USAID | KENYA AND EAST AFRICA
FROM THE AMERICAN PEOPLE

Issuance Date:	June 14, 2017
Due Date for Submission of Questions:	June 22, 2017, 10:00am Nairobi, Kenya time
Anticipated Date for Response to Questions:	June 28, 2017
Closing Date for Submission of Applications:	**July 17, 2017**
Closing Time for Submission of Applications:	**08:00am Nairobi, Kenya time**

SUBJECT: Notice of Funding Opportunity No. RFA-615-17-000003 – Kenya Feed the Future Livestock Market Systems Leader with Associates

Ladies/Gentlemen:

The United States Agency for International Development (USAID) is seeking applications for a Leader with Associates from qualified organizations to fund a program entitled the Kenya Feed the Future Livestock Market Systems Leader with Associates. Eligibility for this award is laid out in Section C of this NFO for eligibility requirements.

Eligible organizations interested in submitting an application are encouraged to read this funding opportunity thoroughly to understand the type of program sought, application submission requirements and evaluation process.

Subject to the availability of funds USAID anticipates making one Leader Award as the foundational part of a Leader with Associates (LWA) arrangement to the responsible applicant whose application best meets the objectives of this funding opportunity and the selection criteria contained herein. Through this request for applications, USAID anticipates awarding the Leader and Associate Awards Number One (1) and Two (2) concurrently. An LWA arrangement involves the issuance of a Grant or Cooperative Agreement ("Leader Award") that covers a specified regional or sectoral activity. The Leader Award includes language that allows a USAID Mission or other USAID bureau or office to award a separate Grant or Cooperative Agreement to the Recipient of the Leader Award without additional competition and which supports a distinct local or regional activity that fits within the terms and scope of the Leader Award. This is called an "Associate Award." The competition under this RFA covers the Leader Award, Associate Awards Number One (1) and Two (2) and any subsequent Associate Awards. Separate applications specific to any future Associate Awards to be issued under this LWA will be submitted after the Leader Award is in place, if and when a USAID Mission or other USAID operating unit decides to finance an Associate Award. USAID reserves the right to fund any or none of the applications submitted in response to this notification of funding opportunity.

The estimated life-of-project maximum ordering ceiling for the Kenya Feed the Future Livestock Market Systems Leader with Associates, hereafter referred to as the Livestock Market Systems (LMS) project, is $95 million for the five-year period beginning not later than September 30, 2017, of which the Leader Award will be up to $15 million, Associate Award Number One (1) will be up to $20 million , Associate Award Number Two (2) will not exceed $10 million and the cumulative amount of any future Associate Awards issued during those five years will not exceed $50 million. The Associate Award figures are estimates, and there is no guarantee regarding the number of Associate Awards or the amount(s) thereof. Associate Awards may be for up to five years in duration and, while they must be awarded during the period of the Leader Award, may extend beyond the end of the Leader Award. The Leader Award, and Associate Awards Number One (1) and Two (2) are expected to be made in September 2017.

USAID encourages cost-sharing to the maximum practicable extent, and any proposed cost-sharing (matching) will be assessed by USAID as part of determining which applications offer the greatest value to the US Government.

An applicant under consideration for an award that has never received funding from USAID will be subject to a pre-award audit to determine fiscal responsibility, ensure adequacy of financial controls and establish an indirect cost rate.

Award will be made to the responsible applicant whose application best meets the requirements of this RFA and the selection criteria contained herein. Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application. In addition, final award of any resultant agreement cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.

Any award resulting from the RFA will be administered in accordance with 2 CFR 200, Chapter 303 of USAID's Automated Directives System (ADS-303), relevant U.S. Office of Management and Budget (OMB) Circulars, and the USAID standard provisions for U.S. Non- Governmental Organizations. Further details and internet links may be found in Section A of the RFA.

Any questions concerning this RFA should be submitted in writing to the Agreement Officer, Ms. Caroline Bertolin Hillas, via email at cbertolin@usaid.gov with a copy to the Senior Acquisition & Assistance Specialist, Mr. Ketan Sood at ksood@usaid.gov by the date stated above. Questions sent to any other e-mail address will not be responded to. The e-mail transmitting the questions must reference the RFA number and title on the subject line of the e-mail. The deadline for submitting questions is specified above. Receipt time is when the application is received by the USAID/Kenya and East Africa Internet Server. 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.

If you decide to submit an application, please note that electronic submission is required. Applications must be sent as e-mail attachments to cbertolin@usaid.gov and ksood@usaid.gov.

Should your organization decide to submit an application, it must be received no later than the time and date set forth above in accordance with the instructions set forth in Section D of the RFA. Applications received after the closing date and time may not be considered, except as described in Section D of this RFA. Applicants should retain a copy of their application, and any enclosures thereto, for their records.

To be eligible for award, the applicant must provide all information as required in this NFO and meet eligibility standards in Section C of this NFO. This funding opportunity is posted on www.grants.gov, and may be amended. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity. Applicants will need to have available or download Adobe program to their computers in order to view and save the Adobe forms properly. It is the responsibility of the applicant to ensure that the entire NFO has been received from the internet in its entirety and 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 NFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

The successful Applicant will be responsible for ensuring the achievement of the program objectives. Please read each section of the NFO thoroughly.

Thank you for your interest in USAID programs.

Sincerely,

Caroline Bertolin Hillas
Agreement Officer

Contents

SECTION A – PROGRAM DESCRIPTION

ADMINISTRATION OF AWARD RESULTING FROM THIS RFA

The prime award and subsequent sub-awards resulting from this RFA will be administered in accordance with the following:

- Code of Federal Regulations, 2 CFR 200
- Chapter 303 of USAID's Automated Directives System (ADS 303).
- 2 CFR 220 Cost Principles for Educational Institutions (formerly OMB Circular A-21).
- Office of Management and Budget's Grants Management Circular, OMB Circular A-133.
- USAID Mandatory and Required-as-Applicable Standard Provisions for U.S. Non-Governmental Organizations found in ADS-303.

PROGRAM SUMMARY – LEADER

Please see Attachment 1

PROGRAM SUMMARY – ASSOCIATE AWARD #1

Please see Attachment 2

PROGRAM SUMMARY – ASSOCIATE AWARD #2

Please see Attachment 3

[END OF SECTION A]

SECTION B – AWARD INFORMATION

1) ESTIMATED FUNDING: Subject to the availability of funds, USAID intends to provide approximately **$45 Million** in total funding for the **Livestock Market Systems.** Approximately **$15 Million** of this funding will be resources from the USAID/KEA Mission dedicated to the **Leader Award, $20 million** for **Associate Award #1** and **$10 million** for **Associate Award #2.** The maximum ordering ceiling for this activity is **$95 million**. USAID may make one or more award(s) without discussions to responsible applicant(s) whose application(s) offer the greatest value to the U.S. Government. To the extent they are necessary, negotiations will be conducted with the Apparently Successful Applicant(s). Award(s) will be made to the responsible applicant(s) whose application(s) offers the greatest value, cost and other factors considered. **USAID reserves the right to fund any or none of the applications submitted.**

2) PERFORMANCE PERIOD: The anticipated program start date is **September 30, 2017** for a five year period through **September 29, 2022.**

3) AWARD TYPE: USAID anticipates the Leader Award as well as Associate Awards Number One (1) and Two (2) will be **Cooperative Agreements.** **Substantial Involvement** under the award is expected to be as follows:

   a. Approval of Annual Work Plans. Any significant changes to the approved Work Plan shall require additional approval. The first Annual Work Plan shall be submitted to USAID for approval 60 days after the proposed Award is signed. Subsequent Annual Work Plans should be submitted 30 days prior to commencement of the next Annual Work Plan period. USAID will provide additional guidance on the Work Plan in a post-award conference.
   b. Approval of Key Personnel positions.
   c. Approval of the Monitoring and Evaluation (M&E) Plan as part of the first Annual Work Plan and any subsequent changes to the M&E Plan.
   d. Concurrence on selection of sub-award recipients (see 2 CFR 200.331 for requirements)
   e. Approval of all construction activities in advance and authority to immediately halt any construction activity.

4) AUTHORIZED GEOGRAPHIC CODE: The Authorized Geographic Code is 937 for the procurement of goods and services.

5) BRANDING STRATEGY AND MARKING PLAN: The **successful applicant(s) only** will be required to submit a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer with concurrence from the Agreement Officer's Representative (AOR). A Branding Implementation Strategy and Marking Plan shall be in accordance with USAID Branding and Marking plan as required per ADS 320. Please refer to ADS 320, (**http://www.usaid.gov/policy/ads/300/**) specifically ADS 320.3.3.3 for more information. The Recipient shall comply with the requirements of the USAID "Graphic Standards Manual" available at www.usaid.gov/branding, or any successor branding policy. Pending formal Mission guidance, activity with a government entity will be branded, as appropriate, for the program's stabilization goals (USAID Graphic Standards Manual 4.10).

[END OF SECTION B]

SECTION C – ELIGIBILITY INFORMATION

1) USAID policy encourages competition in the award of Grants and Cooperative Agreements. In response to this RFA, any U.S. or non-U. S. organizations, non-profit, or for-profit entity is eligible to apply.

2) USAID encourages applications from potential new partners.

Applicants must have established financial management, monitoring and evaluation processes, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations. The successful applicant(s) will be subject to a responsibility determination assessment (Pre-award Survey) by the Agreement Officer (AO).

The Recipient must be a responsible entity. The AO may determine a pre-award survey is required to conduct an examination that will determine whether the prospective recipient has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award.

3) Cost-Sharing (Matching): USAID encourages cost-sharing to the maximum practicable extent, and any proposed cost-sharing will be assessed by USAID as part of determining which applications offer the greatest value. Cost-sharing or matching means that portion of project or program costs not borne by the U.S. Government. Cost-sharing includes cash and in-kind contributions, and is subject to 2 CFR 200.306 and the USAID standard provision for U.S. NGOs entitled "Cost-Sharing (Matching)" which, *inter alia*, requires that cost-sharing be verifiable from the Recipient's records. Cost-sharing or matching is normally associated with contributions from the same prime and sub-recipient sources that also receive USAID funds under an award, but can include contributions from third parties. Failure to meet a cost-sharing requirement can result in the Recipient having to make refunds to USAID or a reduction in future funding.

[END OF SECTION C]

SECTION D - APPLICATION AND SUBMISSION INFORMATION

SUBMISSION AND PREPARATION GUIDELINES

GENERAL CONDITIONS AND INSTRUCTIONS

1) *Definitions*. As used herein:

"Discussions" are negotiations that occur that may, at the Agreement Officer's discretion, result in the Applicant being allowed to revise its application.

"In writing," "writing," or "written" means any worded or numbered expression that can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

"Application modification" is a change made to an application before the RFA's closing date and time, or made in response to an RFA amendment, or made to correct a mistake at any time before award.

"Revised application/addendum" is a change to an application made after the RFA's closing date, at the request of or as allowed by the Agreement Officer as the result of negotiations.

"Time," if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

2) *Amendments to RFA*.

(a) If this RFA is amended, all terms and conditions that are not amended remain unchanged. Applicants shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(b) As of November 1, 2005, the preferred method of distribution of USAID assistance solicitations (*i.e*., RFAs and Annual program Statements [APSs]) and amendments to such solicitations is electronically via http://www.grants.gov ("Grants.gov"), which provides a single source for USG-wide competitive grant opportunities. Any future amendments to this RFA can be downloaded from that website. In order to use this method, an applicant must first register online with Grants.gov. If the applicant has difficulty registering or accessing the RFA or related documents, the applicant should contact the Grants.gov Helpdesk at 1-800-518-4726 or via e-mail at support@grants.gov for technical assistance. It is the responsibility of the recipient of this RFA and any related documentation to ensure that it has been received from Grants.gov in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion processes. It is important that interested organizations sign-up for e-mail updates with Grants.Gov so that as changes are posted to this and other USG (including USAID) assistance solicitations, alerts will be received.

3) *Submission, Modification, Revised Applications/Addenda, and Withdrawal of Applications*.

(a) All applicants must have a DUNS number and must be registered in the U.S. Government's

System for Award Management (SAM). USAID cannot fund organizations that do not comply. A DUNS number may be obtained at http://fedgov.dnb.com/webform, and is required for registration in SAM. **Per ADS 303.3.5.3, applicants must be registered in SAM before submitting an application.** Please refer to Annex A for further important instructions. Applicants who are not registered in SAM before submitting an application may considered ineligible for consideration.

(b) Applications, application modifications, and/or revised applications/addenda consist of a technical application and a cost/management application which must be submitted in **two separate volumes**, each of which must be organized by the headings set forth below and must include the information described below.

(c) Unless otherwise indicated, three separate applications shall cover the Leader Award as well as Associate Awards Number One (1) and Two (2). Separate applications will be submitted for any future Associate Awards when and if they arise.

(d) Applications, application modifications, and revised applications/addenda must be submitted electronically to the e-mail address noted in Section G of this RFA, and may (but are not required to) be submitted through www.grants.gov. An applicant must first register online with www.grants.gov, and should allow sufficient time to do so. If the applicant has difficulty registering, the applicant should contact the www.grants.gov Help Desk at 1-800-518-4726 or via e-mail at support@grants.gov for technical assistance.

(e) Applications, application modifications, and revised applications/addenda must include a cover letter which, at a minimum, includes: (A) the RFA number; (B) the name, address, and telephone and email address of the applicant; and (C) names, titles, and telephone and e-mail addresses of persons authorized to negotiate and sign on the applicant's behalf.

(f) Applications, application modifications, and revised applications/addenda in response to this RFA must be in English or with accompanying English translations, and in U.S. dollars.

(g) Applicants may submit application modifications at any time before the RFA closing date and time, and may submit application modifications in response to an RFA amendment, or to correct a mistake at any time before award.

(h) Applicants may submit revised applications/addenda only if requested or allowed by the Agreement Officer.

(i) Applications may be withdrawn by written notice received at any time before award. Applications may be withdrawn in person by an applicant or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the application before award. Withdrawals are effective upon receipt of notice by the Agreement Officer.

4) *Late Applications, Application Modifications, and Revised Applications/Addenda*.

(a) Applicants are responsible for submitting applications, and any application modifications or revised applications/addenda, so as to reach the Government office designated in Section 4 this RFA by the following dates and times. If no time is specified, the time for receipt is 5:00p.m.

(i) Any application received at the office designated in the cover letter of this RFA after the exact date and time specified for receipt of applications is "late" and will not be considered unless: (A) it is received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of applications; (B) the Agreement Officer determines that accepting the late application would not unduly delay the award(s); and (C) it is received before award is made.

(ii) Any application modification is subject to the same conditions as described in paragraph (4)(a)(i) above, except that it will be considered "late" if it received after the dates and times specified in paragraph (3)(e) above.

(iii) Any revised application/addendum is also subject to the same conditions as described in paragraph (4)(a)(i) above, except that it will be considered "late" if it is received after the date and time specified in the Agreement Officer's request for the revised application/addendum.

(b) Notwithstanding paragraphs (4)(a) above, a late application, application modification, or revised application/addendum of an otherwise successful application that makes its terms more favorable to USAID will be considered at any time it is received and may be accepted.

(c) If an emergency or unanticipated event interrupts normal Government processes so that applications cannot be received at the office designated for receipt of applications by the exact time specified in cover letter of this RFA, and urgent Government requirements preclude amendment of the RFA, the time specified for receipt of applications will be deemed to be extended to the same time of day specified in the cover letter of this RFA on the first work day on which normal Government processes resume.

5) *Application Expiration Date*.

Applications, application modifications, and revised applications/addenda in response to this RFA will be valid for 150 days unless a different period is proposed by the applicant.

6) *Restriction on Disclosure and Use of Data.*

(a) Applicants that include in their applications data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall:

(i) Mark the title page with the following legend:

This application includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this application. If, however, a grant or cooperative agreement is awarded to this applicant as a result of—or in connection with—the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting award. This restriction does not limit the 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 numbers or other* *identification of sheets*];

and

(ii) Mark each page containing restricted data with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application.

(b) Applicants are advised that it is anticipated that the successful technical application, application modification, and/or revised application/addendum will become the Program Description of the grant awarded as a result of this RFA. Pursuant to the Freedom of Information Act of 1981, the public is entitled to request information from Agency award files. As a general rule, information will be disclosed except:

(i) Information submitted in response to this RFA, prior to award of the grant, or modifications or revisions thereto.

(ii) Information properly classified or administratively controlled by USAID.

(iii) Information specifically exempted from disclosure under the Freedom of Information Act.

(c) Upon award of the cooperative agreement resulting from this RFA, USAID will disclose, use, or duplicate any information submitted in response to this RFA to the extent provided in the award and as described in this RFA, and as required by the Freedom of Information Act.

7) *Award.*

USAID intends to award a Leader Award and Associate Awards Number One (1) and Two (2) under this LWA, as described in Section B and respective attachments of this RFA, to the responsible applicant whose application, application modification(s), and/or revised application(s)/addendum(a) is responsive to this RFA and represents the greatest value after evaluation in accordance with the evaluation criteria in Section E of this RFA. USAID may reject any or all applications and may accept more than one application if such action is in USAID's interest. USAID may waive informalities and minor irregularities in applications received. Award is expected to be made in September, 2017.

8) *Responsiveness to RFA and False Statements.*

The applicant shall follow the instructions contained herein and supply all information as required. Failure to furnish all information requested, or to submit an application directly responsive to the terms, conditions, specifications, and provisions of this RFA may disqualify an application. Applicants must set forth full, accurate and complete information as required by this RFA. The penalty for making false statements to the Government is prescribed in 18 U.S.C. 1001.

9) *Pre-Award Audits/Surveys and Discussions.*

USAID reserves the right to perform a pre-award audit/survey which may include, but is not limited to: (1) interviews with individuals to establish their ability to perform award duties under project conditions; (2) a review of the applicant's financial condition, business and personnel policies and procedures, etc.; and (3) site visits to the applicant's institution. However, it must be understood that USAID undertakes no obligation to perform any of the foregoing elements. Accordingly, applicants should submit their best and most complete application initially.

10) *Interviews/Discussions/Oral Presentations in Nairobi, Kenya*

While it is not anticipated, USAID nevertheless reserves the right to request the applicant and the applicant's key personnel to travel to Nairobi, Kenya for interviews, discussions, and/or oral presentations. USAID will not pay any travel costs associated therewith.

11) *Submission of Questions and Explanation to Prospective Applicants.*

(a) Written Questions

Written questions concerning this RFA must be received no later than the time specified on the cover page. Questions must be in writing and should be e-mailed only to the e-mail address specified in this RFA. Please note that all questions, without attribution to the organization, and answers will be posted online at grants.gov as an amendment to this RFA. Sensitive or proprietary information should not be included in the questions.

(b) Contact with USAID Missions

In order to maintain the integrity of the competitive process, USAID Missions and other USAID operating units will be unable to advise or provide information to potential applicants that would be used in preparation of the application. Therefore, applicants are advised not to contact USAID Missions regarding this RFA. Information on Mission strategies and programs can be accessed from Mission websites.

12) *Unnecessarily Elaborate Applications.*

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this RFA are not desired and may be construed as an indication of the applicant's lack of cost consciousness. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

13) *Inconsistencies between this RFA and 22 CFR 226/ADS 300.*

In case of any disagreements or discrepancies between the terms and conditions of this RFA and 2 CFR 200 or ADS 303, the latter shall prevail unless any such conflicting terms and conditions of this RFA are expressly and specifically stated to be an approved deviation from 2 CFR 200 or ADS 303 .

14) *Failure to Conform.*

The USAID evaluation committee may consider any failure to conform to these instructions and rules, and any attempt to evade these specifications and rules on the basis of technicalities, as indications of the kind of behavior that it may expect from the applicant during award performance/implementation. The committee will take this into account when making its evaluation. If an applicant does not understand these instructions, it should follow the instructions in paragraph 11 above.

15) *USAID Obligation.*

USAID is not obligated to make an award or pay for any costs incurred by the applicant in preparation and submission of an application in response hereto.

16) *Authority to Commit USAID.*

The Agreement Officer is the only individual who may legally commit USAID to the expenditure of public funds. No costs allocable to the proposed award(s) will be reimbursed by USAID before receipt of either a fully executed grant or cooperative agreement, or a specific written authorization from the Agreement Officer.

17) *Pre-Award Costs.*

USAID will not reimburse any applicant for pre-award costs unless specifically authorized by the Agreement Officer, who may, at his/her sole discretion, authorize the selected applicant, at its own risk, to begin program implementation and the incurrence of costs prior to a signed award as of a specified date, with no commitment to reimburse costs in the event that the award is not subsequently signed.

18) *ELECTRONIC SUBMISSION OF APPLICATIONS VIA E-MAIL IS REQUIRED.*

Please submit your applications to all of the e-mail addresses below by **the time specified on the cover page.** Receipt by either one of these two addresses by the deadline for submission will constitute timely receipt of your application. **RECEIPT TIME IS WHEN THE APPLICATION IS RECEIVED BY THE USAID/KENYA AND EAST AFRICA INTERNET SERVER.** Paper copies of the applications are not required. The addresses for the receipt of applications are: Regional Agreement Officer, Ms. Caroline Bertolin Hillas, via email at cbertolin@usaid.gov with a required copy to the Senior Acquisition & Assistance Specialist, Mr. Ketan Sood at ksood@usaid.gov. Applications which are submitted late or do not follow the instructions contained herein run the risk of not being considered in the review process.

All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Applications should take into account the evaluation criteria provided in **Section E** and must include the **Representations and Certifications** provided at the USAID website http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf which must be signed and dated by the applicant. In the event Representations and Certifications are not submitted with the application, they must be completed before final award is made. **Please note that technical and cost applications should be kept separate.**

Applications must be submitted electronically in MS Word and .pdf (Adobe Acrobat) versions. In case of any conflicts between the MS Word and .pdf versions of the application, the .pdf version will govern as it will be the version presented to the Technical Evaluation Panel.

Applicants are advised that any pages exceeding any of the prescribed limits below will not be considered for evaluation.

Applications must be legible and must not require **magnification** (!). Please be kind to the evaluators and keep the technical application clear, concise, easy to follow, while also in complete compliance with the instructions herein.

Applications will be evaluated by a USAID Technical Evaluation Committee (TEC). Additional discussions with applicants may take place if the applications submitted do not adequately describe the activities to be funded and/or there are one or more points to be clarified or modified based on the recommendations of the TEC.

Technical applications are limited to 40 pages maximum for the leader, 40 pages for Associate Award #1 and 40 pages for Associate Award #2. This includes all information that makes up the technical application including cover page and table of contents. A page in the technical proposal which contains a table, chart, graph, etc., is counted as a page within the page limitation. Information beyond these limits will not be evaluated. The evidence of registration in SAM described in Annex A **does not** count towards the page limit.

Applicants should retain for their records one copy of the application and all enclosures which accompany their application. Erasures or other changes must be initialed by the person signing the application. To facilitate the competitive review of the applications, USAID will consider only applications conforming to the format prescribed below.

TECHNICAL APPLICATION INSTRUCTIONS

The Applicant will be expected to ***submit three technical applications***: (1) the Leader Award, (2) Associate Award #1**:** *Expanding and Diversifying Viable Economic Opportunities* and (3) Associate Award #2: *Strengthening Community Capacities for Resilience and Growth.* EACH TECHNICAL APPLICATION HAS A STRICT FORTY (40) PAGE LIMIT. Each technical application should clearly and concisely outline how the Applicant proposes to achieve the activity purpose of the Leader Award, Associate Award #1, and Associate Award #2 and the expected outcomes for each sub-objective. Each of the applications must include a detailed description of the management approach for implementing the proposed activity, which includes specifying the composition and organizational structure of the entire implementation team (including home office support); and describing each team member's role and level of effort.

(1) Application Content

Suggested Format for Technical Application:

- Cover Page: Title, name of organization(s) submitting application, contact person, telephone and fax numbers, address, and e-mail.
- Executive Summary: Briefly describe the proposed technical approach, key personnel and staffing and management plan for how the overall activity will be implemented, organized and managed to achieve the activity purpose and sub-purpose expected outcomes.
- Body of the Technical Application: (1) Succinctly describe the theory of change that underlies the Applicant's technical approach, and how the proposed approach, activities, and/or outputs

will lead to activity proposed expected outcomes. (2) Answer the questions and/or address the issues detailed below under *Technical Discussion*. (3) Include a *plan for how to effectively use grants* to achieve the higher-level purpose and/or expected outcomes. (4) Include *narrative related to the MEL Plan* that details how the Applicant will measure systemic change, monitor both the direct and indirect results, apply lessons learned from working collaboratively with other ongoing USAID activities; (5) Describe the technical and managerial resources of your organization that will be brought to bear in implementing this activity. (6) Describe how the overall activity will be managed, including the roles of key and non-key personnel.

- Outline of Each Technical Application

A. Technical Approach

1. Technical Discussion
2. Plan for the Effective Management (Leader only) and Use of Grants
3. Illustrative First-Year Work Plan
4. Draft M&E and Learning (MEL) Plan

B. Key Personnel, Staffing Plan, and Management Plan

1. Key Personnel
2. Staffing Plan
3. Management plan

C. Past Experience

(2) Application Instructions (for each of the Technical Applications)

This section should include: (a) Technical Approach, (b) Personnel, Staffing and Management Plan, and (c) Past Experience.

***(a)* Technical Approach**

Technical Discussion. The Applicant is asked to propose a technical approach for each application that takes into consideration the northern Kenya context, development challenges and opportunities for populations in northern Kenya, an understanding of GOK, northern counties, USAID FTF and other donor strategies and activities, including the past achievements, successes and lessons learned from USAID/KEA's FTF Program.

The Technical Discussion for the Leader Award will be evaluated based on how well it demonstrates an approach that aligns with the Theory of Change, Results Framework, and Implementation Principles (see Section I, Attachments), and contributes to:

1. reduced reliance on humanitarian assistance, depth and prevalence of poverty and household hunger and acute/chronic malnutrition
2. effective sequencing, layering and integration across FTF activities in northern Kenya
3. effective integration of all cross cutting objectives, including empowerment of women and youth

4. strengthened institutional capacities, including NDMA, county governments (for addressing resilience), PREG and the PREG Secretariat
5. cross learning, vertical learning and harmonization of learning, as referenced in the Program Description
6. a strategic, cost-effective and responsive grant facility
7. effective (used where and when needed) GIS mapping of communities and market systems networks and nodes for tracking systems change and improving results
8. effective management of coordination across Associate Awards

The Technical Discussion for Associate Award #1 will be evaluated based on how well it demonstrates an approach that aligns with the Theory of Change, Results Framework, and Implementation Principles (see Section I, Attachments), and that contributes to:

1. competitive, resilient and inclusive livestock and related market systems
2. expanded and diversified market-oriented livelihood opportunities
3. increased access to financial services
4. improved employability and work readiness skills for youth
5. conducive policy environment for livestock and other market systems
6. conducive policy environment for improved governance of rangeland, water, land, and other natural resources
7. gender integration and women's empowerment
8. youth employability and empowerment
9. climate risk management
10. integration of nutrition-sensitive approaches to livestock market systems development and diversified livelihoods
11. strengthened systems for sequencing, layering and integration
12. the development of shared indicators
13. learning related to systems change that contributes to achievement of project results

The Technical Discussion for Associate Award #2 will be evaluated based on how well it demonstrates an approach that aligns with the Theory of Change, the Implementation Principles (see Section I, Attachments), and the Results Framework and that contributes to:

1. strengthened and sustained rangeland and water management
2. strengthened and more inclusive governance of rangeland, water, and other natural resources (that increases equitable access)
3. strengthened drought-risk management
4. strengthened local systems for conflict management and peacebuilding
5. improved and sustained health, nutrition, and hygiene practices
6. improved literacy, numeracy and life skills
7. gender and youth integration
8. strengthened systems for sequencing, layering and integration
9. the development of shared indicators
10. learning related to systems change that contributes to achievement of project results

Plan for Effective Management and Use of Grants. Applicants are asked to propose a plan for how to effectively use grants, while ensuring that it is flexible and will be able to respond to anticipated and unanticipated bottlenecks and opportunities. With a "grants under grants" investment and innovation facility, this award might structure grants by size in order to ensure that large, medium and small sized entrepreneurs are able to take advantage of business opportunities. The fund should also encourage linkages among these businesses to the extent that they offer win-win advantages, lowered risks, and/or higher returns. For Associate Award 2 this facility would support small to medium sized grants to groups, communities, and institutions investing in innovations and improvements in community assets, infrastructure and/or services. These grants provided could "match" or leverage commitment of investment of each either cash or in-kind resources.

The grants might be used for (but not limited to) the following purposes:

Seed grants might:

- enable access to and foster the adoption of new technologies, practices, or business models. For women and youth, grants may be used to increase skills and/or buy down the risks of technology adoption.
- enhance access to the equipment, technologies, services, training, trade fairs, and knowledge needed to effectively compete in markets or strengthen community capacities for growth. For women and youth, ensuring access to assets to engage in markets will be important
- create incentives for private sector investments to buy down the risks of private sector innovation that promotes inclusive market systems development
- initiate/expand financial innovations such as mobile-based financial services for the livestock sector and/or insurance and/or leasing products
- promote innovative business models that are able to scale impacts vertically (deepening outreach) and/or horizontally (through crowding in)

Matching Grants might:

- leverage county/ward funding for capital investment in water, roads, or other infrastructure
- augment World Food Program (WFP) program cash/food for assets activities (water pans, small scale irrigation
- strengthen institutions to improve the quality of and access to veterinary, health, and education services
- enable/incentivize community solutions to infrastructure and access constraints.

The Applicant should include a plan for managing grants to ensure transparent award procedures and alignment with USAID financial requirements.

Illustrative Year 1 Work Plan. Based on the approach that explains why certain activities will be undertaken (and their expected outcomes), the Applicant should provide three illustrative First-Year Work Plans—one for the Leader Award, one for Associate Award #1, and one for Associate Award #2—of specific activities, timetable and methodology for carrying out proposed interventions. The Work Plans should present a clear, year-one roadmap for implementation of activities or interventions under each of the three awards that translates the Applicant's integrated approach to field-level implementation.

The Work Plans should include a plan for collaborating/coordinating across Associate Awards #1 and #2. As a whole, the three Work Plans should reflect a complementary approach to supporting the purpose and objectives of the LWA and to addressing cross cutting issues -- gender integration, youth empowerment, improved nutrition and WASH. The Work Plans should also include a plan for collaborating/coordinating with other USAID- and GOK activities, possibly including the development of common work plans and shared indicators in order to support the purpose and objectives of the FTF in northern Kenya LWA. Agreements between the implementing partners prior to program implementation can be very important in establishing coordination as a guiding principle. The Work Plans for Associate Awards #1 and #2 should include LOE for participating in PREG activities and layering with one another as well as with PREG partners.

Draft MEL Plan. An MEL Plan will be needed for each of the three Awards. Applications should include a description of the process that will be followed in coordinating with USAID during the first three months of the award period in developing and finalizing the draft MEL Plans. The draft MEL Plans should include a plan for finalizing indicators that will be regularly reported to USAID, obtaining baseline data, and setting targets. Required USAID FTF and Resilience indicators will be selected together with the AOR during the development of the Year 1 Work Plan. The draft MEL Plans should include monitoring indicators as well as custom indicators needed to measure expected outcomes, and learning activities specific to each Associate Award. The draft MEL Plan should also include learning activities that may be carried out jointly with other Associate Awardees or PREG members.. The draft MEL Plans must also propose approaches to assessing outcomes related to nutrition, climate change, women's empowerment, youth integration, and resilience capacities..

The narrative for the MEL Plans will specify the systems that will be established to collect data regarding performance targets and to verify and substantiate data gathered. The Applications shall also describe how environmental compliance will be tracked, measured and reported.

The MEL Plans should include a strategy for coordinating activities to support the external performance and impact evaluations.

The MEL Plans should offer creative approaches to measuring outputs and outcomes and reporting efficiently on the required and custom indicators. The MEL Plans should align with the Results Frameworks for the three respective Awards (that is part of the Technical Discussion) and include the priorities underscored by the Program Descriptions, including (but not limited to) approaches for:

- tracking systemic change, including intended, unintended, positive or negative changes the dynamics of impoverishment and what can be done to reverse it and both direct and indirect results and beneficiaries in order to understand success at scaling; for understanding pathways that contribute to resilience;
- tracking how growth and resilience combine to create sustainable pathways out of poverty;
- assessing the contribution of interventions to women's empowerment
- understanding the incentives and disincentives for behavior change related to resilience capacities, new market-oriented activities, shifts in mindsets toward commercial livestock keeping; improved nutrition practices, improved agricultural and enterprise practices, financial/money management practices, and practices to mitigate climate change;
- ensuring that the Activities in northern Kenya learn over time – in collaboration with others – and use this learning to adapt implementation in order to achieve the expected outcomes and targets.
- harmonizing the MEL activities with FTF's Population Based Survey and USAID/KEA's GIS work in northern Kenya
- collaborating with and leveraging relationships with other USAID and GOK activities

(b) Key Personnel and Staffing and Management Plan

(1) Key Personnel & Staffing Plan

Long-term personnel for each Award are expected to have the requisite skill set to implement the innovative approach called for in the three Program Descriptions, achieve sustainable results, and coordinate and collaborate with complementary FTF and development partners and GOK activities. This skill set should include but not be limited to:

- Market systems development (livestock and other related market systems and livelihoods);
- Market-oriented livelihood development;
- Facilitating access to finance;
- Promoting employability and work readiness skill development among youth;
- Skills in developing local systems and improved governance, including a policy environment for market systems development;
- Facilitating improved governance and management (including rehabilitation) of resources, include rangeland and water;
- Drought cycle management;
- Conflict management;
- Human capital development, including literacy, numeracy and life skills;
- Health, nutrition, and hygiene practices and use of social behavior change (SBC) strategies;
- Market system facilitation approaches, including the use of 'good practice' principles, behavior change methodologies and tactics to address incentives and disincentives in the system;
- Facilitating improved resilience capacities and participation in increased economic opportunities at the community level;
- Gender integration and women's empowerment
- Youth integration
- Resilience programming, including the use of SLI to bridge humanitarian and development assistance and the use of shock-responsive programming;
- Developing programming that addresses gender and youth issues across activities;
- Collaborative learning and adaptive management, including but not limited to collaboration and coordination with other FTF activities;
- Skills in managing and leveraging grants to achieve results and increase benefits to female, male and youth actors; and
- Research, including action research and monitoring and evaluation, including approaches to measuring systemic change; and collaborative learning, including iterative learning and adaptive management approaches

  For the Leader Award, key personnel will include a Chief of Party, a Grants Manager, and up to three others selected by the Applicant. For Associate Awards 1 and 2, key personnel will include a Chief of Party and up to four others selected by the Applicant.

The Chief of Party (COP) (**for the Leader and for AA #1**) shall have the following skills and experience:

- Demonstrated expertise and a minimum of five years of chief-of-party experience in managing large (at least $5 million), complex livestock and/or agricultural development programs (the experience may include experience with donor projects, regional programs or country programs) with a private sector/market systems development and/or livelihoods focus, preferably within an African context. Additional experience that USAID will consider towards the five years' experience include experience as a Team Leader, or Country Director.
- Demonstrated ability to be collaborative across projects and strong communications and interpersonal skills, with evidence of ability to productively interact with a wide range and levels of organizations (government, private sector, NGOs, research institutions).

The Chief of Party (COP) (**for AA #2**) shall have the following skills and experience:

- Demonstrated expertise and a minimum of five years of managing complex programs, preferably those that are focused on community development (particularly pastoralist communities), improved community-led governance structures, natural resource management, NRM, and/or human capital development. Additional experience that USAID will consider towards the five years' experience include experience as a Team Leader, or Country Director. The experience may include experience with donor projects, regional programs or country programs)
- Demonstrated ability to be collaborative across projects and strong communications and interpersonal skills, with evidence of ability to productively interact with a wide range and levels of organizations (government, private sector, NGOs, research institutions).

The Grants Manager (**for the Leader Award**) shall have the following skills and experience:

- Five years of demonstrated experience and success in setting up and managing grants under grants/contracts, preferably related to value chain/market systems approaches
- Demonstrated knowledge of USAID financial and management systems, regulations and reporting requirements, and evidence of ability to, within those requirements, be creative and flexible
- Strong interpersonal and communications skills

As noted above, the Applicant should: (1) propose a minimum of two and no more than three additional key positions for each Award as part of their application; (2) indicate the need and importance of each of these key positions to the successful implementation of the Award; and (3) describe the duties for each of the nominated key positions as well as the minimum qualifications for each position.

The Applicant shall describe the proposed staffing plan for implementing each Program Description -and demonstrate how the entire team - together - meet the technical requirements laid out in the RFA and under each Award's objectives and sub-objectives. As part of the staffing plan, Applicants should identify the position titles as well as provide an organization chart. Long-term staff with previous regional and Kenyan experience is an added advantage. As part of the staffing plan, the Applicant should provide a supporting narrative that includes (1) all long-term staff positions, their duties, and their respective levels of effort, and (2) the roles and/or duties of short-term technical staff and their proposed level of effort, To the maximum extent feasible, Applicants should strive to hire Kenyans in key and non-key positions who demonstrate familiarity with the country's private sector development and agricultural sector as well as language and cultural expertise. In the event that the Applicant proposes Third Country Nationals in long-term positions, there shall be strong justification.

USAID/KEA recognizes the need for short-term technical assistance (STTA) to complement the skills and enhance the work of local staff. It is the preference of USAID/KEA that, to the extent possible, the Applicant engages short-term technical assistance resources available locally (in the East or Southern Africa Region) and actively promotes South-South technical assistance to foster South-South exchange and minimize travel costs.

(2) Management Plan

Factors under this criterion include, but are not necessarily limited to, the following:

a) Suitability of management structure including organization of any and all sub-awards
b) Consortium structure and technical strengths of each organization
c) The selection process for engaging local Kenyan entities as sub-awardees and or partners.

Program set-up should be efficient and cost-effective in order to devote as high a percentage of the budget as possible to programmatic activities. After the start-up phase, the Applicant's operations in the primary office should be self-sufficient and able to respond directly to inquiries of various types in English from USAID/KEA and the host-country government. The preference is to have key senior staff who can communicate at a highly proficient level in English. USAID encourages the use of Kenyan nationals where possible.

Applicants should provide an overview of the proposed management of the program, including the number and location of offices, quality and previous experience of the applicant in implementing similar programs in developing countries, especially in Kenya. Technical consortia that bring together organizations with different technical expertise relevant to the proposed program components are strongly encouraged. Gender and youth expertise on the technical team is essential.

Associate Awards: The Applicant should describe how the Associate Awards will be organized and managed to minimize duplication of home office and local office management structures. Applicants should propose a holistic management structure that encapsulates the three awards, while ensuring cost effectiveness, maximizing the skills of staff and minimizing duplication of the responsibilities of the three CoPs. This includes the combined strength of the proposed partners, proposed staff and reporting relationships within and between each of these organizations, and experience in collaborating with other programs in the target areas in implementing complementary activities. Include location where proposed staff will be based.

Applications should include a signed letter of commitment from all consortium partners, which may be included in an annex described below. They should also describe the staffing and management plan for review, selection and oversight of any sub-awards made to local partners.

(c) **Past Experience**

Applicants must offer evidence of their technical resources and organizational expertise in addressing relevant problems and issues described in the program components. The Applicant shall demonstrate its ability to field qualified staff, ability to work with host governments, local organizations and ability to coordinate and mobilize resources and manage a broad range of activities within a limited timeframe as well as offer good value for USG funds.

The technical application should include in the Annexes a list of relevant contracts, grants, task orders, etc. implemented by the applicant. The quality of Applicant's past experience on previous RFAs with USAID and other U.S. government agencies will be assessed. The principal factors to be assessed are the following:

- The overall quality of performance;
- Timeliness of performance;
- Cost control performance;
- End-user satisfaction with performance; and
- Performance of key personnel.

The Applicant must provide past performance references for itself and each major sub-implementing partner or grantee. Major sub-implementing partners are categorized as those that constitute 20% or more of the total proposed amount for each award. Care should be taken to establish the relevance of past experience to this program and the basis for reliance upon that experience as an indicator of success on this program. Information in this section should include (but is not limited to) the following:

- Brief description of organizational history/expertise;
- Pertinent work experience and representative accomplishments in developing and implementing programs of the type required under the proposed RFA;
- Collaboration, including collaborative learning and cross-project implementation, as well as cooperation with donors and host country governments
- Evidence of a successful record of implementing similar programs. Applicants should describe U.S. Governmental and/or privately funded contracts, grants, cooperative agreements, and others involving similar or related programs received by your organization during the five years before the application, providing further details in Past Experience References in an Annex;
- Relevant experience with proposed approaches; and
- Institutional strength as represented by the breadth and depth of experienced sub-recipient capabilities and expertise.

(3) Required Annexes -

The stated page limitations of the body of the application exclude the following authorized attachments. Applicants should retain for their records one copy of the Application and all enclosures that accompany their Application. The authorized attachments specified below shall not be counted towards the technical application page limit; however, any attachments other than those specified below shall not be read.

a) Draft First-Year Work Plan
b) Draft MEL Plan

c) Organizational Chart: Applicants must submit a detailed organizational chart inclusive of the three Awards for USAID's review. The organizational chart should be both structural and functional. At a minimum, it should clearly define the communication and reporting structure for Key Personnel and all program staff in Kenya. The supervisory responsibility, authority, and accountability for all staff should be included in the chart. Relationship with the home office may be included, as can STTA staff, where appropriate. Functionally, the chart should include bullets to briefly describe job functions and roles of staff. The chart should not exceed three pages in length.

d) Curriculum Vitae of the key personnel: Applicants must submit curriculum vitae of all key personnel, limited to three pages each.

e) Past Experience References

Past Experience: The Applicant should present up to three of the most recent contracts, grants, or cooperative agreements, not necessarily with USAID, in which the primary Applicant has implemented similar or related programs. This information is to include programs of similar complexity and magnitude involving technical assistance to the education sector. If the Applicant is a consortium, provide information on past experience for all identified partners.

Reference information is to include the contract information for an official point of contact, award or contract numbers, and a brief description of the work performed by the Applicant's partners and/or sub-awardees/sub-recipients. Copies of certificates of Program Completions or any evidentiary documentation should be forwarded as an Annex to the technical application.

Past Experience: Applicants may supply a table showing previous experience by award, not to exceed one page. In the table list, show the following:

- Name of awarding organization or agency;
- Address of awarding organization or agency;
- Place of performance of services or program;
- Award number;
- Amount of award;
- Term of award (begin and end dates of services/program);
- Name, current telephone number, current fax number, and email address (if one is available) of a responsible technical representative of that organization or agency; and
- Brief description of the program

f) Start-up plan in table format (note that there is no preferred format as long as it is presented clearly)

g) Environmental compliance plan

h) Letters of commitment from consortium partners

COST APPLICATION INSTRUCTIONS/FORMAT

The cost application is to be submitted via a **separate e-mail** from the technical application. Certain documents are required to be submitted by an applicant in order for the Agreement Officer to make a determination of responsibility. However, it is USAID policy not to burden applicants with undue reporting requirements if that information is readily available through other sources. The cost application will reflect the proposed costs of the Leader as well as Associate Awards Number One (1) and Two (2). The cost application consists of:

- The **SF-424**, Application for Federal Assistance; **SF-424A**, Budget Information – Non-Construction Program; and **SF-424B**, Assurances – Non-Construction Programs. These forms may be downloaded from the following website: https://www.grants.gov/web/grants/forms.html);
- A summary budget;
- A detailed/itemized budget;
- A budget narrative explaining costs to be incurred. **The budget narrative must explain all proposed costs**; and
- Other administrative documentation as required.

The following sections describe the documentation that applicants for an Assistance award must submit to USAID prior to award. While there is no page limit for this portion, applicants are encouraged to be as concise as possible, but still provide the necessary detail to address the following.

There is no required budget format for this RFA, but please ensure that your cost application is clear, and that **all** costs are supported.

Figure 1 – RFA Illustrative Budget Template

	Line Item
1	Labor
2	Travel
3	Supplies
4	Other Direct Costs
5	Training
6	Equipment
7	Construction
8	Subcontracts
9	Overhead, G&A, & Sub-handling
	Total Direct Costs
10	Indirect Costs
11	Cost share

Please be sure that the budget includes at least the following elements:

- The breakdown of all costs associated with the program according to costs of, if applicable, headquarters, regional and/or country offices;
- The breakdown of all costs in the program, in the same detail and format as the budget template;
- Potential contributions of non-USAID or private commercial donors to this agreement, including, the breakdown of the financial and in-kind contributions (cost sharing*) of all organizations involved in implementing this agreement;
- Summary of program vs administrative costs.

- Construction costs, if any, must be included in their own cost category of the budget. Please refer to ADS Help Document "USAID Implementation of Construction Activities" (https://www.usaid.gov/sites/default/files/documents/1868/303maw.pdf) for additional guidance and definitions.

Detailed budgets and supporting notes and justifications should also include the following:

(a) The name, annual salary, fringe benefits and expected level of effort of each person charged to the program.
(b) If not included in the indirect cost rate agreement negotiated with the U.S. Government, specify the applicable fringe benefit rates for each category of employee, and all benefits covered by the rate.
(c) The same information shall be provided for individual consultants as for regular personnel.
(d) Allowances should be broken down by specific type and by person and must in accordance with the applicant's policies. All salaries, benefits and allowances must be based on written compensation policies of the employer organization.
(e) Other direct costs such as visas, passports and other general costs should be separate cost line items.
(f) Travel, per diem and other transportation expenses should be detailed in the financial plan to include number of international trips, from where to where, number of per diem days and rates. Per Diem and other travel allowances must be based on written travel policies of the employer organization.
(g) Details of all home office support to be provided.
(h) Specific budget details and narrative information, in addition to the percentage and total dollar amount of the proposed cost-share contribution.
(i) Cost-share***** (see note below), once accepted, becomes a condition of payment of the federal share.
(j) No profit shall be included in the prime award

*****Note on Cost Sharing: Please note that Applicants should estimate the amount of cost-sharing resources to be mobilized over the life of the agreement and specify the sources of such resources, and the basis of calculation in the budget narrative. Applicants should also provide a breakdown of the cost share (financial and in-kind contributions) of all organizations involved in implementing the resulting Cooperative Agreement.

Also include:

a) Details of sub-award arrangements to the extent they are known at the time of application development. In case there are multiple organizations and partners, please explain as clearly as possible the management structure and how the parties are going to interact. If there are formal legal arrangements such as sub awards or sub contracts please clearly explain how these are to be structured and list past experience between the organizations.

   NOTE: If sub-awards are anticipated and not explained in the original application, the Agreement Officer's approval (after award) may be required before the sub agreement may be executed.

b) Certification for compliance:

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).

c) A copy of the organization's US Government Negotiated Indirect Cost Rate Agreement (NICRA), if applicable***** (see note below).

d) Applicants should submit additional evidence of responsibility they deem necessary for the Agreement Officer to make a determination of responsibility. The information submitted should substantiate that the Applicant:

1. Has adequate financial resources or the ability to obtain such resources as required during the performance of the award.

2. Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, non-governmental and governmental.

3. Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance.

4. Has a satisfactory record of integrity and business ethics; and

5. Is otherwise qualified and eligible to receive a cooperative agreement under applicable laws and regulations (e.g., EEO).

*****NOTE on Negotiated Indirect Cost Rate Agreement (NICRA): Applicants must provide a copy of the most recent NICRA negotiated with your organization's cognizant US Government agency, if there is one. If your organization does not have a NICRA with a US Government agency, you may elect **one** of the following options:

1. To charge a *de minimis* rate of 10% as described in 2 CFR 200.414 (https://www.ecfr.gov/cgi-bin/text-idx?SID=ec86cce8b12d73244903878b8eff667c&mc=true&node=se2.1.200_1414&rgn=div8).
2. To charge all costs as direct costs, and not include proposed indirect costs in the proposed budget
3. To submit the following documentation in the absence of a NICRA, where the Applicant seeks to charge an overhead rate other than the 10% de minimus rate noted above:
    - Reviewed Financial Statements Report: a report issued by a Certified Public Account (CPA) documenting the review of the financial statements was performed in accordance with Statements on Standards for Accounting and Review Services; that management is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework and for designing, implementing and maintaining internal control relevant to the preparation. The account must also state the he or she is not aware of any material modifications that should be made to the financial statements; or
    - Audited Financial Statements Report: An auditor issues a report documenting the audit was conducted in accordance with Generally Accepted Auditing Standards (GAAS), the

financial statements are the responsibility of management, provides an opinion that the financial statements present fairly in all material respects the financial position of the company and the results of operations are in conformity with the applicable financial reporting framework (or issues a qualified opinion if the financial statements are not in conformity with the applicable financial reporting framework.

NOTE: The award will not provide for the reimbursement of pre-award costs.

[END OF SECTION D]

SECTION E – APPLICATION REVIEW INFORMATION

Overview

The criteria presented below have been tailored to the requirements of this particular RFA. Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, **applicants should organize the narrative sections of their applications in the same order as the selection criteria**.

USAID/Kenya and East Africa intends to evaluate the applications and award an agreement without discussions with the applicants. However, USAID reserves the right to conduct discussions if the latter is determined by the Agreement Officer to be necessary. Therefore, the initial offer should contain the applicant's best terms from a technical and cost/price stand point.

The technical applications will be evaluated in accordance with the Technical Evaluation Criteria set forth below. Thereafter, the cost application of all applicants submitting a technically acceptable application will be opened and costs will be evaluated for general reasonableness, allowability, and allocability. To the extent that they are necessary, negotiations will then be conducted with all applicants whose applications, after discussion, presentation and negotiation, have a reasonable chance of being selected for award. Awards will be made to responsible applicants whose applications offer the greatest value, cost and other factors considered.

USAID may request clarification and supplemental materials from applicants whose applications have a reasonable chance of being selected for award. The entry into discussions is to be viewed as part of the review process and shall not be deemed by USAID or the applicants as indicative of a decision or commitment upon the part of USAID to make an award to the applicants with whom discussions are being held.

Awards will be made based on the ranking of applications according to the selection criteria identified below. Applicants will be assessed on the quality of the overall design and the extent of understanding of the Program Description, a technical approach that is comprehensive and feasible, a proposed management plan that is sound, cost effective, and able to implement the project, and a staffing plan that provides expertise covering the full range of skills required to achieve the goal and objectives of this activity.

Review and Selection Process

The Selection Committee will be constituted consistent with ADS 303.3.6.3. Please note that the Agreement Officer makes the final selection.

APPLICATION REVIEW INFORMATION:

I. TECHNICAL EVALUATION

Applicants will submit three applications (for the Leader, Associate Award #1 and Associate Award #2). Each will be evaluated separately. The technical evaluation criteria are tailored to the requirements of this RFA and are set forth below based on a **300 points scale**. Applicants should note that these criteria serve to: (a) identify the significant matters which the Applicants should address in their applications and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, applicants must organize the narrative sections of their technical application with the same headings and in the same order as the selection criteria. There are three criteria against which the Technical Proposal will be evaluated: 1) Technical Approach, 2) Key Personnel, Staffing and Management Plan/Institutional Capability, and 3) Past Performance/Experience. The maximum possible points for each of these criteria are outlined in the table below.

	Leader	Award #1	Award #2
(a) Technical Approach	**45**	**45**	**45**
Technical discussion Plan for effective management and use of grants Illustrative first-year work plan Draft MEL Plan			
(b) Personnel, Staffing & Management Plan	**45**	**45**	**45**
Personnel and staffing plan Management plan			
(c) Institutional Capacity & Past Performance/Experience	**10**	**10**	**10**

(a) TECHNICAL APPROACH (45)

Applicants will provide a technical approach for each award (e.g., Leader, Associate Award #1 and Associate Award #2) that will be evaluated holistically, i.e., based on all three applications. The technical approach will take into consideration the Northern Kenya context, development challenges in Northern Kenya, other USAID/KEA activities, including but not limited to, FTF and Title II, GOK, and donor activities, and the past achievements/successes of the USAID/KEA activities that will serve as the foundation for the Activity in Northern Kenya. The Technical Approach will be evaluated based on:

- A technical discussion (defined in Section D) that articulates the Applicant's approach to achieving the three activities' purposes and objectives, as summarized by the Results Framework for each activity. The technical discussion will be evaluated based on its soundness (given the rationale underlying the proposed approach) and appropriateness for achieving the activity's purpose and objectives, including – but not limited to - the integration of women and youth. Further, the proposal will be evaluated on the extent to which the Applicant's problem statement demonstrates a thorough and complete understanding of the context, challenges, needs and priorities for this activity's implementation in Northern Kenya; the approach incorporates contextually appropriate new and existing technologies to achieve objectives and the issues raised in the Program Description regarding approach; the methods proposed are cost-effective and adaptable to a dynamic and varied implementation context. The approach must also demonstrate understanding and the inclusions of facilitation principles referred to in the Program Description.

- Demonstrates an effective plan for managing and using grants to stimulate and support learning as well as planned outcomes. The plan will be evaluated based on its effectiveness for using grants in flexible, strategic and cost-effective ways to buy down risk, stimulate private sector engagement, promote innovative practices and technologies, and stimulate learning and adaptation for ensuring results.
- An illustrative First-Year Work Plan (that further articulates the Applicant's approach). The work plan will be evaluated based on its clarity and appropriateness (given the theory of change) for achieving expected outcomes, layering and collaborating with other USAID- and GOK-funded activities, and building-in sufficient flexibility to learn and adapt.
- A MEL Plan will be evaluated based on the appropriateness of indicators for measuring outcomes (including intermediate outcomes and outputs) and results, cost effectiveness in terms of data collection, effectiveness for managing the activity and learning about what works.

(b)PERSONNEL, STAFFING & MANAGEMENT PLAN (45)

The Applicant's plan to manage the Award and extent to which this plan is appropriate for achievement of the activity's purpose, objectives, and expected outcomes with regard to the Program Description, is largely dependent on the staffing and personnel capabilities. This section will consist of a discussion of the skills required to achieve the technical results defined in the Program Description, an explanation of the staffing approach to ensure these skills are available to the Recipient and resumes of proposed key personnel. Evaluation under this sub-factor includes the overall staffing plan and approach, as well as the capabilities of specific key personnel. Section D elaborates on what is needed under this criterion. Personnel and staffing plan will be evaluated based on:

- The appropriateness of the person proposed for the key personnel positions, including a review of their experience in areas relevant to the successful implementation of the proposed activity, their education, other skills and performance history as shown through references and/or other sources;
- Appropriateness and expertise of other long-term personnel and other specialists or experts that the Applicant proposes to use to perform the award contemplated by the RFA;
- Realism and effectiveness of the overall staffing plan, i.e., the extent to which the proposed team, STTA, sub-awards (if any) and partnership agreements (if any) have the mix of requisite skills and relevant experience to achieve expected outcomes; and
- Effectiveness of the staffing plan to maximize, for purposes of sustainability, the use of staff from Kenya to staff positions.

The Applicant's management plan will be evaluated based on:

- The clarity, feasibility and cost-effectiveness of the plan to manage the geographic scope and complex relationships with local organizations and systems, other FTF activities, the relevant GoE programs, other development partners, and local government authorities;

- A coherent management structure which demonstrates effective organizational and supervisory mechanisms and processes to achieve the targets, goals, and results desired under this activity (the management plan should also include a clear approach for the grants mechanism).

- Demonstrated capacity and experience of the Applicant to start up in a timely fashion (e.g., registration with GOK authorities, effective systems, procurement, post-award administration);

- Communication strategy and procedures that support activity implementation, coordination, and collaboration and achieve participatory and adaptive learning: Among the program management team members, with USAID, GOK and Government Donor Groups, and among local and international partner institutions;

- Plan for collaboration and coordination with other USAID-funded activities and development partners.

(c)INSTITUTIONAL CAPACITY & PAST EXPERIENCE (10)

Institutional Capacity and Performance/Experience information will be used for both the responsibility determination and best value decision. USAID may use performance information obtained from other than the sources identified by the Applicant or proposed sub-awardees, including, but not limited to, the Past Performance Information Retrieval System (PPIRS). USAID will utilize existing databases of performance information and solicit additional information from the references provided in Section D of this RFA and from other sources if and when the Agreement Officer finds the existing databases to be insufficient for evaluating an Applicant's institutional capacity and performance.

(a) The Applicant's institutional capacity will be evaluated based on:

  - Demonstrated capacity and experience of the Applicant to start up in a timely fashion (e.g., registration with GOK authorities, effective systems, procurement, post-award administration), maintain positive customer satisfaction, manage (technically, administratively and financially) a project of similar type, size, and complexity and to deliver the required results; and

  - Demonstrated experience and ability of home- and in-country office to provide full managerial, financial, and technical support and oversight for an award of this type.

  If the performance information contains adverse past performance information to which the Applicant or sub-awardee has not had a prior opportunity to respond, USAID will provide the Applicant an opportunity to comment on it prior to its consideration in the evaluation, and any Applicant comment will be considered with the adverse performance information.
  USAID will initially determine the relevance of similar performance information as a predictor of probable performance under the subject requirement. USAID may give more weight to performance information that is considered more relevant and/or more current. Performance in the Africa region, especially in Kenya, and that relates to the technical areas identified in the Program Description is the most highly relevant types of performance.

(b) The Applicant's performance information determined to be relevant will be evaluated in accordance with the elements below (NOTE – the bullets below are not sub-factors and no specific points or weights are associated with these considerations):

  - Quality of product or service, including consistency in meeting goals and targets;

- Timeliness of performance, including adherence to schedules and other time-sensitive project conditions, and effectiveness of home and field office management to make prompt decisions and ensure efficient completion of tasks;
- Business relations, addressing the history of professional behavior and overall business-like concern for the interests of the customer, including coordination among sub-awardees, and with host country partners; cooperative attitude in remedying problems; and timely completion of all administrative requirements;
- Customer satisfaction with performance, including end user or beneficiary wherever possible;
- Effectiveness of key personnel, including appropriateness of personnel for the job and prompt and satisfactory changes in personnel when problems with clients were identified; and
- Cost control, including forecasting costs as well as accuracy in financial reporting, ensuring that unnecessarily expensive technical assistance is not used when lower cost advisors are adequate, and pacing the expenditure of level of effort such that required products/reports and outputs can be produced within budget.

II. COST EVALUATION

While cost is less important than technical and is not weighted, the cost applications of the apparently successful technical applications will be evaluated for cost effectiveness including the level of proposed cost share. Other considerations are the completeness of the application, adequacy of budget detail and consistency with elements of the technical application. In addition, the organization must demonstrate adequate financial management capability, to be measured for a responsibility determination.

The application with the lowest estimated cost may not be selected if award to a higher priced technical application offers a greater overall benefit for the program. All evaluation factors other than cost, 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.

Cost Sharing

USAID encourages a cost share contribution from the recipient of the award. Leveraged non-USAID resources from private firms and institutions (such as equipment, training, level of effort and any in-kind contributions) may be considered part of cost share. Cost sharing may be also demonstrated either through direct funding, beneficiary contributions, in-kind assistance, or a combination thereof. USAID shall make the final determination and assess whether or not the Applicants cost share contributions (e.g. categories or items) meet the standards set in 2CFR 200.

[END OF SECTION E]

SECTION F – AWARD AND ADMINISTRATION INFORMATION

(1) USAID reserves the right to make awards without discussions. Successful applicants can expect to receive a notice of award signed by the Agreement Office which serves as the authorizing document. Unsuccessful applicants will be notified by letter sent electronically from the Agreement Officer. Notification will be sent electronically to the person indicated on the cover page of the application. Debriefings will be considered if requested in writing within 10 days of notification from the Agreement Officer.

Award of the agreement contemplated by this NFO cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While USAID anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either a fully executed Agreement or a specific, written authorization from the Agreement Officer.

(2) This award will be administered in accordance with the applicable Standard Provisions as laid out in ADS 303 (https://www.usaid.gov/sites/default/files/documents/1868/303.pdf). USAID does not anticipate any deviations from the Standard Provisions.

(3) Reporting Requirements - The resulting award will require the following reporting requirements:

a. Annual Work Plans

The Recipient will develop an annual work plan within 60 days of the effective date of the award. The plan will be reviewed and approved by the Agreement Officer's Representative (AOR) within thirty (30) days after receipt of the draft work plan. 60 days before the end of each USAID fiscal year, the Recipient will submit to the AOR an annual work plan for the following fiscal year. The work plans will include proposed activities for the given year, time frame for implementation of annual activities, detailed budget, review of previous year's accomplishments (if applicable), problems, and progress towards achieving award results and proposed annual accomplishments and progress towards achieving results.

b. Monitoring, Evaluation and Learning (MEL) Plan

Within 90 days of award the Recipient will submit a Monitoring, Evaluation and Learning (MEL) Plan for the life of the activity that derives from the activities outlined in the program description. The MEL will outline key program activities, indicators of achievement, and associated annual and life-of-project targets. This plan will be reviewed and approved by the AOR.

c. Quarterly Performance Reports

The Recipient will submit quarterly reports that give insight into the progress of planned activities. The narrative report will include qualitative and quantitative information describing activities carried out and specific results achieved during the quarter. In addition, the narrative report will indicate key implementation challenges encountered and how they were or are planned to be resolved. To the extent that the PMP includes quarterly targets, this should be reflected in the narrative report. Reporting periods will coincide with USAID fiscal year quarters, with reports due no later than thirty (30) days after the end of each quarter (e.g. February 1, May 1, August 1, November 1), or by any other schedule agreed upon with the USAID AOR. The report should also include budgeted versus actual expenditures (along with a brief analysis of any variance) and estimated accruals for the quarter.

d. Quarterly Financial Reporting

The Recipient will submit electronic copies of Financial Reports (quarterly SF 425 and final SF 425) in keeping with 22 CFR 200. The SF 425 must be submitted via electronic format to the U.S. Department of Health and Human Services (http://www.dpm.psc.gov). In addition, copies of all final financial reports shall be submitted to M/FM and the AOR.

e. Annual Reports

Within 60 days after the close of each USAID fiscal year, the Recipient will submit to the AOR a comprehensive annual report that reflects the progress of program activities over the last year. (This report would complement, not replace, the relevant quarterly reports.) The report, based on the approved PMP but not necessarily limited to such, should indicate the results and impact the program is having on the target beneficiaries.

f. Closeout Plan

Six months prior to the completion date of the agreement, the Recipient will submit a demobilization plan for Agreement Officer approval. The demobilization plan shall include a) draft property disposition plan, b) plan for the phase-out of in-country operations, c) delivery schedule for all reports or other deliverables required under the agreement, and d) timetable for completing all required actions in the demobilization plan, including the submission date of the final property disposition plan to the Agreement Officer

g. Final Report

The final performance report is a detailed report which summarizes the accomplishments and impact in relation to the expected results, in accordance with the approved PMP. It should contain a three-page executive summary, an index of all reports and information products produced under the agreement, and should discuss the elements in 2 CFR 328.

The report shall be submitted no later than 90 days after the end-date of the agreement to the Agreement Officer, and the AOR. In addition, an electronic copy must be submitted either:

a) Online: http://dec.usaid.gov
b) By mail (for pouch delivery):

    DEXS Document Submissions
    M/CIO/KM/DEC
    RRB M.01-010
    Washington, DC 20523-6100

For questions on DEC submissions, contact:
M/CIO/KM/DEC
Telephone: +1 202-712-0579 E-mail: DocSubmit@usaid.gov

[END SECTION F]

SECTION G – AGENCY CONTACTS

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

Caroline Bertolin Hillas
Regional Agreement Officer
U.S. Agency for International Development
Kenya and East Africa Regional Mission
United Nations Avenue, Gigiri
P.O. Box 629 Village market 00621
Nairobi, Kenya
E-mail: cbertolin@usaid.gov

[AND]

Ketan Sood
Senior Acquisition and Assistance Specialist
U.S. Agency for International Development
East Africa Regional Mission
United Nations Avenue, Gigiri
P.O. Box 629 Village market 00621
Nairobi, Kenya
E-mail: ksood@usaid.gov

Any prospective applicant desiring an explanation or interpretation of this RFA must request it in writing by the date listed on the cover letter to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of a Cooperative Agreement will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

[END SECTION G]

SECTION H – OTHER INFORMATION

The award resulting from this RFA will be administered in accordance with 2 CFR 200, Chapter 303 of USAID's Automated Directives System (ADS-303), relevant U.S. Office of Management and Budget (OMB) Circulars, and the USAID standard provisions for U.S. Non- Governmental Organizations.

ADS 303 is available at: https://www.usaid.gov/sites/default/files/documents/1868/303.pdf. 22 CFR 226 is available at: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl. Applicable OMB Circulars are available at: https://www.whitehouse.gov/omb/information-for-agencies/circulars. Standard Provisions for U.S. Non-Governmental Organizations are available at: https://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf.

Resulting award to Public International Organizations (PIOs, or IOs) will be administered in accordance with Chapter 308 of USAID's ADS including the Standard Provisions set forth in ADS 308.5.15 (ADS 308 is available here: https://www.usaid.gov/sites/default/files/documents/1868/308.pdf).

Potential for-profit applicants should note that USAID policy prohibits the payment of fee/profit to the prime recipient under grants and cooperative agreements. However, if a prime recipient has a subcontract with a for-profit organization for the acquisition of goods or services (i.e., if a buyer-seller relationship is created), fee/profit for the subcontractor is authorized. Additional information is available at: https://www.usaid.gov/sites/default/files/documents/1868/303sai.pdf

Standard Provisions for Non-U.S. Non-Governmental Organizations are available at: https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf.

The USAID Inspector-General's "Guidelines for Financial Audits Contracted by Foreign Recipients" is available at: https://oig.usaid.gov/sites/default/files/guidelines_for_financial_audits_contracted_by_foreign_recipients_02-09-2009.pdf.

ENVIRONMENTAL COMPLIANCE:

1a) Section 117 of the Foreign Assistance Act of 1961, as amended, requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (http://www.usaid.gov/policy/ads/200/), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities.

1b) In addition, the Recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

2 USAID prepared and approved an Initial Environmental Examination (IEE) for the program funding this grant (***Attachment 1***). The IEE covers activities expected to be implemented under this grant. USAID has determined that a Negative Determination with conditions applies to one or more of the proposed activities. This indicates that if these activities are implemented subject to the

specified management conditions, they are expected to have no significant adverse effect on the environment. The Recipient shall be responsible for implementing all IEE conditions pertaining to activities to be funded under this award.

3a) The IEE contains one or more Negative Determinations with conditions relevant to this program pertaining to sub grants and sub awards. This requires the Recipient to: Complete an environmental mitigation and monitoring plan (EMMP) describing how the Recipient will, in specific terms, implement the management conditions that apply to the above proposed project activities within the scope of the award. The EMMP shall include monitoring the implementation of the required mitigation measures and their effectiveness. The attached IEE has a template EMMP.

4a) A provision for sub-grants is included under this award. The Recipient will be required to use an Environmental Review Form (ERF) checklist found at http://www.encapafrica.org/documents/AFR-EnvReviewForm-20Dec2010.doc to screen grant proposals to ensure the funded proposals will result in no adverse environmental impact, to develop mitigation measures, as necessary, and to specify monitoring and reporting. The Recipient is responsible for ensuring that mitigation measures specified by the ERF checklist process are implemented.

5b) The Recipient will be responsible for periodic reporting to the USAID Agreement Officer's Representative, as specified in this Program Description of this award.

REPORTING OF FOREIGN TAXES

(a) Reports. The Contractor must annually submit a report by April 16 of the next year.

(b) Contents of Report. The reports must contain: (i) Contractor name. (ii) Contact name with phone, fax and email. (iii) Agreement number(s). (iv) Amount of foreign taxes assessed by a foreign government [each foreign government must be listed separately] on commodity purchase transactions valued at $500 or more financed with U.S. foreign assistance funds under this agreement during the prior U.S. fiscal year. (v) Only foreign taxes assessed by the foreign government in the country receiving U.S. assistance are to be reported. Foreign taxes by a third party foreign government are not to be reported. For example, if an assistance program for Lesotho involves the purchase of commodities in South Africa using foreign assistance funds, any taxes imposed by South Africa would not be reported in the report for Lesotho (or South Africa). (vi) Any reimbursements received by the Contractor during the period in (iv) regardless of when the foreign tax was assessed plus, for the interim report, any reimbursements on the taxes reported in (iv) received by the Contractor through October 31 and for the final report, any reimbursements on the taxes reported in (iv) received through March 31. (vii) The final report is an updated cumulative report of the interim report. (viii) Reports are required even if the Contractor/recipient did not pay any taxes during the report period. (ix) Cumulative reports may be provided if the Contractor/recipient is implementing more than one program in a foreign country.

(c) Definitions. For purposes of this clause: (i) "Agreement" includes USAID direct and country contracts, grants, cooperative agreements and interagency agreements. (ii) "Commodity" means any material, article, supply, goods, or equipment. (iii) "Foreign government" includes any foreign governmental entity. (iv) "Foreign taxes" means value-added taxes and custom duties assessed by a foreign government on a commodity. It does not include foreign sales taxes.

(d) Where. Submit the reports to USAID/KEA/RFMS at nairobirfmspayments@usaid.gov

(e) Subagreements. The Contractor must include this reporting requirement in all applicable subcontracts, subgrants and other subagreements.

(f) For further information see http://www.state.gov/m/rm/c10443.htm.

[END SECTION H]

SECTION I – ATTACHMENTS

- Attachment 1 – Program Summary: Leader
- Attachment 2 – Program Summary: Associate Award #1
- Attachment 3 – Program Summary: Associate Award #2
- Attachment 4 – IEE

[END OF SECTION I]

ANNEX A: REGISTRATION IN THE SYSTEM FOR AWARD MANAGEMENT

IMPORTANT!!

Submission of applications must be accompanied with evidence that the potential Recipient has registered in the System for Award Management (SAM). This evidence may be in the form of a screenshot showing current registration in the system, or an e-mail from the system confirming registration (the page limitations do not apply to this requirement). **Applicants who fail to register successfully in SAM before submitting their applications will not be considered further for funding.**

The requirement for this registration is found at Automated Directives System (ADS) 303.3.5.3(d)(3), which states that each applicant must:

(i) Be registered in SAM before submitting its application;
(ii) Provide a valid DUNS number in its application; and
(iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

Refer to the following link: https://www.usaid.gov/sites/default/files/documents/1868/303.pdf

USAID is not permitted to make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

To complete the registration in SAM, a DUNS number will have to be obtained. Please visit http://fedgov.dnb.com/webform to obtain a DUNS number. USAID is not responsible for reimbursing applicants for any costs associated with obtaining a DUNS number. Should you have any questions on the process, please contact the D&B helpdesk at the following for assistance:

+1–800–234–3867 (Monday – Friday from 8 a.m. to 6 p.m. Eastern Standard Time) or e-mail govt@dnb.com

Once you have obtained a DUNS number, please find the detailed steps below in order to register in SAM:

1) Go to https://www.sam.gov/portal/public/SAM/
2) Click on “Create an Account.”
3) Choose an “Individual Account.”
4) Once you complete creating an individual account, a link will be sent to the email address you will provide during registration. Click on that link and log in to activate your account.
5) Once you log in, agree to usage agreement.
6) Click on “Manage Entity” and then click on “Register New Entity.”
7) Follow each of the listed steps and click on submit

Should you have any questions on the SAM registration process, please use the following numbers:

Monday – Friday from 8 a.m. to 8 p.m. Eastern Standard Time

U.S. Calls: 866–606–8220
International Calls: +1–334–206–7828
DSN: 866–606–8220

The process for applying for a DUNS number and registration on the SAM website can be lengthy. **We therefore strongly encourage applicants to begin the process immediately.** If you have already registered in SAM and already have a DUNS number, include this evidence as part of your application.

[END OF ANNEX A]