



# USAID | CAMBODIA

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The Office of Acquisition and Assistance (OAA)

Questions and Answers posting date: March 19, 2015

Amendment 1 issuance date: March 19, 2015

Subject: Request for Applications (RFA) Number RFA-442-15-000002 for  
Cambodia Countering Trafficking-In-Persons (CTIP) Program

The U.S. Agency for International Development (USAID) hereby posts, pursuant to the above-referenced RFA, Amendment 1 (Attachment 1), questions and answers received during the question period.

Cordially,

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ATTACHMENT 1

**RFA-442-15-000002, AMENDMENT 1**

The purpose of this Amendment 1 is to provide answers to the questions as detailed below:

Q1. Please confirm that the United Nations agencies are eligible for CTIP funding and hold the requisite legal capacity to implement CTIP in Cambodia.

A1. Yes, this funding opportunity is open to all and unrestricted.

Q2. Please confirm that Joint applications (joint principle grant-holders) are eligible for CTIP funding

A2. Yes, however please clarify who is the prime applicant to receive the award.

Q3. Please confirm that Regional offices are able to manage the CTIP grant implementation through their Cambodia offices.

A3. Yes, but you should state in the technical application how the regional office will interact with the country office, as well as the proposed organizational structure of the project, and the point of contact with USAID/Cambodia.

Q4. Please outline the flexibility of the CTIP funds to be spent outside of Cambodia (for example, on identifying and supporting Cambodian victims of trafficking in destination countries, like Thailand and Malaysia)

A4. CTIP funds are flexible for cross border cooperation for victim protection.

Q5. Under the XXXX's framework, labor inspectors and those responsible for licensing of recruitment agencies are considered law enforcement officials. For the purposes of implementing Objective III of the RFA, is this a view shared by USAID?

A5. USAID will leave it up to the applicants to determine and justify their positions as to whether labor inspectors are considered law enforcement officials, and if working with them is a viable activity under Objective III of the RFA.

Q6. Regarding the technical and cost application package attached to the recently released RFA titled "Cambodia Countering Trafficking-in-Persons (CTIP)" program, and mentioned under the section IV of the guidelines. Although further guidance is provided in this section, I'd like to make sure no important information, requirement or template are missing.

A6. Please follow Section IV of the RFA that provides instructions regarding the submission of the cost and technical application package. There are no other requirements at this time. Please monitor [www.grants.gov](http://www.grants.gov) for any additional requirements or amendments to the RFA.

Q7. We would like to request a one-week extension of the deadline for the Counter Trafficking in Persons Program RFA (RFA No. RFA-442-15-000002) to April 10, 2015

A7. No, the due date will remain April 3, 2015.

Q8. Is there the possibility to seek an exemption from the geographic code for this RFP?

A8. Geographic codes relate to the purchase of supplies and services during the implementation of the project. Such waiver requests will be considered during implementation on a case-by-case basis.

Q9. USAID discusses Transition Awards (Section I.F, p. 11-12). Please confirm that any transition award funds (up to five applicants at a maximum value of \$500,000 per year per award, up to three years, for a maximum anticipated value of \$7.5M) will be funded directly by USAID and is not considered part of the CTIP applicants' budgets.

A9. The transition awards will not be funded through the CTIP budget. USAID will provide funding directly to those Transition Awards.

Q10. P. 11 of RFA states, "The applicant will be expected to provide a capacity building plan, including what kind of capacity building measure will be put in place in conjunction with the sub-award component of the program, which may include coordination with CCSS project, CBCLO and/or other donor funded or locally run capacity building programs." Please clarify whether the capacity building is related to the anticipated transition awards.

A10. Correct, the capacity building is related to the anticipated transition awards.

Q11. What is the expected relationship between the recipient and sub recipient, if any, once USAID has issued transition awards?

A11. USAID may issue a transition award to a CTIP sub-recipient during the implementation of the CTIP program. In this case, the relationship between the CTIP prime implementer and sub-recipient will still continue as the prime and sub in addition to USAID's separate transition award. Another scenario could be that USAID issues a transition award to an organization that was previously a sub-recipient under CTIP. In this case, USAID would be the sole manager of the award. In either case, USAID

expects that CTIP and the transition awardees to coordinate and complement each other's activities.

Q12. Please consider excluding cover page, table of contents, and executive summary from the 25-page limit (p.18-19, A. Technical Application Format).

A12. No. The cover page, table of contents, and executive summary are counted toward the 25-page limit.

Q13. USAID has requested past performance information in both the Technical (page 19) and the Cost applications (RFA p. 24, under "6. Pre-award certifications...", Item #6 on p. 14 in the linked Certification packet). Please confirm that applicants may avoid duplication of the past performance information by including this information exclusively in the technical application volume.

A13. Past performance information should be part of the Technical application only. The Pre-award certifications, assurances and other statements of the recipient does not discuss the past performance information.

Q14. In Section IV.2.B. Cost Application, Sections 6 and 7 (.p. 24), please confirm that these instructions refer exclusively to the prime applicant and do not include reference to any proposed subawardees.

A14. We confirm that these instructions refer exclusively to the prime applicant.

Q15. Please advise where the applicant may include organizational letters of commitment/partnership/collaboration and whether such letters may be excluded from the page limitation.

A15. Organizational letters of commitment/partnership/collaboration should be attached to the Technical Application as an Annex, and they do not count towards the page limitation. Please see SECTION IV—APPLICATION AND SUBMISSION INFORMATION

Q16. Section IV.2.A.iv (Technical Application Format, Technical Approach, p. 19) states that "Particular attention shall be given to the Guiding Principles detailed in the RFA Program Description...", but we have found no other reference to "guiding principles". Please clarify to which text in the RFA this sentence refers.

A16. Please prepare your technical approach base on the detailed Program Description and disregard the reference to the Guiding Principles.

Q17. In Section V.1.A. (Technical Evaluation Criteria, p. 28), the "Institutional Capability" section of the table includes a reference to "sub-grantor capacity" (first bullet). Please

provide clarification on what Applicants should address on the topic of “sub-grantor capacity”.

A17. The prime applicant should describe its institutional capability to effectively manage sub-grantees.

Q18. On Page 19 of the RFA, under Section iv. Technical Approach, Guiding Principles are mentioned. However, the RFA does not include Guiding Principles in the Program Description. Could USAID please provide the Guiding Principles for this program?

A18. Please refer to the response to question 16.

Q19. For the past performance table on page 19 of the RFA, how many programs and projects should be included and how recent?

A19. Submit at least 3 past performance references for at least 3-5 similar programs that the applicant has implemented over the past three years.

Q20. How does the past performance matrix in Annex 5 differ from the past performance table on page 19 of the RFA that is to be included in the technical application? Should the same past performance information be listed in both places, or just in Annex 5?

A20. The past performance information can be listed in Annex 5, which will be attached to the technical application.

Q21. In the middle of page 7, the RFA states that “applicants are strongly encouraged to identify businesses with whom the implementer can engage in partnerships to reduce supply chain risks that could cause human trafficking.” If possible, could USAID expand on this idea with an example or two of possible activities?

A21. One possible example could include partnerships with private sector entities to provide viable jobs to the most at-risk populations in exchange for CTIP providing vocational training and job placement services.

Q22. In Section IV (B) (ii) of the RFA, it states the detailed budget must include “Costs for environmental compliance implementation and monitoring.” Similar to Section IV (B) (iv), can USAID provide additional information on the type of costs that should be captured under this category?

A22. USAID anticipates that the CTIP program will be a categorical exclusion, meaning that no environmental mitigation or monitoring plan will be required and therefore no budget is anticipated for this line item. However, if applicants anticipate that their activities will have an impact on the environment, they should include a line item for

environmental compliance and implementation and monitoring. For more information, applicants can refer to 22 CFR 216.

Q23. In Section IV (B) (iii), can applicants use the Contractor Employee Biographical Data Sheet (SF 1420) to meet the one page certification requirement for key personnel?

A23. We leave this up to the discretion of the applicant.

Q24. For the Salaries paragraph of Section IV (B) (iv) of the RFA, please advise if applicants must submit the same CVs as required for Annex 2 in Section IV (A) by adding salary history for each key and essential personnel as part of the cost application in addition to the one page certification required under Section IV (B) (iii)?

A24. No, the CV is not required under this section, Cost Note/Budget notes.

Q25. The RFA mandates that at least 20% of the total budget be given to local organizations, through small grants. Can sub-grants to international NGOs be included in that sub-awards portion? Or, is the 20% only for local NGOS?

A25. The 20% is only for local NGOs.

Q26. Can a consortium of partners, including inter-governmental organizations and international non-governmental organizations, apply to the RFA? The RFA appears to be silent on whether a consortium can apply.

A26. Yes, this funding opportunity is open to all and unrestricted.

Q27. If one of the partners in a consortium applies as a partner, can they also be a partner in other consortiums, or do they need to have an exclusive relationship with only one lead applicant?

A27. Yes, they can be a partner in other consortiums. However, this relationship should be clearly specified.

Q28. Once the 20% for NGOs has been taken into account, can any of the remaining amount be used for a Fixed Price Contract to INGOs? If so, what are the limits on a Fixed Price Contract?

A28. In addition to the 20% set aside for local NGOs, there are no limitations on fixed price contracts.

Q29. Can funding be allocated to a local University through a Fixed Price Contract?

A29. Yes, if the University is a private institution of higher learning.

Q30. To what extent can project resources be allocated for activities outside of Cambodia in compliance with working with neighboring (receiving) countries?

A30. CTIP funds are flexible and can be used in neighboring (receiving) countries.

Q31. At what stage in the project are transition awards likely to begin? Will they overlap at all with the project?

A31. The transition awards will likely begin in the mid-point of CTIP and/or anytime thereafter.

Q32. Are letters of support needed from applicants who have ongoing working relationship with the National Committee and also have signed MoUs with government Ministries?

A32. No, in fact USAID does not encourage the applicants to approach the National Committee or other parts of the government to seek letters of support or MoUs, as this could be overly burdensome on government counterparts. However, we do encourage applicants to consult with relevant counterparts as they design their technical approaches.

Q33. In terms of your 3-pronged approach, expanding economic opportunity, identifying survivors and increasing prosecution, are they weighted equally in the proposal review process? What if an applicant meets 2 out of the 3 objectives?

A33. To be considered responsive to the RFA, applicants must propose technical approaches that address all three CTIP objectives. That does not mean, however, that resources should be divided equally among the three objectives. This will be up to the discretion of the applicants.

Q34. How strong should our relationship with the Ministry of Education be prior to submitting the application? Prior to project start date, if selected?

A34. An existing relationship with the Ministry of Education is not required. However, applicants should note in their technical applications if they have an existing relationship that would help in the implementation of CTIP.

Q35. How many total awards will be made?

A35. One award will made as a result of this RFA

End of Questions &Answers