



USAID
FROM THE AMERICAN PEOPLE

PHILIPPINES

DATE: May 4, 2021

SUBJECT: NOTICE OF FUNDING OPPORTUNITY (NOFO) NUMBER
72049220RFA00005, Amendment 1

PROGRAM TITLE: Pacific Regional Initiative and Support for More Effective
Counter-Trafficking in Persons (RISE-CTIP)

Dear Prospective Applicants:

The purposes of this amendment are to:

1. Revise/add the following information in the NOFO:

a. Cover page, new closing date and time has been revised to reflect, “**May 24, 2021 12NOON MNL local time**”.

b. Sections A.8.2 (page 23) and D.4.1 (page 36) - Key Personnel: DCOP position descriptions has been revised to reflect, “**Deputy Chief of Party (DCOP):** The COP will be assisted by an able Deputy Chief of Party (DCOP) who will be responsible for providing day-to-day project leadership in the management of operational staff and grants under the agreement. S/he will assist the COP in management and decision-making and ensuring that project activities are meeting client and stakeholder expectations. S/he will be responsible for the oversight of the project’s operations reporting functions for ensuring compliance with the terms of the agreement, including oversight of the grants program. S/he will supervise the project’s administration staff, providing oversight to the overall project management and human resources functions. S/he will ensure adherence to USAID administration policies and procedures and ensure that all documentation is complete and compliant with the terms of the reference in the agreement.

Requirements:

- **Bachelor’s degree** in the social sciences, international relations or other related field.
- At least 5 years relevant experience in managing and implementing human rights and similar or related development projects, preferably in the area of counter-trafficking in persons.
- Demonstrated success in designing, managing, and implementing technical assistance projects.
- Relevant experience in project operations and grants management.”

- c. Further Section B.4, Substantial Involvement (pg.25) delete the first sentence and replace with, ***“USAID anticipates making an award of a cooperative agreement.”***
- d. Page 43, Section D.9 Certifications, Assurance, and other Statements of the Applicant, delete first sentence in its entirety and replace with, ***“Pursuant to ADS 303.3.8, the applicant must affirm that the required certifications is submitted prior to the execution of the cooperative agreement remain valid”.***
- e. Page 51, Section F.3(a) revise to delete “will be finalized with the AOR within 45 days upon completion of the co-development workshop”. Replace with, ***“will be finalized with the AOR within 45 days”.***

This amendment does not obligate USAID to execute an award, nor does it commit USAID to pay any costs incurred in the preparation and submission of applications. Furthermore, the U.S. Government reserves the right to reject any and all applications, if such action is considered to be in the best interest of the U.S. government. All other terms and conditions of this funding opportunity remain the same.

Sincerely,

Beatrice Conde  Digitally signed by Beatrice
Conde
Date: 2021.05.04 23:11:30 -04'00'

Supervisory Agreement Officer
Regional Office of Acquisition and Assistance

General Questions

1. SAM – does a Public International Organizations status organization with existing SAM registration need to sign further certifications and/or assurances prior to submitting its full application?

USAID: Yes.

2. UN Operational Levy – what is the applicability of the United Nations operational levy under the agreement and the expectations of USAID regarding the process of its inclusion?

USAID: It will apply to a UNSDG entity in accordance with the [Operational Guidance on UN Coordination Levy](#).

3. Given COVID-19 travel restrictions, would USAID please consider extending the submission deadline to allow applicants to conduct stakeholder consultations in the target countries?

USAID: Yes. The closing date and time for receipt of applications is extended to May 24, 2021 at 12NOON Manila Local Time.

4. Per the cover page of the NOFO, the issuance date of the NOFO is April 19, 2021 with a Closing Date of May 11, 2021 resulting in a 22-day response time. With reference to 2 CFR 200.204(b), would USAID consider extending the Availability period to at least 30 total days?

USAID: Please see response to question 3.

5. On Page 32, Section D.3 of the NOFO states “The estimated start date identified in Section B of this NOFO must be used in the cost application.” However, Section B.3 (Page 25) only indicates that the estimated start date will be upon issuance of the final award. Please clarify what estimated start date Applicants should use in their cost applications.

USAID: On or about October 1, 2021.

6. On Page 33, D.4. Application Submission Procedures indicate for Applicants to submit the Technical Application and Budget notes/narrative in “PDF format and word.” Would USAID please confirm that Applicants are indeed required to submit the Technical Application and Budget notes/narrative in both formats?

USAID: Yes. Applicants must submit their Technical and Budget notes/narratives in PDF and word formats.

7. Please confirm that the requirements for font, spacing and margins in Section D.3 of the NOFO (page 32-33) apply only to the technical application, since a lot of documents in the cost application (e.g., NICRA, Certifications and Assurances) are already formatted.

USAID: Yes, the requirements apply only to the technical application.

8. The NOFO references “Major partnering organization(s)” (Section D.4, Page 39) and “Major Sub-Applicant” (Section D.8, Page 42), however, a definition for these terms is not given. Please define the criteria for a major partnering organization or major sub-applicant.

USAID: A major partnering organization or major sub-applicant is estimated at 20% or greater of the overall budget.

9. Selection of sub-grantees – what is the extent of the approval process for sub-grantees under the USAID agreement and is there scope for the recipient organization to conduct procurement autonomously applying its own internal rules and regulations?

USAID: Applicants must follow their own policies and procedures. Please also see Page 25, Sections B.4.c Substantial Involvement; Page 40, D.6. Approval of Subawards.

Technical Questions

10. Geographic location – The NOFO mentions 3 countries by name as prioritized, but requests implementation across 4 countries – please confirm which is the additional country, or can applicant unilaterally decide on the scope?

USAID: The applicant is required to propose the 4th country and provide a justification on the selection based on the TIP situation in that country and proposed technical approach.

11. Page 5 of the NOFO states, “In the initial phase, Pacific RISE-CTIP will prioritize Papua New Guinea (Tier 3), Fiji (Tier 2 Watch List), and Marshall Islands (Tier 2 Watch List).” As there is no further mention of phases in the NOFO, would USAID please clarify the meaning of “initial phase?”

USAID: The initial phase refers to the first 2 years of project implementation.

12. On Page 5, Section A.3 of the NOFO states that “In the initial phase, Pacific RISE-CTIP will prioritize Papua New Guinea (Tier 3), Fiji (Tier 2 Watch List), and Marshall Islands (Tier 2 Watch List).” Later, on Page 21, the NOFO states that “Pacific RISE-CTIP will be implemented

in four selected Pacific Island countries”. Please confirm that Pacific RISE-CTIP will be implemented only in the ***three*** selected Pacific Island countries as detailed in Section A.3.

USAID: Please see response to Question # 10.

13. Page 21 of the NOFO states, “Pacific RISE-CTIP will be implemented in four selected Pacific Island countries, particularly those where the human trafficking problem is more prominent and critical.” As Papua New Guinea, Fiji, and Marshall Islands are mentioned on Page 5:

- Would USAID kindly confirm whether Applicants should propose programming only in the named three countries, or rather, four countries?
- If four, would USAID please provide additional information on the selection procedure of the fourth country? Should Applicants propose a specific fourth country in their application, or will USAID select the fourth country during implementation?

USAID: Please see response to Question # 10.

14. For the Deputy Chief of Party requirements, would USAID consider and accept equivalent years of work experience in lieu of a graduate degree?

USAID: Sections A.8.2 and D.4.1 - Key Personnel: DCOP position descriptions has been revised to reflect, “*Deputy Chief of Party (DCOP)*: The COP will be assisted by an able Deputy Chief of Party (DCOP) who will be responsible for providing day-to-day project leadership in the management of operational staff and grants under the agreement. S/he will assist the COP in management and decision-making and ensuring that project activities are meeting client and stakeholder expectations. S/he will be responsible for the oversight of the project’s operations reporting functions for ensuring compliance with the terms of the agreement, including oversight of the grants program. S/he will supervise the project’s administration staff, providing oversight to the overall project management and human resources functions. S/he will ensure adherence to USAID administration policies and procedures and ensure that all documentation is complete and compliant with the terms of the reference in the agreement.

Requirements:

- Bachelor’s degree in the social sciences, international relations or other related field.
- At least 5 years relevant experience in managing and implementing human rights and similar or related development projects, preferably in the area of counter-trafficking in persons.
- Demonstrated success in designing, managing, and implementing technical assistance projects.
- Relevant experience in project operations and grants management.”

15. The Key Personnel requirements for Deputy Chief of Party (DCOP), Pages 23 (Section A.8) and 37 (Section D.4), indicate that a “Graduate degree in the social sciences, international relations or other related field” is required. Please confirm that a candidate with “**at least a bachelor’s degree** in the social sciences, international relations or other related field” would be considered with “**at least 6 years** of relevant experience”.

USAID: Please see response to Question 14.

16. The responsibilities of the Deputy Chief of Party (DCOP) position on Pages 23 (Section A.8), 36 (Section D.4), and 37 (Section D.4) indicate that this position is primarily responsible for the overall operations, grants, administration, and human resource functions. Given that M&E is a more technical function, would USAID consider removing the “oversight of monitoring, evaluation” requirement from the DCOP position, allowing applicants to propose an alternative oversight of M&E in their position descriptions and organizational chart/staffing plan?

USAID: Please see answer to Question 14. The Applicant should propose a qualified candidate for the M&E function based on their technical approach.

17. Please confirm that the roles and responsibilities of Key Personnel in Section A.8 are illustrative, in that Applicants can re-assign them among Key Personnel according to the strengths and experience of their candidates.

USAID: No. The position descriptions are the minimum required qualifications for each position.

18. On Page 25, Section B.2 of the NOFO states “The following are the ***illustrative*** standard counter trafficking in persons indicators. The recipient ***shall*** track and report on the progress of the activities through <bulleted list>.” Would USAID please clarify whether these are *illustrative* indicators, or *required* indicators?

USAID: The standard F indicators are required and custom indicators are illustrative.

19. On Page 51, Section F.3(a) of the NOFO mentions that the draft Year 1 implementation plan submitted with the application “will be finalized with the AOR within 45 days upon completion of the co-development workshop.” However, a co-development workshop is not mentioned in any other part of the NOFO. Will USAID confirm if there will be a co-development workshop for this NOFO and when it is expected to take place.

USAID: Section F.3(a) has been revised. The Draft Year 1 implementation plan submitted with the application “will be finalized with the AOR within 45 days”. The reference to a co-development workshop associated with this deliverable has been removed.

Cost Questions

20. Indirect Cost Rate Agreement – if applicant is a Public International Organizations what should it submit in lieu of the NICRA?

USAID: Please see page 40, subsection 3 and page 41, Section D.8 of the NOFO.

21. Cost-sharing – will there be a requirement to provide financial statements or financial reports on the 10% contribution during the financial reporting?

USAID: Yes. USAID will monitor financial reports to ensure that the recipient is making progress towards meeting the required cost share.

22. On Page 43, D.9. Certifications, Assurances, and other Statements of the Applicant states: Pursuant to ADS 303.3.8, the applicant must affirm that the required certifications submitted prior to the execution of the Leader award remain valid. Would USAID please confirm that the Certifications, Assurances, and other Statements of the Applicant need to be submitted with the initial application instead?

USAID: Page 43, D.9. Certifications, Assurances, and other Statements of the Applicant, the text has been revised to delete “prior to the execution of the Leader award” and replace with, “prior to the execution of the Cooperative Agreement”.

23. Section D.9, Certifications, Assurance, and other Statements of the Applicant (pg.43) requires the applicant to “*affirm that the required certifications submitted prior to the execution of the Leader award remain valid.*” Thus implying the existence of a Leader Award.

Further Section B.4, Substantial Involvement (pg.25) states “*USAID anticipates award of an associate cooperative agreement.*” This also could imply the project will be issued under an existing Leader Award, since Associate Awards may be issued under existing Leader Awards.

However, Section C.1, Eligible Applicants (pg.30) states “*Eligibility for this NOFO not restricted.*”

Because an Associate Award under an existing Leader Award, may restrict applicants who do not hold the Leader Award from applying, we kindly request a prompt response from

USAID to clarify this NOFO will result in a stand-alone Cooperative Agreement, which will not be issued under any existing Leader Award.

USAID: Please see response to Question # 22.