



USAID | UGANDA
FROM THE AMERICAN PEOPLE

Subject: APS-617-13-000002

Amendment Number: One (1)

Issuance Date: January 31, 2014

Subject: Amendment One (1) to APS-617-13-000002 "Local Partners' Policy Engagement Activity".

Dear Prospective Applicants:

The purpose of this Amendment One (1) to APS-617-13-000002 is to:

1. Provide the amended APS;
2. Provide answers to questions posed by offerors

Please read the attached documents carefully for any specific instructions. All other terms and conditions of the BAA remain unchanged.

Sincerely,

Nancy Kleinhans
Agreement Officer

Attachments:

1. Amended APS
2. Response to Questions

U.S. Agency for International Development
US Mission Compound – South Wing
1577 Ggaba Road, Nsambya
P.O. Box 7856
Kampala

Tel: (256 - 41) 306-001
Fax: (256 - 41) 306-661
<http://uganda.usaid.gov>

International Address:
USAID/Uganda
DOS/USAID, 2190 Kampala Place
Washington DC 20521-2190
Tel: 202-216-6234

Attachment One (1) – Amendment to the APS

Section III.2 (2)(b)(5) – Amend sentence “Partners could include but are not limited to: local or regional civil society organizations, academia, private sector, governments or inter-governmental organizations” to read, “Partners could include but are not limited to: local or regional civil society organizations, academia, and private sector.”

Section III.3.2 – Amend sentence “Type of organization of the primary applicant (e.g. for profit business, non-profit, university, government, inter-governmental, etc.)” to read “Type of organization of the primary applicant (e.g. for profit business, non-profit, university, etc.)”

Section III.3.4 – Subsection “Organizational and Team Capabilities”, “Partnerships”. Amend sentence “Partners could include, but are not limited to: local or regional civil society organizations, academia, private sector, governments or inter-governmental organizations” to read “Partners could include, but are not limited to: local or regional civil society organizations, academia, private sector.”

Attachment Two (2) – Questions and Answers

- 1) Clarify on whether we are eligible with regard to being a local organization. Kilimo Trust is governed by a board of trustees. Out of the 8 trustees, 3 are from Uganda, 4 are from the remaining EAC Partner States and 1 from UK. We are registered and operate from Uganda but operate in the EAC region.

Kilimo Trust is eligible to apply for these grants if the organization satisfies provisions:

Reference Section II: Award Information, II.5 Applicant Eligibility (pg.8-9); Annex A: Local Organization Definition, Annex B: Eligibility Criteria Check List (pgs. 23-24) and requirement to attach a (1) certificate of incorporation and (2) a list outlining the primary applicant's ownership or governance.

- 2) Can a Loose network/Coalition directly apply for this fund or rather individual members of the coalition team up/partner to write a joint proposal? (Please Note: 1.The Coalition is none registered but individual member organizations are registered; 2. The Coalition has a host Institution which also acts as the Accounting institution of the Coalition). Please basing on this; provide us with an ideal option to take.

A proposal submitted by a coalition of networks is eligible if the principal (host) institution satisfies:

Reference Section II: Award Information, II.5 Applicant Eligibility (pg.8-9); Annex A: Local Organization Definition, Annex B: Eligibility Criteria Check List (pgs. 23-24) and requirement to attach a (1) certificate of incorporation and (2) a list outlining the primary applicant's ownership or governance.

- 3) Is it acceptable that two organizations (Government and non-Government, or non-Government - Non-Government) can make a joint bid, with one backing the capacity of the other and based on precedence of their already existing collaboration?

See question 2.

- 4) Can Funds to Be Given under the APS be used in partnerships with other CBOs or partners?

See question 2.

- 5) Do you accept joint proposals (two or three local partners)? Partnering with other local organizations? Can partnership be between PSO and Government organization?

Regarding joint proposals generally see question 2.

Local applicants can partner with government entities, however the local applicant must be the lead applicant and be responsible for overall implementation. Any support provided to government entities must be through the provision of technical assistance (consultant) or in-kind support.

- 6) Under section 11.4 of the APS document, there is a condition related to the type of Award restricting construction activities from funding. We would like to seek clarity on this matter basing on a situation where the proposed project has construction component say, rain harvesters for the community as one of the activities within the wider project.

No construction is allowed as a result of this award. Applicants wishing to conduct these types of activities should consider cost share opportunities.

- 7) Thanks for the opportunity of the APS, however my concern is whether this is only restricted to the FTF programme districts of coverage only in Uganda?

The APS seeks proposals that complement the FTF strategy in Uganda. Proposals that include expected results at a national level are certainly welcome. Similarly, proposals for activities that include expected results at a regional level are welcome as long as substantial results are expected within FTF focus districts. Proposals for activities at a district level are welcome only if the district is a FTF focus district.

- 8) Should the activity be at district level or at national level?

The activity could be at a national level, or regional level, or district level. Also, see question 7.

- 9) What is the geographical scope of this activity? Can it be focused on selected geographical locations?

See questions 7 and 8.

- 10) Is any focus on sub-national level (districts) limited to FtF target districts?

See question 7.

11)How far on sub-national level (district, sub-country) can we focus?

See question 7.

12)Can USAID Uganda only consider proposals from those selected districts or other districts which are not?

See question 7.

13)What is the coverage of the project?

See question 7 and 14.

14)Can we know by names the districts targeted?

The list of the Feed the Future focus districts was posted in the APS. Here is the list:

**USAID's Development Objective 1—Economic
Growth Feed the Future Focus
Districts**

Agago	Kamwenge	Mbale
Alebtong	Kapchwora	Mubend
Amuru	Kasese	Mukono
Bugiri	Kibaal	Nebbi
Bushenyi	Kiboga	Nwoya
Dokolo	Kiryandongo	Oyam
Gulu	Kole	Pader
Ibanda	Lira	Rakai
Iganga	Luwero	Sironko
Isingiro	Masak	Tororo
Jinja	Masindi	
Kamuli	Mayug	

15)Is it a must you should focus on the district where you are? Or you can cross over to another district, i.e. in case you are not in a FtF district?

See question 7.

16)What are the West Nile districts considered for the activity?

See question 14.

17) It is not clear of the priority districts. Is Masindi a priority district?

Yes, see question 14.

18) Does Bududa District Qualify for the APS?

Bududa district is not a FTF focus district, see question 14.

19) Are district local governments eligible to apply for these grants? If so, is a sector in the district allowed to write a proposal on a component such as gender in agriculture and get funding?

See question 5.

20) The applicant, Babukusu Ibuduuda Kingdom is a registered cultural institution that presides over the 16 sub-counties of Bududa District. Its organizational structure trickles up to village levels. Do you recommend us a grantee?

Please use guidance provided under Section II: Award Information, II.5 Applicant Eligibility (pg.8-9); Annex A: Local Organization Definition, Annex B: Eligibility Criteria Check List (pgs. 23-24) and requirement to attach a (1) certificate of incorporation and (2) a list outlining the primary applicant's ownership or governance to determine eligibility.

21) Will Applicants Be Required To Make Presentations During The Interested Parties Conference?

Prospective applicants that submit fully compliant proposals will be invited to present concepts to USAID during the week of February 24, 2014 (pg.1) and not at the interested parties' conference on January 24, 2014.

22) Of the banana, maize & beans value chain, is it possible to specialize on one or two?

USAID's priority value chains under the Feed the Future Strategy are: coffee, maize, and beans. USAID welcomes proposals that contribute to policy decisions related to agriculture development, trade and climate change adaptation with an emphasis on coffee, maize and beans commodity value chains. Prospective applicants are welcome to focus on one or two or all three of

the value chains. Proposals do not have to include a commodity focus if they are targeting broader agriculture policy, trade, or climate change results.

- 23) The objective of this Local Partners' Policy Engagement activity is stated as to enhance or improve the enabling environment for agricultural growth, trade and climate change adaptation in the agriculture sector. Are respondents to this APS required to prepare and submit concept notes addressing the two priority areas i.e. (1) policy engagement; and (2) climate change adaptation? Or will concept notes addressing one priority area be equally acceptable?

Prospective applicants are welcome to submit concept papers that aim to improve the enabling environment for agricultural growth, trade, and climate change adaptation in the agriculture sector. Concepts could address all of these (agriculture growth, trade, and climate change adaptation within the agriculture sector) or two of these, or only one of these.

- 24) Are respondents to this APS required to prepare and submit concept notes addressing the two priority areas i.e. (1) policy engagement; and (2) climate change adaptation? Or will concept notes addressing one priority area be equally acceptable?

See question 23. It is not required that you address both policy areas. You can address one or both depending on the nature of the proposal.

- 25) The objective of this Local Partners' Policy Engagement activity is stated as to enhance or improve the enabling environment for agricultural growth, trade and climate change adaptation in the agriculture sector. Are respondents to this APS required to prepare and submit concept notes addressing the two priority areas i.e. (1) policy engagement; and (2) climate change adaptation? Or will concept notes addressing one priority area be equally acceptable?

See questions 23 and 24.

- 26) Can the APS fund a project that combines both agriculture policy engagement and climate change adaptation?

See question 23.

- 27) What constitutes cost-sharing under the APS?

Cost share is not required under this APS. However, the applicant may choose to include cost-share. This can be cash or in kind resources. (Page 8-9 of the APS)

- 28) Would increasing public awareness, education and advocacy to the value chain utilities i.e. farmers through Farmer groups, middlemen through UQTPA, processors at their factories suffice to mean public or public means the 34m Ugandans?

This question is not clear, however, public awareness, education and advocacy could help improve the enabling environment and thus consistent with this APS.

- 29) Will restricting ourselves to coffee standards quality requirements be acceptable or it has to be for all agriculture products?

Applicants may choose to work in one or multiple value chains acceptable under this APS. USAID/Mission encourages innovation and prefers not to prescribe these local solutions.

- 30) Can policy advocacy focus on an area where such a policy was developed some time back and nothing over the last three or four years is talked about it such as the Policy on Plant Genetic Resources for Food and Agriculture? I.E reawakening dormant policies not mentioned in the DSIP or the call.

Yes, improved implementation of existing policies which affect Agriculture policy, trade, or climate change adaptation is encouraged under this APS

- 31) Does the support accept policy advocacy for Biotechnology and Biosafety or the support already provided to FTF biosafety is deemed to be adequate?

USAID/Uganda is seeking local solutions that contribute to policy decisions related to agriculture development, trade and climate change adaptation with an emphasis on coffee, maize and beans commodity value chains. USAID/Mission encourages innovation and prefers not to prescribe these local solutions.

- 32) Is it acceptable under this bid, when budgeting to allocate funds for transport refunds for participants to and from workshops?

Yes, that would be considered an allowable expenditure.

- 33) Is it allowed for an organization to combine the two priority areas and submit one concept paper? Or is it allowed for an organization to submit two concept papers, one for each priority area?

If a natural linkage exists, applicants may combine 2 priority areas. If there is no natural linkage, one organization may submit two separate concepts

- 34) Is it allowed for an organization to combine the two priority areas and submit one concept paper? Or is it allowed for an organization to submit two concept papers, one for each priority area?

See question 33.

- 35) Can one organization submit more than one concept paper? Can someone submit two concepts one on agriculture and another for climate change adaptation?

Yes, see question 33.

- 36) I would like to seek clarity on the meaning of “individual applications” and the range of funding put at \$250,000-\$500,000. Does this range also apply to consortia where several organizations may seek to come together based on their strengths and abilities to influence elements under this RFA?

Yes, it does. The maximum allowed regardless of the number of organizations applying together is \$500,000.

- 37) We seek clarity on funding for Climate Change research, is there a provision for advocacy for enhanced agricultural research funding. Government does not allocate any meaningful funds to agricultural research, leaving many research institutions relying on donor funding, and with dilapidated infrastructure--a case in point is National Semi-Arid Resources Research Institute, Serere.

We do not have a provision against advocacy for enhanced agricultural research funding so the topic would be an acceptable topic for a proposal.

- 38) Indirect Cost ?– Please explain

Overhead cost charged against direct costs. USAID does not accept any type of indirect cost unless backed up. It is not uncommon some orgs don't have indirect costs – i.e. incur small cost. Charge must be backed up by independent audit. Must be reasonable and proportion to other activities.

39)What is CDCS? What does it stand for?

It's USAID/Uganda's Country Development Cooperation Strategy. It can be found here,
<http://www.usaid.gov/sites/default/files/documents/1860/UgandaCDCS.pdf>

40)Can concepts be sent earlier than the due date?

Absolutely.

41)What type of climate change activities will you be considering if you exclude mitigation activities and interventions to improve agricultural productivity? More information on environmental compliance needed.

The APS includes illustrative outcomes under climate change adaptation (page 5). There are 3 pages of environmental compliance in APS. More information regarding environmental compliance will be given during "full application" stage.

42)Can an organization send more than one person at the time of presentation?

Yes, while there is no set limit, but two or three seems reasonable.

43)What are the weights allocated to the various technical considerations you outlined?

All evaluation criteria will be weighted equally.

44) I tried to open the link to APS document but was unsuccessful. Please advise me accordingly? Shall we have the APS paper?

The APS is posted on the www.grants.gov website.

45)Can we have hard copies of presentations? Can we have a soft copy of the presentations? Will USAID send us soft copies of all presentations or e-mail?

Check www.grants.gov for all presentation material.

46)Can we use visual aids during the presentation?

Visual aids such as handouts maybe used during the presentation however electronic presentations (i.e.PowerPoint) will not be permitted.

47)Who is the exact contact applicants can approach?

*The appropriate e-mail address for all contact regarding this APS is
kampalausaidaps@usaid.gov*

48) Organizations partnering with local organizations?

Explain how you are going to work with them and what role each organization will play.

49) Any guidelines on budget? Percentage Towards direct costs? Percentage towards administration costs?

A sample budget format is provided in Annex F of the APS. Budget must match up with design. Value for money is extremely important (for instance, the majority of your budget should not go towards administrative costs). Use current market costs for goods and services— i.e. prices in Uganda. The budget must demonstrate efficient use of resources.

50) If organization is registered in Uganda but with board from overseas?

Contact A&A office (kampalausaidaps@usaid.gov) for more information based on individual situation.

51) Is it capacity building for applicant institution or the targeted constituencies?

Both. Capacity building of other institutions could be an expected result of the activity. Capacity building for the applicant institution should be addressed in the concept (see pages 13 and 17 of the APS for more information).

52) We applied for Renu but the process was a little discouraging especially on the DUN's Number. We tried but failed. Why? How can an organization get this number?

In order to receive a DUN's Number you are required to register. You can apply here, <http://fedgov.dnb.com/webform>. However you do not have to have number before submitting your concept paper, rather it is only necessary to receive an award.

53) What is the difference between improved agriculture production (not priority) and agricultural production in priority areas? Please clarify further on the difference between priority in agriculture and climate change.

See pages 4-5 of the APS for illustrative outcomes. These include outcomes related to the enabling environment (policies, processes, administrative procedures, compliance with standards, etc.). Notice, that activities which focus on direct interventions to improve agriculture production and marketing (i.e. extension services, equipment for processing) of a select group are not listed as illustrative outcomes for this activity since these do not contribute to the overall enabling environment. Under climate change, the focus is on climate change adaptation within the agriculture sector. The activity does not cover activities to mitigate climate change (i.e. interventions to reduce greenhouse gas emissions)

54) Can this activity be related with trade?

Yes

55) How is this activity linked to other activities USAID is funding and is there a mechanism for synergy?

USAID strongly encourages collaboration among its activities. A list of other related USAID activities is included in Annex J of the APS.

56) You talked about linking with Chemonics. How is this possible when we don't know where they are and what they do under the FtF actions.

The FTF Enabling Environment for Agriculture Activity is implemented by Chemonics International. The contact information is:

*Feed the Future Enabling Environment for Agriculture Activity
Agribusiness House
Plot 58, Lumumba Avenue – Nakasero
P.O. Box 6907 Kampala, Uganda
Office Phone: 0312 202 931/32*

57) What do you mean by cash based cost share? Can you throw more light on cost-sharing of the budget? What should be the percentage of co-funding as compared to the budget?

Cost-share refers to the use of your organization's money (or other resources) to compliment USAID funding in order to enhance the quality of this project. No specific percentage has been determined and you will not be penalized if you do not offer cost-share. However if you intend to, please make note of this in your concept paper/budget.

58) Why is it that USAID allocated a small budget of US\$2.6 Million for local organizations yet other international organizations receive more money?

USAID would like to give local organizations an opportunity to work with our Agency by starting out small and building relationships overtime. USAID has awarded large awards to local organizations, but would like to introduce opportunities to smaller local organizations as well.

59) Will USAID provide transport vehicle outside the project cost, so that the budget is not high, i.e. if I am in one or more than one district?

You must decide if you want to include financing vehicles as part of your budget, therefore, make sure you have resources/room in the budget to do so. It is up to you to decide how you want allocate funding in the budget, but USAID will NOT provide transport vehicles outside of the project costs.

60) Given nature of this call, i.e. policy and advocacy engagement, do you think it's possible to achieve results in 24 months? Why not 36 months? Two years is a short time. How realistic is it to expect sustainable results? And does it mean one has to do what it takes to fit in that period?

Policy engagement takes time, sometimes several years before major policies are fully developed and implemented. We do have realistic expectations about what can be achieved within 24 months, but we want to encourage concrete actions and progress even in the short-term.

61) Can someone submit two concepts, one of agriculture and another for climate change adaptation?

Yes.

62) Is this call for proposal limited to addressing constraints in the value chains of the 3 crops (maize, beans, and coffee) only or other sector can be considered not covered under FtF, i.e. oil seeds?

The proposal does not need to be focused on a particular commodity (it could address broader constraints). However, if the proposal is commodity-specific, then it should focus on one or more of the three priority commodities of the FTF strategy: coffee, maize, and beans.

63) What is the duration it will take through the application process toward of grant ready to start implementation? How long is the whole process before actual implementation?

Following the presentation it will take up to 20 business days to receive feedback. If your concept paper is selected to progress to the next round you will be given a month to submit proposal. The total duration of the award process could depend on a number of factors including the number of applicants.

- 64) On the organizational capacities, please clarify more on the history. What sort of history is required to be able to implement the project?

We want to know if organization has implemented similar activities in past. Do they have sound financial systems, procurement, in place, hiring, etc.? It is a subjective decision made in Acquisition and Assistance office.

- 65) How many awards are you planning to give in this first round of the call?

We do not have a specific figure.

- 66) Does it matter if concept/proposed area of action has been shared with one or two of the FtF activities?

No.

- 67) Is it possible to integrate the cross cutting issues into agricultural activities - Issues like HIV/AIDS, because of their impact?

Yes.

Enabling Environment for Agriculture Questions and Answers

- 68) Is support from EEA free of charge? If not, who pays the cost, how much do you have to pay?

Support is free of charge.

- 69) Does EEA allow to share concepts from intending applicants before their submission?

You may share your concepts with EEA prior to submission. EEA will keep all concepts confidential.

- 70) What is Enabling Environment? Is this bio-physical environment? And what are the main components of EEA?

The enabling environment refers to the overall context in which agriculture operates. It is particularly shaped by the laws, policies, rules, regulations, and procedures affecting the sector. Please refer to EEA presentation for more information.

71) Amount of funding available is not clear. How much is maximum and minimum award size?

\$250,000-\$500,000.

72) Applied but never received response.

If you did not receive any response to your concept paper in a reasonable amount of time, please contact USAID (kampalausaidaps@usaid.gov) to confirm receipt.

73) Is cost share required?

As stated in the APS, cost sharing is not required.

74) How many organizations are you targeting?

The goal is to increase the number of organizations we can work with. However we are not targeting a specific number.

75) Line spacing for concept paper?

Suggest single spacing.

76) This activity does not support construction. What about community based pilot activities like demonstration sites for evidence base advocacy?

We do not allow construction at all under this APS.

77) Can we submit a paper that addresses issues beyond border of Uganda? East Africa?

No, this proposal must focus on results and impacts within Uganda.

78) Do you allow activity to link up in East Africa?

Yes, if your activity links up it is allowed. However the focus and impacts should be on Uganda.

79) If applicant is not accepted, is there any other support?

The APS is open until October 2015. If you are not successful this time, it is possible that there will be more opportunities up until that date.

80) What happens if concept not successful?

If you are not selected and you receive a regret letter, you may send a letter to USAID asking for debrief.

81) In which currency should budget be prepared?

In US dollars

82) Is budget part of 4 pages?

No. The budget is not part of the 4 pages, nor is the cover letter. However, the budget narrative should be limited to 1 page.