the application
- Q.6 Can USAID please confirm that only partners with 10% or more of the total budget need to submit CERTS & REPS and Past Performance Information?
- A.6 The NOFO does not provide a definition of a “major partner” and does not refer to the percentage of the total budget. Whether an organization is a “major partner” should be based on the Applicant’s approach, relative roles and responsibilities, and proposed costs.
- Q.7 On page 15 under Objective 4: *Laying the Foundation for Sustained Local Media Actors' Engagement in Democratic Processes* the NOFO states: “...to consider how to better-sustain local media actors’ engagement in the democratic process.”

Does USAID define “media actors” as the “media support organizations” and “media watchdog organizations” referenced in the first two paragraphs Under Objective 4?

A.7 Yes, under *Laying the Foundation for Sustained Local Media Actors' Engagement in Democratic Processes* (Objective 4), the Program is expected to propose sustainable solutions for long-term support to media organizations, particularly those engaged in oversight (monitoring, watchdog) and advocacy initiatives.

Q.8 Under 2. *TECHNICAL APPLICATION FORMAT AND CONTENT*: the NOFO states that “Past Performance information will only be reviewed as part of the Apparently Successful Applicant risk assessment and is not evaluated at the merit review stage.”

Since Past Performance is not evaluated at the merit review stage, would USAID consider moving this information to the Annexes and allowing Offerors to allocate an additional two pages to Technical Approach, Implementation Plan, and Staffing Plan?

A.8 Unfortunately, no. Past Performance information is part of the 30 page limitation.

Q.9 Under *Implementation Plan (included in the 20 page limitation)*: Can Offerors place the Timeline in an Annex?

A.9 The Implementation Plan shall include a timeline, thus it should be included in the 20 page limitation as stated in the NOFO.

Q.10 We would like to confirm that USAID does not require letters of support/commitment from local Ukrainian organizations that the Offeror anticipates issuing sub-grants to during program implementation.

A.10 Confirmed.

Q.11 On page 10 under Objective 1, the NOFO states “Approximately 5% of overall life-project funds shall be reserved for election related activities.” We would like to confirm that USAID means 5% of the total project funds not 5% of the funds allocated to Objective 1.

A.11 USAID confirms that approximately 5% of the total project funds (not 5% of the funds allocated to Objective 1) shall be reserved for election related activities.

Q.12 On page 39 under 3. *COST/BUSINESS APPLICATION FORMAT AND CONTENT*, the NOFO states that Applicants should certify that the proposed salaries and wages are in accordance with “...the applicant’s established written personnel policy and practice, including the applicant’s established pay scale for equivalent classifications of employees.” We would like to clarify how exactly applicants are expected to certify this. Will the organization’s personnel salaries and wages policy provided as annex to the cost application be acceptable as required certification?

A.12 The NOFO states that “Direct salaries and wages should be proposed in accordance with the organization's personnel policies.” That means that the Application should confirm in the Budget Narrative that the proposed salaries and wages are in accordance with the organization's personnel policies. Please note, upon award consideration or during negotiations leading to an award, applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to make an affirmative determination of responsibility. An organization's

personnel policies is an item that could be requested. Please refer to the NOFO, page 42, Section G. POTENTIAL REQUEST FOR ADDITIONAL DOCUMENTATION.

- Q.13 On page 39 under 3. COST/BUSINESS APPLICATION FORMAT AND CONTENT, the NOFO states that “The US Embassy/USAID local compensation plan is an objective benchmark for evaluation the reasonableness of proposed salaries of local employees.” Can USAID provide a copy of the subject compensation plan?
- A.13 Please be advised that the maximum daily rate for senior locally hired specialists is \$251 under USAID contracts. However, Applicants are expected to conduct their own market research for determining the salary scale for locally hired positions in Ukraine. The chart below shows the current Local Compensation Plan for Ukraine (in U.S. Dollars).

**UKRAINE**

| <u>UKRAINE</u><br>Grade | Salary Range of the<br>First Step of each<br>Grade (per year) | Salary Range of the<br>Last Step of each<br>Grade (per year) |
|-------------------------|---------------------------------------------------------------|--------------------------------------------------------------|
| FSN-12                  | 50,250                                                        | 65,320                                                       |
| FSN-11                  | 40,043                                                        | 52,053                                                       |
| FSN-10                  | 28,811                                                        | 37,461                                                       |
| FSN-9                   | 25,396                                                        | 33,016                                                       |
| FSN-8                   | 19,494                                                        | 25,344                                                       |
| FSN-7                   | 17,028                                                        | 22,128                                                       |
| FSN-6                   | 13,774                                                        | 17,914                                                       |
| FSN-5                   | 12,354                                                        | 16,064                                                       |
| FSN-4                   | 10,158                                                        | 13,208                                                       |
| FSN-3                   | 9,251                                                         | 12,021                                                       |
| FSN-2                   | 7,959                                                         | 10,349                                                       |
| FSN-1                   | 6,565                                                         | 8,535                                                        |

- Q.14 On page 8 under *Grant Mechanisms*, can USAID confirm that the minimum 5% "reserved for a flexible, rapid-response grant pool" relates to the overall funds allocated to sub-grants rather than to the overall life-of-project project budget?
- A.14 USAID confirms that a minimum of 5% of the sub-grants pool (rather than the overall life-of-project budget) will be reserved for a flexible, rapid-response grant pool to capitalize on unique opportunities or emerging challenges
- Q.15 Should the offeror include Key Personnel references within the 3 page resume, or can references be included in an accompanying document in the Annexes.
- A.15 Applicants should include Key Personnel references within the 3 page resumes for each key position, which should be included in Annexes to the application.

Q.16 The XXX Organization (XXX) would like to fill the application for NOFO Number: 72012118RFA00004 - The Media Program in Ukraine. Please, inform us how to find an application (fillable) form.

A.16 All interested organizations must submit Technical and Cost Applications in accordance with the instructions and other required documentation indicated in the NOFO No.: 72012118RFA00004.

To get all information regarding this opportunity, please follow the Grants.gov link: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=302074>

Q.17 My name is XXX and I am founding partner of XXX Company, in YYY, Ukraine. We are acting as media agency, focusing on production of audiobooks, brand content and as agency, boosting social and creative entrepreneurship.

Also, we have a successful cases collaborating with other donors on social entrepreneurship and creative enterprise. We have a strategic vision and plans on development of media sector and creative community and want to apply to USAID program first time ever. I am worrying whether its still possible to do and to be sure that dates are still opened (as far as I know its happen till 10th of April)

A.17 Please read the NOFO thoroughly, paying particular attention to the eligibility requirements and the application instructions. As stated in the NOFO, USAID is seeking applications from qualified U.S. or Non-U.S. non-profit or for-profit Non-Governmental Organizations (NGOs), and other qualified non-USG organizations for funding of an activity entitled “The Media Program in Ukraine.” Eligible organizations interested in submitting an application are encouraged to read this NOFO thoroughly to understand the type of project sought (Section I), the application submission requirements (Sections III and IV), and the evaluation process and review criteria (Section V). To be eligible for award, the applicant must provide all information required in this NOFO, and meet eligibility standards in Section III.

Full Applications must be submitted by May 10, 2018, 16:00 Kyiv Local Time.

To obtain information regarding this opportunity, please follow the Grants.gov link: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=302074>

Q.18 I was curious about your grant. It showed up as unrestricted and I had a hard time trying to download the information to see what criteria is needed to apply for this grant. I am with a independent media company. If you can help out and let us know more about the grant that would be great!

A.18 To obtain information regarding this opportunity, please follow the Grants.gov link: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=302074>

Q.19 Good morning. May you answer the question what is the amount of money that USAID can give to one organization for this project. It is unclear, because there is only total sum of funding for all organizations on the website.

A.19 To obtain information regarding this opportunity, please follow the Grants.gov link: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=302074>

All documentation related to this RFA could be found under “RELATED DOCUMENTS” tab.

- Q.20 Is there a formal requirement for spacing between paragraphs in “*Technical Application*” document or it should also be single spaced?
- A.20 Please refer to the application instructions. Technical Applications (electronic copy) must be in MS Word or PDF format, single spaced, utilizing Times New Roman 12-font size, typed on standard 8½"x11" sized paper with 1" margins on top, bottom, left and right, numbered consecutively, and not exceed 30 pages.
- Q.21 **Annex 2 - Solicitation standard provisions Part VI** in part of “*Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements – Representation (May 2017)*” – could you please clarify whether this provision also covers previously implemented projects under possible non-disclosure agreements or is this only valid for the mentioned opportunity?
- A.21 By submission of its application, the prospective recipient represents that it will not require its employees, subrecipients, or contractors to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting its employees, subrecipients, or contractors from lawfully reporting waste, fraud, or abuse related to the performance of a Federal award to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information (for example, the Agency Office of the Inspector General).
- Q.22 Also, does this apply if organization has a proper anti-corruption policy with a designated person responsible for reporting various cases of abuse and misappropriation? I realize that this is mostly a legal inquiry, but would still appreciate if you could elaborate on it a little bit more.
- A.22 Please see A.21 above.
- Q.23 Is it possible to apply just for one grant or for three grants within one component?
- A.23 No. The Application should describe an approach related to the implementation of The Media Program for five-years and for \$35M.
- Q.24 Could you precise eligibility criteria for new partners.
- A.24 Please refer to the NOFO, SECTION III - ELIGIBILITY INFORMATION.
- Q.25 Which are the most important criteria for proposals' selection?
- A.24 Please refer to the NOFO, SECTION V – APPLICATION REVIEW INFORMATION, A. MERIT REVIEW CRITERIA

Q.26 Are you ready to use some non-standard and creative approaches (BTL actions, performances, offline activities etc.).

A.27 It is up to Applicants to develop an approach that responds to the requirements of this NOFO. Eligible organizations interested in submitting an application are encouraged to read this NOFO thoroughly to understand the type of project sought (Section I), the application submission requirements (Sections III and IV), and the evaluation process and review criteria (Section V).

To obtain information regarding this opportunity, please follow the Grants.gov link: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=302074>

*Questions Translated from Ukrainian language:*

Q.28 Can regional NGOs active in the mass media sector apply for this RFP, or this competition is solely for Public Broadcaster affiliations/branches? If so, what is the budget and what is the project lifetime?

A.28 Please see A.17 above.

Q.29 I think, the Media Program in Ukraine is very important for eastern and southern regions of Ukraine, specifically for Zaporizhzhia. For me, XXXXX, it is very important not to just observe the program implementation, but also to be involved in this process.  
So, what options are there for physical persons to get involved in program implementation after the award has been finalized?

A.29 This is a Notice of Funding Opportunity for eligible Applicants, not an employment opportunity.

Q.30 The announcement says that at least 50 percent of the grant(s) need to be issued to Ukrainian sub-grantees. Am I correct in understanding that the grant program will be a competition among “large” organizations, which, in turn, will then be working with Ukrainian organizations – or is the competition also open to Ukrainian NGOs, like the XXX, which I am in charge of?  
If so, then what is the deadline for submitting applications?

A.30 USAID/Ukraine will provide up to \$35,000,000, subject to the availability of funds, for the five-year Program, of which at least 50% should be sub-granted to Ukrainian organizations.

USAID is seeking applications from qualified U.S. or Non-U.S. non-profit or for-profit Non-Governmental Organizations (NGOs), and other qualified non-USG organizations for funding of an activity entitled “The Media Program in Ukraine.” Eligible organizations interested in submitting an application are encouraged to read this NOFO thoroughly to understand the type of project sought (Section I), the application submission requirements (Sections III and IV), and the evaluation process and review criteria (Section V). To be eligible for award, the applicant must provide all information required in this NOFO, and meet eligibility standards in Section III.

Full Applications must be submitted by May 10, 2018, 16:00 Kyiv Local Time.

PART II OF THE AMENDMENT NO. 01

Modify sub-section G. Geospatial Reporting Requirements, page 55, of the Media Program in Ukraine NOFO as follows:

NFO, 72012118RFA00004, **SECTION VI – AWARD AND ADMINISTRATION INFORMATION, page 55, G.Geospatial Reporting Requirements., paragraph, I. Level of Geographic Detail**, DELETE 1<sup>st</sup> sentence in its entirety and INSERT the following in lieu thereof:

“The activity location(s) must be recorded at the National: whole Ukraine; Sub-national: oblast/rayon; Local: municipal/city or town.”

[End of Amendment No. 01]