



USAID | HAITI

FROM THE AMERICAN PEOPLE

Issuance Date: December 26, 2013
Questions and Comments: January 17, 2014
Closing Date and Time: February 6, 2014 12:00 noon, Port-au-Prince, Haiti local time

Subject: Request for Application: (RFA) # SOL-521-14-000004, "CIVIL SOCIETY PARTICIPATION IN HAITI'S BUDGETARY PROCESS"

Ladies and Gentlemen:

The United States Agency for International Development (USAID) is seeking applications from local organizations for an Assistance Agreement for funding a program entitled "Civil Society participation in Haiti's Budgetary Process". The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended.

The Recipient will be responsible for ensuring achievement of the program objectives. Please refer to the Program Description for a complete statement of goals and expected results.

Subject to the availability of funds, USAID anticipates being able to provide approximately \$400,000 in total USAID funding to be allocated for a period of 18 months. USAID reserves the right to fund any or none of the applications submitted.

Per ADS 303.3.6.6. (B) (2), under this RFA, **competition is limited local organizations.**

Applicants under consideration for an award that have 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.

For the purposes of this program, this RFA is being issued and consists of this cover letter and the following:

1. Section I – Funding Opportunity Description
 - 1) Program Description
 - 2) Authorizing Legislation
2. Section II – Basic Award Information
3. Section III – Eligibility Information
4. Section IV- General Application and Submission Information;
5. Section V – Application Review Information
 - 1) Technical Evaluation
 - 2) Cost Evaluation

6. Section VI– Award Administration Information.
7. Section VII-Agency Contacts

Awards will be made to the responsible applicants whose applications offer the greatest value to the U.S. Government. 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 grant(s) 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. Applications are submitted at the risk of the applicant; should circumstances prevent award of a cooperative agreement, all preparation and submission costs are at the applicant's expense

This RFA and any future amendments can be downloaded from <http://www.grants.gov>. Select “Find Grant Opportunities,” then click on “Browse by Agency,” and select the “U.S. Agency for International Development” and search for the RFA. In the event of an inconsistency between the documents comprising this RFA, it shall be resolved at the discretion of the Agreement Officer

Furthermore, in compliance with the attached documents requesting proposal submissions for the funding opportunity, all applicants are required to meet the following mandatory conditions:

- a) Registration for the Data Universal Numbering System (DUNS) at <http://fedgov.dnb.com/webform> and at SAM (system for Award Management) registration: <https://www.sam.gov/portal/public/SAM/>. As this process can take up to two weeks, we strongly urge applicants to immediately apply for a DUNS number well in advance of the submission deadline. While the DUNS number is not required to submit an application, it is a requirement before an award can be made. In addition, the possession of a DUNS number will facilitate the organization's future ability to apply for other USAID Grants and Contracts. (See in attachment the forms to fill out and should be returned along your proposal and the instructions regarding the DUNS Number and the registration in SAM.
- b) Proof of legal recognition provided by the Ministry of Social Affairs and Labor (MAST) and the copy of the legal status posted in “Le Moniteur,” the Haitian official gazette.
- c) Proof of legal registration signed off by the Ministry of Planning and External Cooperation.
- d) Please submit your proposal no later than February 6, 2014 at **12:00 noon Haiti local time** to the following e-mail: OAAhaiti@usaid.gov, nscott@usaid.gov and mgeffrard@usaid.gov. Include the following information: name of officer who will sign the award and the contact person at your organization, for discussion about the proposal.
- e) The subject must be stated as follows: Civil Society Participation in Haiti's Budgetary Process”.

- f) Please address any questions concerning this RFA in writing via e-mail to Mrs. Myriam Geffrard Acquisition and Assistance (A&A) Specialist, at mgeffrard@usaid.gov with copies to nscott@usaid.gov and to oaahaiti@usaid.gov, (see **Sections IV and VII** of this RFA.) no later **than January 17, 2014**. Applicants should retain for their records one copy of all enclosures which accompany their application.

Hoping this present opportunity will retain the attention of all concerned parties, the United States International Agency for Development in Haiti is looking forward to receiving any proposals that meet required standards as described in the documents.

Sincerely,



Nathaniel Scott
Agreement Officer
USAID/Haiti

Attachments:

- 1) Organizational Capacity Assessment (OCA) Tool**
- 2) Haiti's National Budget Calendar**

SECTION I – FUNDING OPPORTUNITY DESCRIPTION

I) PROGRAM DESCRIPTION

Civil Society Participation in Haiti's Budgetary Process

Executive Summary

USAID/Haiti's Office of Governing, Justly and Democratically will support an **eighteen month (18)** program aimed at supporting civil society in their efforts to increase government transparency and accountability in financial matters. USAID requests offerors to submit applications that will focus on increasing citizen participation and engagement in Haiti's national budget process.

I. Context

Civil society has reached an unprecedented and incredible level of influence around the globe today. An increasing number of civil society organizations are implementing, organizing and developing government transparency and accountability projects throughout the world largely due to the impact of democratic movements including advocacy for basic human rights such as the freedom of expression and association. Citizens feel a stronger need to participate in their community affairs. Problems of political, economic, social and environmental governance are no longer the domain of public authorities. Citizens are more and more interested in working with central government and local authorities on public policies.

The civil society sector is quite varied in its nature and action in many parts of the world. Some countries, generally older democracies, have a long tradition of civil society while citizens in newer democratic governments are starting to mobilize.

The Civil Society sector in Haiti is highly stratified, reflecting the socio-political and economic situation. Nonetheless, it is encouraging to see that Haitians are demonstrating their willingness to work with public authorities. They engage at all levels in a wide range of activities ranging from Chambers of commerce to grassroots organizations to human rights organizations.

While government efforts at increasing transparency and accountability are necessary, no government can hope to achieve these goals without the involvement of civil society actors. Haiti has an opportunity at present to make the necessary changes in its organizational structure and operations to adopt new and transparent ways of involving both citizens and civil society organizations in important accountability functions.

II. Program Definition

A. Program Purpose

This project, “Civil Society Participation in Haiti’s Budgetary Process,” aims to improve fiscal transparency in Haiti. It builds on previous work funded by USAID’s Office of Transition Initiatives (OTI) that promotes engagement of civil society in Haiti’s national budget process, supports the Executive and Parliament in preparation and oversight of the national budget, and better informs citizens, including outside Port-au-Prince, about their government’s finances. Implementers will manage an 18-month project that will review implementation of the current national budget and analyze the following year’s draft national budget. In doing so, they will engage directly with the government and other stakeholders and publicize results via public events, media outlets and the Internet. Budget analysis would focus not only on operations and investment spending in ministries, but also address the regional distribution of funds. The project is conceived to broaden participation in the national budget process while enabling more Haitians to become more active participants in Haiti’s nascent democracy. The project is intended to support the Action Plan on Fiscal Transparency for Haiti, especially as regards oversight of the investment budget and improved Finance Ministry oversight.

The project will contribute to greater fiscal transparency by strengthening civil society’s role, supporting the Executive and Parliament, and informing citizens about their government’s finances and funding budget priorities. It will facilitate both the supply of information available and create greater demand among key stakeholders for this type of information in the future. On the heels of work funded under a USAID/OTI pilot project, there is already growing momentum for a more transparent and participatory budgetary process.

This project reinforces that momentum and adds an innovative regional component, in support of the Haitian government’s policy of decentralization.

B. Expected Results and Illustrative Activities

a) Engagement of civil society in Haiti’s national budget process is promoted and improved.

The project will support civil society implementing partners in their efforts to increase government transparency and accountability in financial matters. It will strengthen the organizational capacity by providing Local Capacity Development (LCD) using our Organizational Capacity Assessment (OCA) tool ([Attachment I](#)), which will increase sustainability of local organizations and strengthen partner country system.

b) The Executive and Parliament are better supported and act in a more fiscally transparent manner in the preparation and implementation of the national budget.

To support the Executive and Parliament, the project will fund roundtable and other meetings with key officials, including consultations with the Supreme Audit Institution (SAI), the Senate, the Chamber of Representatives, the Finance and Budget Committees, dealing with preparation, approval and implementation of the national budget. These meetings will in turn feed into the analytical work of the implementer. Roundtable meetings will also include representatives of the private sector as well as the donor community to ensure their perspectives are considered

in the budgetary process. The project includes engagement with officials and other stakeholders outside Port-au-Prince.

c) Citizens, especially those residing outside the capital Port-au-Prince, are better informed and engaged concerning their local government's finances and the budgetary process.

The implementers will develop a handbook on the budgetary process, including the budget preparation cycle, analysis of revenues, expenditures, and public participation opportunities. The project will also support communication and dissemination of the implementer's analysis by providing funding to cover fees associated with press conferences, website development and maintenance, publication of articles in local newspapers and radio spots. This includes at least two public events to be held outside of Port-au-Prince, such as the northern city of Cap Haitian and the southern city of Les Cayes. At the end of the project, the implementer will provide a plan ensuring the sustainability of the budget process in Haiti.

C. Special Considerations

The project will be executed by one or more civil society organizations with previous experience and expertise analyzing budgets, engaging with stakeholders, and disseminating data analysis. USAID's Democracy and Governance, Economic and Commercial teams Section will administer the grant and oversee procurement in cooperation with USAID/OFM.

D. Project Management

An initial OCA will be performed within 90 days after the award and will establish a baseline and inform the scope of work for technical assistance needed to strengthen the recipient organization. A follow-up OCA will assess progress and allow course adjustments.

E. Substantial Involvement

USAID will be substantially involved with the successful Applicant during the performance of the Cooperative Agreement to ensure that implementation proceeds as planned and is consistent with the USAID's Strategic Objectives.

The USAID Agreement Officer Representative (AOR) for this activity will be substantially involved in the following areas:

The substantial involvement elements anticipated under this award are listed below:

- Approval of Annual Work Plan
- Approval of the Monitoring and Evaluation Plan
- Approval of specified key personnel assigned to the positions listed below must be submitted for the approval by the AOR.
 - Program Manager

- Economist
- Approval of the selection of all sub award recipients.

F. Reports

The Recipient will maintain open, timely and effective communications with USAID, resulting in a partnership that proactively addresses potential problems with flexible, workable solutions.

In addition to any reports that may be requested via technical directions under program activities, the recipient shall submit the following reports to the AOR, and when requested, to the Agreement Officer. These reports shall be submitted to USAID/Haiti in English, with Executive Summaries in French.

a) Monitoring and Evaluation Plan

Evaluating Technical and Financial Performance

The Technical Team will provide a revised monitoring and evaluation (M&E) plan, based on the draft M&E plan included in the proposal, within 30 days after the Cooperative Agreement award, for approval by the AOR. It will include collecting evidence and conducting analyses that will establish the baseline for the activities and sub-activities and their expected targets. The M&E plan will include a rigorous methodology for evaluating the impact of the intervention. Possible indicators of the impact could include:

- Frequency of civil society engagements beyond the scope of the project dealing with fiscal issues
- Number of modifications made to the national budget attributable to the analysis conducted under the project
- Number of newspaper articles or TV/radio segments dealing with budgetary issues
- Feedback from end-users of the proposed handbook on the budgetary process

b) Monthly Reports: The Technical Team will prepare concise monthly reports to evaluate achievements. The reports will outline progress made toward preferred outcomes per the project proposal and highlight any significant divergences between actual costs incurred and planned costs. The reports may also summarize the political context, agreement highlights, major upcoming activities, and problems encountered during implementation. In general, the report should not exceed 5 pages.

c) Quarterly Reports: The Technical Team will also submit quarterly reports reflecting results and activities of each preceding quarter. Reports are to be submitted within 15 days after the end of each calendar quarter. They should describe and assess overall progress to that date based upon agreed performance indicators, organized by preferred outcomes. The reports should also describe the accomplishments of the implementers and the progress made during the past quarter, including

information on key activities, both ongoing and completed during the quarter (e.g., meetings workshops, significant events). The quarterly reports should highlight any issues or problems affecting the conduct or timing of activities. Any outreach or press reporting about the activity should also be included with the reports. The quarterly reports should also include an update on project finances.

d) Quarterly Financial Reports:

Quarterly Financial Reports: Quarterly Financial Reports shall be due within 30 days following the end of each quarter corresponding to USAID's fiscal year from Oct. 1st through Sept. 30th. This report shall include a statement of **Quarterly Accruals** to allow USAID and the AOR to monitor the financial status of the project. Accruals should include the (a) total amount obligated; (b) total amount invoiced for, (c) total amount of expended but not yet invoiced for, and (d) remaining unexpended funds.

e) Final Report.

Final Report: The Technical Team will prepare a final report at the end of the project period. The report will summarize the accomplishments and shortcomings of the cooperative agreement, lessons learned, methods of work used, and recommendations regarding unfinished work and/or program continuation. The final report should also contain an index of all reports and information about outcomes achieved under the Cooperative Agreement. The final report should also discuss status and prospects of sustainability for the different components (technical & financial) of the institution implementer, (s). It should also include all financial data relating to the project. The draft report should be submitted no later than 15 days before completion of the project. The AOR will then have 10 days to provide comments, and then the final version of the report should be submitted no later than 30 days after the end of the Cooperative Agreement. The contents of such report should be appropriate for public dissemination.

The final report will include a description of the cumulative results achieved; final data compared to baseline data for all indicators included in the monitoring and evaluation plan; an assessment of the impact of the program, disaggregated by target group, summary of problems/ obstacles encountered during the implementation, and how those obstacles were addressed and overcome if appropriate, a summary of lessons learned, and any particularly important success stories. The recipient shall submit the original and three copies of the program final report to the AOR and the Agreement Officer, respectively. In addition, the recipient will provide, in electronic form, a copy of this report to one of the following:

- a. Via E-Mail: docsubmit@dec.cdie.org <<mailto:docsubmit@dec.cdie.org>>;
- b. Via U.S. Postal Service: Development Experience Clearinghouse, 8403 Colesville Road, Suite 210, Silver Spring, MD 20910, USA;
- c. Via Fax: (301) 588-7787; or
- d. Online: <<http://www.dec.org/index.cfm?fuseaction=docSubmit.home>>.

Participant Training: For all training activities financed under the Cooperative Agreement, conducted in-country, in the U.S., or in third countries, the Applicant must comply with Automated Directives System (ADS) Chapter 253 – Training for Development and other USAID/El Salvador specific policies and procedures governing the effective, efficient planning, design, and implementation of such training programs.

Gender Statement: Gender integration is an important part of all interventions. The project will collect, analyze aggregate data on gender participation or involvement, and undertake actions that will address identifiable gender-related issues.

G. Key Personnel

The Implementing Partner must maintain highly qualified key personnel that meet or exceed the minimum qualifications detailed below. A change in any of these key personnel must be approved by both the AOR and AO.

a) Program Director

The Program Director will oversee all aspects of the program to be carried out by the recipient. The individual will be the principal liaison with both the USAID Agreement Officer's Representative (AOR) and other U.S. Government officials as required as well as with key representatives of the Government of Haiti. The minimum qualifications for the Program Director are:

- A Master's Degree in Social Sciences, such as international development, social work, public policy or other areas directly related to providing services to civil society, or equivalent experience
- At least six years of progressively responsible experience in social development project management, with at least four years of experience with civil society organizations
- Strong communication, both oral and written, strong interpersonal skills, and the ability to develop excellent relations with Haitian counterparts and donor officials
- Sound understanding of development and social issues in Haiti; knowledge of Haitian counterparts and organizations active in the civil society sector is highly desirable
- Fluency in spoken and written French and English at the FSI 3/3 level; fluency in Haitian Creole is desirable

b) Economist

The economist will be responsible to manage the budget process. Must be able to develop and maintain an extensive range of intermediate to senior-level contacts in government (both US and GOH), international donors and private sector circles. Must be able to obtain, analyze and evaluate relatively complex data and to prepare precise and accurate, factual and analytical reports. Must have the ability to render advice clearly and objectively, and to solve routine problems with good judgment on own initiative. Must possess excellent interpersonal skills and be extremely flexible in adapting to changing operations and working relationships. The minimum qualifications for the Economist are:

- Possession of a Master degree in economics, preferably with a specialization in social development sector and civil society organizations.
- From three to five years of progressively responsible GOH budget nomenclature is required in economics, including experience in the analysis and interpretation of social development sector trends and presentation of findings in written and oral form.
- Level 3/3 (fluent) in written and spoken English and level V French and Creole are required
- Must have a comprehensive knowledge of host government social development sectors as it relates to economic strategy policies and other donor's programs and policies, strategies and practices in Haiti.

2) **AUTHORIZING LEGISLATION**

- c) The authority for this RFA is found in the Foreign Assistance Act of 1961 and the resulting award(s) will be administered in accordance with OMB Circulars, 22 CFR 226, and USAID's Automated Directives Systems (ADS) Chapter 303, "Grants and Cooperative Agreements with Non-Governmental Organizations" as applicable. These policies and regulations can be viewed or downloaded from USAID's Web Site <http://www.usaid.gov/business/regulations/>.
- d) Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to this program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the cooperative agreement. **USAID reserves the right to fund any or none of the applications submitted.**

e) **ENVIRONMENTAL REVIEW**

The Foreign Assistance Act of 1961, as amended, Section 117 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. [Offeror/recipient] environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this RFA.

No activity funded under this Cooperative Agreement will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation.")

As part of its Work Plan, and all Annual Work Plan thereafter, the Recipient in collaboration with the USAID AOR and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this Cooperative Agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation.

If the Recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.

Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

In addition, the contractor/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.

f) GENDER ISSUES

Gender issues are central to the achievement of strategic plans and Assistance Objectives, and activities under Civil Society Participation in Haiti's Budgetary process should help promote gender equality, in which both men and women have equal opportunity to benefit from and contribute to economic, social, cultural and political development; enjoy socially valued resources and rewards; and realize their human rights. The project will collect, analyze, sex-disaggregate data, and undertake actions that will address gender-related issues identified.

[END OF SECTION I]

SECTION II – BASIC AWARD INFORMATION

- 1) ESTIMATED FUNDING: Subject to the availability of funds, USAID intends to provide approximately **\$400,000 total for one award** to implement the “**Civil Participation in Haiti’s Budgetary Process Program**.” USAID may award with or without negotiations/discussions to one or more responsible applicant(s) whose application presents the best value to the government, cost and other factors considered. **USAID reserves the right to fund any or none of the applications submitted.**
- 2) PERFORMANCE PERIOD: 18 months from the date of Agreement Officer Signature.
- 3) AWARD TYPE: USAID anticipates the award will be a **Cooperative Agreement. Substantial Involvement** under the award is expected to be as follows:
 - Approval of the Recipient's Annual Work Plan.
 - Approval of Monitoring and Evaluation Plan.
 - Approval of Specified Key Personnel.
 - Approval of sub-grant agreements.
- 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) will be required to submit a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer. A Branding Implementation Strategy and Marking Plan shall be in accordance with USAID Branding and Marking plan as required per ADS 320. Refer to ADS 320, (<http://www.usaid.gov/policy/ads/300/>) specifically 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.

[END OF SECTION II]

SECTION III – ELIGIBILITY INFORMATION

- I) In accordance with ADS 303.3.6.6(B)(2) USAID may limit competition to local or regional (indigenous) organizations. Competition for this RFA is restricted to Haitian indigenous organizations.
- 2) USAID encourages applications from potential new partners.

[END OF SECTION III]

SECTION IV – APPLICATION SUBMISSION INFORMATION

I) SUBMISSION AND PREPARATION GUIDELINES

ELECTRONIC SUBMISSION OF APPLICATIONS IS REQUIRED; paper copies shall not be accepted. Receipt by the e-mail addresses and before the deadline indicated below shall constitute timely receipt of the application. RECEIPT TIME IS WHEN THE APPLICATION IS RECEIVED BY THE USAID/HAITI INTERNET SERVER.

Submit as follows:

Electronically to all the following e-mail addresses:	oaahaiti@usaid.gov ; mgeffrard@usaid.gov ; nscott@usaid.gov
Questions Due Date	January 17, 2014
Final Applications - No later than the deadline of:	February 20, 2014 at 12:00 noon, Port-au-Prince, Haiti local time

Applications which are submitted late or do not follow the instructions contained shall not be 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.

Technical and Cost Applications must be submitted in separate files and e-mail messages.

Applications must conform to the guidelines of this section and include the Representations and Certifications provided in this **Section IV**. In the event of deficiencies in the Representations and Certifications submitted with the Application, they must be completed before final award is made.

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 only consider applications conforming to the format prescribed below.

TECHNICAL APPLICATION FORMAT

Technical Applications must be submitted electronically in unprotected MS Word and .pdf (Adobe Acrobat) versions. USAID shall only accept applications submitted in **English**.

In case of any conflicts between the MS Word, pdf and other language versions of the application, **the English .pdf version will govern** and will be the only version presented to the Technical Evaluation Committee for review.

FORMAT AND PAGE LIMITATIONS

Technical Applications must be typed on standard letter-sized paper (8.5 X 11 inches), 1 inch margins, using a font size of 12 pt. EXCEPT within tables where the font may be smaller, but MUST be legible.

TECHNICAL APPLICATIONS ARE LIMITED TO TEN (10) PAGES MAXIMUM.

ANNEXES TO TECHNICAL APPLICATIONS ARE LIMITED TO A TOTAL OF FIFTEEN (15) PAGES MAXIMUM.

ANY PAGES SUBMITTED IN EXCESS OF THE PRESCRIBED PAGE LIMITS INDICATED BELOW WILL NOT BE CONSIDERED FOR EVALUATION.

Technical Application introductory pages shall include the following, and shall not be considered part of the Technical Application page limit:

Page 1: COVER PAGE, indicating the Proposal Title and the name of the applicant organization, name of the organization's authorized legal representative, mailing and e-mail addresses, telephone and fax-numbers.

Pages 2-3: TABLES OF CONTENTS and TABLE OF ACRONYMS

Page 4: EXECUTIVE SUMMARY of objectives, results, technical and management approach

Remaining Technical Application pages must be structured as follows:

1. Program Strategy and Implementation Plan

- a. Technical applications must clearly and concisely describe how the stated goal and objectives of the Program Description will be met and how expected results will be achieved. The narrative should describe an understanding of the constraints and the strategic priorities outlined in the Program Description.

A draft al Work Plan in accordance with the Estimated Project Timeline shall be presented in **Annex I** to outline the applicant's program implementation strategy.

- b. Applicants shall describe how they will be responsible for all planning, monitoring and reporting requirements described in the Program Description. A draft Performance Monitoring and Evaluation Plan must be submitted as **Annex II** (see below).

2. Organizational Capacity

- a. Technical Applications shall provide position descriptions for Key Personnel and explain how proposed candidates meet the minimum qualifications for each position. Resumes

and commitment letters of proposed Key Personnel must be included in **Annex III** (see below).

- b. Applications must describe a detailed management approach for implementing the proposed program, including specifying the composition and organizational structure of the entire implementation team (i.e. home and field offices), and describe each team member's role. Resumes for significant staff which an applicant wants to highlight *other than* Key Personnel may be included in **Annex III** (see below).

Applications must also address how relationships with affiliated partners, if any, will be managed and describe plans for capacity building of any local, nascent and/or small business organizations.

- c. Technical Applications must include a description of the applicant's mission, history, current activities, organizational structure and resources that support its capacity to achieve the objectives of the program. Application narrative will describe the applicant's ability to both develop relationships with intended beneficiaries, and potential partners. The applicant will also describe their organization's ability to provide capacity building to the intended beneficiaries. Similar information should be provided for proposed partner organizations.

3. Past Performance

Applicants shall describe their performance under U.S. Government or other international donor funded activities over the past five years and experience managing programs similar to what is described in this RFA. This information should be provided for each organizational partner proposed, if any. Reference data and contact information for three completed projects of similar scope shall be included in **Annex IV** (see below).

ANNEX I - WORKPLAN

The applicant shall submit the following:

Work Plan: The applicant shall include the Work Plan within 30 days of signature of the award.

ANNEX II – PERFORMANCE MONITORING AND EVALUATION PLAN

The applicant shall provide the following:

Draft Performance Monitoring and Evaluation Plan: The applicant will submit a draft performance monitoring and evaluation plan covering the life of the project, including specific, detailed plans to document, monitor and evaluate program performance. The plan will:

- establish specific, quantifiable performance indicators (outputs, outcomes, and impact) and targets for the overall objectives included in the original proposal and activities in annual work plans;

- describe the establishment of monitoring systems to measure project progress against overall objectives; and
- present a plan for data collection and measurement of overall project outcomes and results, including collection of baseline data, and for the use of data collected by the project to improve program planning and performance.

ANNEX III – KEY PERSONNEL AND OTHER STAFF

The applicant shall provide CVs, bio-data sheets and letters of commitment for all Key Personnel detailed in the Program description. The applicant may also include the CVs of other personnel positions they feel are essential to project implementation.

ANNEX IV - PAST PERFORMANCE REFERENCES AND INFORMATION

Applicants shall submit information for the Agreement Officer to make a responsibility determination of the applicant organization. Applicants must therefore provide performance reports, including a brief description of accomplishments under each award, from the three most recently completed contracts, cooperative agreements or grants funded by USAID or other international or private donors. Provide the name, current e-mail address and telephone number of contact persons for each award listed who USAID may contact at its discretion.

COST APPLICATION FORMAT

The Cost Application shall consist 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:
http://www.grants.gov/agencies/aapproved_standard_forms.jsp);
- a summary budget;
- a detailed/itemized budget;
- a budget narrative explaining costs to be incurred as described more fully below;
- and other administrative documentation as required.

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 according to each partner organization involved in the program, in the same detail and format as the budget template. Describe sub-award arrangements to the extent they are known at the time of application development.

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.

- A copy of the organization's U.S. Government Negotiated Indirect Cost Rate Agreement (NICRA), if applicable.

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

2) REQUIRED REPRESENTATIONS AND CERTIFICATIONS (ADS 303.3.8)

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:

CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF THE RECIPIENT (MAY 2006)

NOTE: When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term "Grant" means "Cooperative Agreement".

PART I - CERTIFICATIONS AND ASSURANCES

I. ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNING NON-DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.

(a) The recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the Cooperative Agreement for which application is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

(b) If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

(c) This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

2. CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this

transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. PROHIBITION ON ASSISTANCE TO DRUG TRAFFICKERS FOR COVERED COUNTRIES AND INDIVIDUALS (ADS 2006)

USAID reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140. The undersigned shall review USAID ADS 206 to determine if any certifications are required for Key Individuals or Covered Participants.

If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to or take other appropriate measures with respect to, any participant approved by USAID who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

4. CERTIFICATION REGARDING TERRORIST FINANCING IMPLEMENTING EXECUTIVE ORDER 13224

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website : <http://www.treas.gov/offices/eotffc/ofac/sdn/tl1sdn.pdf> , or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm> .

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification -

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph I are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

5. CERTIFICATION OF RECIPIENT

By signing below the recipient provides certifications and assurances for (1) the Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying, and (3) the Certification Regarding Terrorist Financing Implementing Executive Order 13224 above.

RFA/APS No. _____

Application No. _____

Date of Application _____

Name of Recipient _____

Typed Name and Title _____

Signature _____

Date _____

PART II - KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

2. I am not and have not been an illicit trafficker in any such drug or controlled substance.

3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

PART III - PARTICIPANT CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

I. I hereby certify that within the last ten years:

a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

b. I am not and have not been an illicit trafficker in any such drug or controlled substance.

c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: _____

Name: _____

Date: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR PART 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

PART IV- SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

Applicability: All RFA's must include the attached Survey on Ensuring Equal Opportunity for Applicants as an attachment to the RFA package. Applicants under unsolicited applications are also to be provided the survey. (While inclusion of the survey by Agreement Officers in RFA packages is required, the applicant's completion of the survey is voluntary, and must not be a requirement of the RFA. The absence of a completed survey in an application may not be a basis upon which the application is determined incomplete or non-responsive. Applicants who volunteer to complete and submit the survey under a competitive or non-competitive action are instructed within the text of the survey to submit it as part of the application process.)

[Survey on Ensuring Equal Opportunity for Applicants](#)

PART V - OTHER STATEMENTS OF RECIPIENT

I. AUTHORIZED INDIVIDUALS

The recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the recipient in connection with this application or grant:

Name	Title	Telephone No.	Facsimile No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. TAXPAYER IDENTIFICATION NUMBER (TIN)

If the recipient is a U.S. organization, or a foreign organization which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., please indicate the recipient's TIN:

TIN: _____

3. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER

(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.
- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.
- (7) Number of people employed by the recipient.
- (8) Company affiliation.

(c) Recipients located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm> . If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dbisma.com .

The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: _____

4. LETTER OF CREDIT (LOC) NUMBER

If the recipient has an existing Letter of Credit (LOC) with USAID, please indicate the LOC number:

LOC: _____

5. PROCUREMENT INFORMATION

(a) Applicability. This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the grant, and not to assistance provided by the recipient (i.e., a sub grant or sub agreement) to a sub grantee or sub recipient in support of the sub grantee's or sub recipient's program. Provision by the recipient of the requested information does not, in and of itself, constitute USAID approval.

(b) Amount of Procurement. Please indicate the total estimated dollar amount of goods and services which the recipient plans to purchase under the grant:

\$ _____

(c) Nonexpendable Property. If the recipient plans to purchase nonexpendable equipment which would require the approval of the Agreement Officer, please indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. Nonexpendable equipment for which the Agreement Officer's approval to purchase is required is any article of nonexpendable tangible personal property charged directly to the grant, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

TYPE/DESCRIPTION (Generic)	QUANTITY	ESTIMATED UNIT COST
----------------------------	----------	---------------------

(d) Source, Origin, and Componentry of Goods. If the recipient plans to purchase any goods/commodities which are not of U.S. source and/or U.S. origin, and/or does not contain at least 50% componentry, which are not at least 50% U.S. source and origin, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source and/or origin, to include the probable source and/or origin of the components if less than 50% U.S. components will be contained in the commodity. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Any commodity whose source is a non-Free World

country is ineligible for USAID financing. The "origin" of a commodity is the country or area in which a commodity is mined, grown, or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, commercially recognized new commodity results, which is substantially different in basic characteristics or in purpose or utility from its components. Merely packaging various items together for a particular procurement or relabeling items do not constitute production of a commodity. Any commodity whose origin is a non-Free World country is ineligible for USAID financing. "Components" are the goods, which go directly into the production of a produced commodity. Any component from a non-Free World country makes the commodity ineligible for USAID financing.

TYPE/DESCRIPTION	QUANTITY	ESTIMATED	GOODS	PROBABLE GOODS
PROBABLE				
(Generic)	UNIT COST	COMPONENTS	SOURCE	COMPONENTS
ORIGIN				

(e) Restricted Goods. If the recipient plans to purchase any restricted goods, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source and/or origin. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals, Pesticides, Rubber Compounding Chemicals and Plasticizers, Used Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

TYPE/DESCRIPTION	QUANTITY	ESTIMATED	PROBABLE	INTENDED USE
(Generic)	UNIT COST	SOURCE	ORIGIN	

(f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in the U.S., please indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier. Any supplier whose nationality is a non-Free World country is ineligible for USAID financing.

TYPE/DESCRIPTION	QUANTITY	ESTIMATED	PROBABLE SLUPPIER	NATIONALITY
RATIONALE				
(Generic)	UNIT COST	(Non-US Only)		for NON-US

(g) Proposed Disposition. If the recipient plans to purchase any nonexpendable equipment with a unit acquisition cost of \$5,000 or more, please indicate below (using a continuation page, as necessary) the proposed disposition of each such item. Generally, the recipient may either retain the property for other uses and make compensation to USAID (computed by applying the percentage of federal participation in the cost of the original program to the current fair market value of the property), or sell the property and reimburse USAID an amount computed by applying to the sales proceeds the percentage of federal participation in the cost of the original program (except that the recipient may deduct from the federal share \$500 or 10% of the proceeds, whichever is greater, for selling and handling

expenses), or donate the property to a host country institution, or otherwise dispose of the property as instructed by USAID.

TYPE/DESCRIPTION (Generic)	QUANTITY	ESTIMATED UNIT COST	PROPOSED DISPOSITION
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6. PAST PERFORMANCE REFERENCES

On a continuation page, please provide past performance information requested in the RFA.

7. TYPE OF ORGANIZATION

The recipient, by checking the applicable box, represents that -

(a) If the recipient is a U.S. entity, it operates as ☐ a corporation incorporated under the laws of the State of, ☐ an individual, ☐ a partnership, ☐ a nongovernmental nonprofit organization, ☐ a state or local governmental organization, ☐ a private college or university, ☐ a public college or university, ☐ an international organization, or ☐ a joint venture; or

(b) If the recipient is a non-U.S. entity, it operates as ☐ a corporation organized under the laws of _____ (country), ☐ an individual, ☐ a partnership, ☐ a nongovernmental nonprofit organization, ☐ a nongovernmental educational institution, ☐ a governmental organization, ☐ an international organization, or ☐ a joint venture.

8. ESTIMATED COSTS OF COMMUNICATIONS PRODUCTS

The following are the estimate(s) of the cost of each separate communications product (i.e., any printed material [other than non- color photocopy material], photographic services, or video production services) which is anticipated under the grant. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.

[END OF SECTION IV]

SECTION V – APPLICATION REVIEW INFORMATION

The technical applications will be reviewed by a Technical Evaluation Committee (TEC) and costs will be reviewed by the Office of Acquisition and Assistance (OAA) at USAID/Haiti. Following the review of the applications, a correspondence will be sent to all applicants describing the outcome of the review. USAID reserves the right to determine the final funding level of the resultant award(s). For this Application Review the Technical Evaluation will be considered significantly more important than the Cost Evaluation.

I) TECHNICAL EVALUATION

USAID will evaluate proposed approaches for the factors below based on their soundness, realism, appropriateness, efficiency, efficacy, and comprehensiveness in addressing the factors and sub factors below.

1. Program Strategy and Implementation Plan

The applicant provides evidence of a well-developed, coherent, and comprehensive strategy for the applicant's program.

- (a) Degree to which the proposed program demonstrates an understanding of the constraints and strategic priorities outlined in the Program Description section of the RFA.
- (b) Extent to which program presents a clear, practical, effective, and comprehensive proposed Performance Management Plan, including monitoring, evaluation, and work plans.

2. Organizational Capacity

Applicants will be evaluated on the evidence presented of a sound management and implementation system that draws on appropriate institutional capacities and partnerships.

- (a) Extent to which Applicant proposes key personnel with appropriate experience and leadership ability.
- (b) Extent to which the Applicant presents a staff and management structure with capacity to manage and organize program resources and successfully complete work objectives.
- (c) Extent to which Applicant demonstrates ability to develop relationships with intended beneficiary communities and potential partners, both public and private, and the further ability to assist in capacity-building of local populations..

3. Past Performance

- a) Evidence of past compliance with terms and conditions of similar awards and successful partnership management.
- b) Demonstrated effective performance of successfully implementing projects of similar size, scope and complexity.

2) COST EVALUATION

Overall costs are less important than the Technical Evaluation Criteria; however the TEC shall evaluate the cost effectiveness and cost realism of the applications considered potentially eligible for award.

Applications selected by the TEC for additional consideration will undergo cost analysis in accordance with ADS 303.3.12 by the Office of Acquisition and Assistance. Cost analysis will involve ensuring costs are in compliance with Office of Management and Budget and USAID policies. Applicants must justify in advance the proposed costs for each element of the program.

If the recipient expects to earn program income during the award period, the schedule of the award must specifically state how the income will be applied. (The definition of program income is located in 22 CFR 226.2 and income application suggestions can be found in 22 CFR 226.24 see <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=df1c454a12de425f42b5824d5200ffeb&rgn=div8&view=text&node=22:1.0.2.22.25.3.54.5&idno=22>)

Based on the cost breakdowns provided by applicants as part of the Cost application, the Agreement Officer verifies cost data, evaluates specific elements of costs, and, analyzes data to determine the necessity, reasonableness, and allowability of the costs reflected in the budget, and the allowability of the costs under the applicable cost principles.

The Agreement Officer shall perform cost analysis to determine:

1. The extent of the prospective recipient's understanding of the financial aspects of the program and the recipient's ability to perform the grant activities within the amount requested;
2. Whether the applicant's plans will achieve the program objectives with reasonable economy and efficiency; and
3. Any special conditions relating to costs that are in the award.

The AO may ask M/OAA/Contract Audit and Support Division (CAS) to help determine whether a prospective recipient's proposal is fair and reasonable for the program proposed, and provide an evaluation of whether the proposal is consistent with the Agency's cost accounting policies, procedures, and practices. This includes ensuring that the recipient's indirect cost rates are consistent with any Negotiated Indirect Cost Rate Agreements.

[END OF SECTION V]

SECTION VI – AWARD ADMINISTRATION INFORMATION

- 1) Following selection for award, a successful applicant will receive an electronic copy of the notice of award signed by the Agreement Officer which serves as the authorizing document. USAID will issue the award to the contacts specified by the applicant in its application documents and/or the Authorized Individuals submitted by the applicant in accordance with **Section IV, Sub-Section 2, Required Representations and Certifications, Part VI, Other Statements of Recipient.**
- 2) The applicable Standard Provisions that will apply in any resulting award document can be viewed or downloaded from USAID's Web Site <http://www.usaid.gov/policy/ads/300/303.pdf>.
- 3) The following programmatic reporting requirements indicated in **Section I** above shall be made part of any award issued under this RFA

[END SECTION VI]

SECTION VII – AGENCY CONTACTS

The Agency Contact for this RFA is: Nathaniel Scott, Agreement Officer (nscott@usaid.gov) ; Myriam Geffrard, Acquisition and Assistance (A&A) Specialist (mgeffrard@usaid.gov).

[END SECTION VII]

LCD OCA Outline

Section	Sub-section	Type (General ● USG ★ Pre-award ☒)
1. Governance	1.1. Vision/Mission	●
	1.2. Organizational Structure	●
	1.3. Board Composition and Responsibility	●
	1.4. Legal Status	●
	1.5. Succession Planning	●
2. Administration ☒	2.1. Operational Policies, Procedures and Systems	●
	2.2. Travel Policies and Procedures	★
	2.3. Procurement	★ ☒
	2.4. Fixed Assets Control	★ ☒
	2.5. Branding/Marking	★
3. Human Resources Management ☒	3.1. Job Descriptions	●
	3.2. Recruitment and Retention	●
	3.3. Staffing Levels	●
	3.4. Personnel Policies	★
	3.5. Staff Time Management	★ ☒
	3.6. Staff Professional and Salary History Documentation	★ ☒
	3.7. Staff Salaries and Benefits Policy	★
	3.8. Staff Performance Management	●
	3.9. Volunteers/Interns	●
4. Financial Management ☒	4.1. Financial Planning	● ☒
	4.2. Financial Systems	● ☒
	4.3. Financial Controls	● ☒
	4.4. Financial Documentation	● ☒
	4.5. Audits	★ ☒
	4.6. Financial Reporting	★ ☒
	4.7. Cost Share	★
5. Organizational Management	5.1. Strategic Planning	●
	5.2. Work Plan Development	★
	5.3. Change Management	●
	5.4. Knowledge Management	●
	5.5. Stakeholder Involvement	●
	5.6. New Opportunity Development	●
6. Program Management	6.1. Donor Compliance	★
	6.2. Sub-grant Management	★
	6.3. Technical Reporting	★
	6.4. Community Involvement	●
	6.5. Culture and Gender	●
7. Project Performance Management	7.1. Project Implementation Status	●
	7.2. Field Oversight	●
	7.3. Standards	●
	7.4. Supervision	●
	7.5. Monitoring and Evaluation	★
	7.6. Quality Assurance	●
8. Leadership and Team Dynamics	8.1. Communication	●
	8.2. Decision Making	●

☒ Sections to be reviewed in the pre award assessment as part of the responsibility determination.

★ ● Sections to be assessed after signature of the Award

Haiti's National Budget Calendar

October 15	Finance Ministry and Planning Ministry determine budget parameters
November 5	Prime Minister and Finance Minister approve and present parameters to Council of Ministers
November 15	Council of Ministers discuss and approve parameters
November 30	Prime Minister circulates letter to ministries and agencies outlining parameters and other modalities
January 15 to February 1	Ministry of Finance transmits budget proposal to ministries and agencies, and transmits investment proposals to Ministry of Planning
March 15	Ministry of Finance holds first phase of joint budget conferences
March 30	Council of Ministers approves results of joint conferences
April 1	Prime Minister sends letter to ministries, agencies and Supreme Audit Authority to set detailed credit ceilings
April 15-30	Second phase of budget conferences
May 1-15	Preparation of Finance Law (draft budget document)
May 16	Transmission to Council of Ministers
May 30	Approval by Council of Ministers
June 1	Transmission of draft Finance Law to Supreme Audit Authority
June 15	Supreme Audit Authority issues report on Finance Law
June 30	Submission of Finance Law to Parliament
2 nd Monday of September	Parliament votes on Finance Law
September 28	President promulgates Finance Law
September 30	Finance Law published in the official journal " <i>Moniteur</i> "