



USAID | GUATEMALA

FROM THE AMERICAN PEOPLE

March 27, 2019

Subject: **Notice of Funding Opportunity (NOFO)**
Request for Applications (RFA) No. 72052019RFA00003 - Amendment No. 1

Program Title: **Sustainable Forest Management Project**

Dear Applicants:

This Amendment No. 1 to subject NOFO is hereby issued to make the following changes:

1. In the Cover letter and wherever else it appears, extend the Closing Date for submission of applications from April 10, 2019 to April 16, 2019. The Closing Time remains the same: 12:00am (Guatemala Time).

Section A – Program Description

2. Attachment 1 – List of Illustrative Indicators, replace the number of temporary and permanent jobs resulting from support to sustainable production activities with the following:
“E.G.5-2 Full-time equivalent employment of firms receiving USG assistance”
3. Attachment 1 – List of Illustrative Indicators, replace “Value of incremental sales of timber and non-timber forest products and tourism services” with:
“EG.5-1 USD sales of firms receiving USG-funded assistance”.

SECTION D: APPLICATION AND SUBMISSION INFORMATION

4. Page 35, item c, delete bullet No. 4 in its entirety and replace it with the following:
 - *“10 point font can be used for graphs, charts and text boxes. Tables however, should comply with the 12 point Times New Roman requirement”.*

5. Page 37, 5. Technical Application Format, add at the end of the page the following:

“e) Acronym list (it will not count toward the page limitations)”

6. Page 38, g) Management Plan, Staffing and Key Personnel, add at the end of this sentence the following:

“The page limit for any narratives for the Management, Staffing and Key Personnel sections should be not more than five pages. Supporting charts, tables, matrices, etc. should be included as Annexes.”

7. Page 40, h) Institutional Capabilities and Past Performance (6 pages maximum). Delete this item in its entirety and replace it with the following:

“h) Institutional Capabilities and Past Performance (6 pages maximum): Applicants should describe their overarching principles and approach to program management. An overall organizational structure should be presented, by which the Sustainable Forest Management team will operate, and with description of how entities and individuals fit within the organizational structure.

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

(See Section E - Merit Review Criteria).”

8. Page 40, i) Past Performance for three previous awards, add at the end of this item the following:

“Use Past Performance table under Section D, Page No. 57 to provide this information and include it as an Annex, per instructions on Page No. 40, item i) Annexes.”

9. Page 40, i) Annexes, delete third bullet and replace it with the following:

- *"Past performance for three previous awards (Use Past Performance table under Section D, Page No. 57 to provide this information)."*

10. Pages 40, i) Annexes, add a fifth bullet that says *"USAID allow submission of additional annexes other than those listed, as required"*.

11. Page 47, h) History of Performance. Delete first paragraph of this section and replace it with the following:

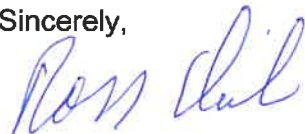
"The applicant should provide information regarding its recent history of performance for all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs, not to exceed 3 awards in the past five years, as follows:"

SECTION F - FEDERAL AWARD ADMINISTRATION INFORMATION

12. Attachment No. 1 to this RFA includes the list of answers to all questions received.

All other terms and conditions of the NOFO remain without change and in full force.

Sincerely,



Ross Hicks
Agreement Officer

Sustainable Forest Management Questions and Answers RFA 72052019RFA00003

Section A – Program Description

1. Generating quality, independent data on the state of wildlife populations could potentially help community forest concessions obtain renewal – if the data are positive (as mentioned in the RFA, preliminary surveys portend extremely positive results). Could USAID confirm that it would support biological monitoring efforts in the region as part of the overall program alongside other monitoring efforts (e.g., remote sensing)?

Response: Yes

2. How are “incremental” gains in income to community organizations defined? Will implementers have to demonstrate a causal linkage between AID investments and improved income to community organizations, and if so how? How should such increases be differentiated from simple upwards trends in the market for forest products, that in turn provide gains in income?

Response: Increase in income due to the project will be measured by the illustrative indicators in Attachment 1. This is measured by conducting surveys with a sample of project beneficiaries. The surveys should be carried out at the beginning, middle and end of the project. Survey responses should be compared in order to determine if any change in income has occurred due to the project interventions. Further causal linkages could be measured through impact evaluations and/or focus groups. While USAID is not requiring impact evaluations or focus groups, applicants are encouraged to propose the best approach to measuring and communicating results from the project.

Community organizations

3. Page 27: USAID mentions community organizations such as the Association of Forest Communities of Petén (ACOFOP) and the Federation of Cooperatives of the Verapaces (FEDECOVERA) that play a crucial role in achieving and maintaining gains in conservation, prosperity and security. Given that engagement with umbrella groups such as ACOFOP and FEDECOVERA has been pre-identified as key for the achievement of the proposed objectives, we understand that proposals submitted for this RFA must propose working with these two organizations. Will USAID confirm that such organizations (and other Guatemalan organizations) may not be included exclusively in one applicant’s submission to the exclusion of all other applicants?

Response: This RFA cannot require ACOFOP and FEDECOVERA to elect to be or not to be exclusive with an applicant. ACOFOP and FEDECOVERA are independent organizations and may choose to participate in applications as they determine best for their activities and objectives.

4. Page 27: the RFA states that “Community organizations, and the umbrella groups that represent them, including but not limited to the Association of Forest Communities of Petén (ACOFOP) and the Federation of Cooperatives of the Verapaces (FEDECOVERA), play a crucial role in achieving and maintaining gains in conservation, prosperity and security.... It is critical to continuously engage these groups throughout the life of the project, to ensure inclusive, sustainable gains are achieved.”

Can USAID kindly confirm that these groups, specifically the ones named, should not enter into exclusive arrangements with any single consortium?

Response: See response in No. 3 above.

SECTION C – ELIGIBILITY INFORMATION

Eligible Applicants

5. Page 32: “It is a requirement that the organization is legally registered in the country of Guatemala.” Does this only apply to the prime organization on the proposal, or also to any sub-grantees?

Response: Yes, it is a requirement that the prime organization is legally registered in the country of Guatemala. If the applicant is a U.S. Organization and it is not registered in the country at the time of the award, the registration process should be completed during the first year of project implementation or sooner. This requirement also applies to any sub-grantee.

Cost Sharing or Matching

6. Page 32: USAID states that USAID intends to provide \$18.5 million in total USAID funding for this project. In Section C, Eligibility Information, on page 32 of the RFA, item number 2 Cost Sharing or Matching, USAID states the minimum recipient cost share of 15% of the projected award amount.

Response: The \$18.5 million is the Total Estimated Cost (USAID share). The 15% (approximately \$2.7 million) cost share is additional to the USAID share.

7. Page 32 & ANNEX 1: Could USAID clarify whether the estimated \$18.5 million is intended to be inclusive of recipient Cost Share so that the Total Award Budget, per the Summary Budget Template in Annex 1 of the RFA, would total \$18.5 million or does the \$18.5 million apply to the total Estimated Cost (USAID share) so that an Estimated Cost of \$18.5 million with an additional 15% in Cost Share (\$2,7 million) would yield a Total Award Budget of \$21.2 million?

Response: See response in No. 7 above

Section D – Application and Submission Information

General Content and Form of Application

Preparation of Applications

8. Page 34: States “the Business Application should present the costs, and address risk and other related issues.” What kind of risks or other related issues is this referring to?

Response: This is template text included with the instructions to the applicant for all USAID cost applications worldwide. It is incumbent upon the applicant to identify and disclose any risks or other issues related to the budget which the applicant may perceive in the cost application. Examples of this kind of risk/issue might include local inflation and fluctuations in the exchange rate between the US dollar and the local currency, depending on which country in the world is the place of performance.

9. Page 34/35: “Applications should comply with the following;” The sixth bullet states, “The estimated start date identified in Section B of this NOFO should be used in the cost application.” However, no start date is given in section B. Please confirm estimated start date so we can consider it for budget purposes, or should we prepare budget for 5 years without specific dates?

Response: As stated in page No. 30, the estimated start date of this project will be upon the signature of the award and the anticipated period of performance is five (5) years. Please prepare budget for 5 years without specific dates.

10. Page 35: USAID requests 12-point Times New Roman font for the body and for tables and 10-point font for charts and graphs. May applicants use 10 pt. font for text boxes as well?

Response: Yes

Application Submission Procedures

11. Page 36: I am interested to apply to this opportunity. I already registered in the official website but I cannot click the button "apply" (Can you please help me with this).

Response: NOFO was published in Grants.gov. You can access it in this link: <https://www.grants.gov/web/grants/view-opportunity.html?oppld=313485>. Applications in response to this NOFO should be submitted by email only to guatemalaproposals@usaid.gov. Please refer to page No. 36 of this NOFO for submission instructions.

Technical Application Format

12. Page 37: USAID lists the required sections of the application with page limits. An acronym list is not mentioned. May applicants include an acronym list that does not count toward the page limitations?

Response: Yes

Technical Approach

13. Page 38: This Section gives the Technical Approach a maximum page limit of 20. Can USAID confirm that these 20 pages are for the Technical Approach only and not an overall limit inclusive of other required sections?

Response: USAID confirms that the maximum page limit of 20 is for the Technical Approach only.

Management Plan, Staffing and Key Personnel

14. Page 38: Pages 37-40 of the RFA include prescribed page limits for each section of the application except the Management Plan, Staffing, and Key Personnel section. Can USAID either confirm there is no page limit for the Management Plan, Staffing, and Key Personnel section or provide a prescribed page limit for that section?

Response: The page limit for any narratives for the Management, Staffing and Key Personnel sections should be not more than five pages. Supporting charts, tables, matrices, etc. should be included as Annexes.

15. Page 38: What is the page count maximum for the Management Plan, Staffing and Key Personnel section described on page 38 and 39 of the Technical Application Format section?

Response: See response in No. 14 above

16. Page 38: Page limits are given for every section of the proposal except the Management Plan, Staffing, and Key Personnel section. Could USAID confirm if there are limits for this section and what they are?

Response: See response in No. 14 above

17. Page 38: Could USAID confirm that the staffing plan table/matrix goes in an annex alongside the organizational chart?

Response: See response in No. 14 above

18. Page 38: Please confirm the page limit for the management/personnel plan .

a. **Response: See response in No. 14 above**

19. Page 38: If there is a page limit, will USAID allow the staffing plan, position descriptions, and matrix of all proposed personnel and their skills—required on Page 39—to be included in an annex?

Response: See response in No. 14 above

Institutional Capabilities and Past Performance

20. Page 40: Instructions seem to be more for the Management Plan, Staffing, and Key Personnel section and do not align with the merit review criteria in Section E.2.D. Could USAID clarify and, if necessary, provide additional instructions and page limits on what should be included in the Institutional Capabilities and Past Performance section?

Response: Applicants should describe their overarching principles and approach to program management. An overall organizational structure should be presented, by which the Sustainable Forest Management team will operate, and with description of how entities and individuals fit within the organizational structure.

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

(See Section E - Merit Review Criteria).

Past Performance for three previous awards:

21. Page 40 & ANNEX 2: Does USAID have a required template for providing Past Performance for three previous awards, and is there a page limit?

Response: Use Past Performance table under Section D, Page No. 57 to provide this information and include it as an Annex, per instructions on Page No. 40, item i) Annexes.

22. Page 40: Past Performance for Three Previous Awards is also listed as an annex. Can USAID confirm whether the Past Performance for Three Previous Awards should be included as part of the main body of the Technical Application (and if so, the maximum pages) or as an annex?

Response: See response in No. 21 above

Annexes

23. Page 40: Does USAID allow submission of additional annexes other than those listed?

Response: Yes

24. Page 40: Provides a list of four individual annexes to supplement the technical narrative. Will USAID accept an additional annex for lengthy requisite tables, charts, and graphics?

Response: See response in No. 23 above

25. Page 40: May bidders include annexes in addition to those listed on page 40 of the Technical Application Format section?

Response: See response in No. 23 above

26. Page 40: Mentions an Award Performance Report Format to be found in Annex 2. Please clarify if this format is found under a different name in Annex 2; if it refers to the Past Performance table under Section D in p. 57; or please provide the format required.

Response: See response in No. 21 above.

27. Page 40: In addition to the annexes listed in this section, may applicants include position descriptions, and a skills matrix as an additional annex (excluded from the page limit)?

Response: Yes

28. Page 40: A draft work plan is listed as an annex. Could USAID confirm that this draft work plan is for year one only?

Response: Yes

History of Performance

29. Page 47: What is the number of years and number of awards that USAID would like information for? Our recommendation would be to make this section consistent with the technical application and limit the awards to three in the past five years.

Response: Three in the past five years is acceptable.

30. Page 47: The RFA details the "History of Performance" that is to be included in the cost volume. Could USAID confirm that this is in addition to what is required in the technical volume and, if so, provide the missing information concerning the "desired number of years or number of awards" to address in this section?

Response: USAID confirms that the "History of Performance" is to be included in the Business (Cost) Application, per instructions included in Page No. 47 of the RFA. The applicant should provide information for three previous awards during the past five years.

31. Page 47: What is the maximum number of years or number of awards to be included and from how many previous years?

Response: See response in No. 30 above.

SECTION E - APPLICATION REVIEW INFORMATION

Technical Approach

32. Page 56: USAID refers to the proposed approach “using a Theory of Change (ToC)” and subsequently refers to “the applicant’s proposed ToC.” Yet on Page 13, USAID’s Program Description stipulates a Theory of Change. Does USAID want applicants to adopt USAID’s ToC or propose an alternative ToC?

Response: Applicants are asked to demonstrate in detail how the proposed approach will reduce deforestation and achieve the desired results using a Theory of Change (ToC). Offerors are encouraged to refer to the publication “Using Results Chains to Depict Theories of Change in USAID Biodiversity Programming” found here: http://pdf.usaid.gov/pdf_docs/PA00M8MW.pdf. A draft situation model for each geographic area is needed and a draft ToC should be proposed for the entire project.

33. Page 56: In the second paragraph, the RFA says “An individual ToC should be provided for proposed work in the Western Highlands, Verapaces and Peten regions.” Would USAID clarify if applicants are expected to propose three TOCs, one for each geographic target area?

Response: Applicants are asked to demonstrate in detail how the proposed approach will reduce deforestation and achieve the desired results using a Theory of Change (ToC). Offerors are encouraged to refer to the publication “Using Results Chains to Depict Theories of Change in USAID Biodiversity Programming” found here: http://pdf.usaid.gov/pdf_docs/PA00M8MW.pdf. A draft situation model for each geographic area is needed and a draft ToC should be proposed for the entire project.

34. Page 56: States that “an individual ToC should be provided for proposed work in the Western Highlands, Verapaces, and Peten regions.” Can USAID confirm that they wish to see an overall project theory of change and separate theories of change for each of the 3 regions, for a total of four?

Response: Applicants are asked to demonstrate in detail how the proposed approach will reduce deforestation and achieve the desired results using a Theory of Change (ToC). Offerors are encouraged to refer to the publication "Using Results Chains to Depict Theories of Change in USAID Biodiversity Programming" found here: http://pdf.usaid.gov/pdf_docs/PA00M8MW.pdf. A draft situation model for each geographic area is needed and a draft ToC should be proposed for the entire project.

SECTION F - FEDERAL AWARD ADMINISTRATION INFORMATION

Climate Risk Management

35. Page 64: RFA states that "Applicants will consider the identified climate risks when proposing interventions and explain how they will account for these risks." Is it USAID's expectation that applicants will include this information in their proposal, or will this information be requested at a later stage? If this information must be submitted as part of the application, is it a requirement to use the Climate Risk Management Summary Table provided in attachment 5?

Response: Applicants will need to take these risks into consideration when proposing interventions and be prepared to explain how they will account for these risks post award in all Environment Mitigation and Management Plans (EMMP).

ATTACHMENTS SECTION

36. Please confirm if the Partner Information Form (Attachment No. 6) is required for the proposal submission? If so, would you prefer this to be included as part of the Technical Application or Business/Cost Application?

Response: USAID will vet the apparently successful Applicant (if required); therefore, USAID will notify the Applicant when to submit the USAID Partner Information Form.