

Amendment 01 to RFA 279-10-006
Community Livelihoods Project
Issuance date: 01/28/2010

The purpose of this modification is to:

1. Change project name to become “Community Livelihoods Project” instead of “Community Livelihood Project”.
2. Change closing date for applications to become March 7, 2010 – 2.00 pm Cairo local time.
3. Answer the questions received. Answers are in the attached sheets. The attached answers are considered an integral part of CLP RFA 279-10-006.
4. Insert the following **Important Notice:**

USAID/Yemen must remind prospective implementers, in preparation for their applications for the CLP, that they or their partners must not misrepresent themselves as current USAID/Yemen implementers in order to obtain information or secure meetings with Government of Yemen officials, donor counterparts, and others as this practice is unethical, embarrassing, and has the potential for damaging relationships with USAID counterparts in Yemen.

1. Would it be possible to have an extension for submitting the CLP proposal?

USAID/Yemen agrees to a one week due date extension. New due date will be March 7, 2010- 2:00 pm Cairo time.

2. Could USAID provide scoring for the technical evaluation criteria?

As per ADS 303, the relative importance of the criteria is provided in the RFA.

3. Please confirm the number of pages for the case study as there is conflicting information in different sections of the RFA.

The case study is limited to 12 pages. USAID/Yemen regrets the confusion caused by multiple references to page length. The 12 page case study response is not part of the 30 page technical proposal length.

4. A draft work plan for the first twelve months of the project is expected to be submitted as part of the application. Can the work plan be included as an attachment (not subject to page limits) or is it part of the technical proposal which is limited to 30 pages?

Yes, the draft work plan should be submitted as an attachment.

5. Several plans completed by the Yemini Government are identified in the RFA so that proposals can build upon strategies already endorsed by the ROYG. Two documents cannot be found through internet document searches - the National Reform Agenda and the 2006-2010 Third Development Plan for Poverty Reduction. Can USAID provide copies of these documents or information about where they can be located?

See attachments No 16, 17 and 18.

6. Could USAID provide the 2010 Local Compensation Plan for Yemen?

See attachment No. 19.

7. Please confirm the due date and time for the applications to be COB Cairo time, February 28, 2010 via email submission only.

See question No. 1.

8. Please confirm the 25% cost share will be “viewed favorably” as indicated on page 30 of the RFA, but is not required.

Because the RFA is for a cooperative agreement, the 25% cost share is a guideline. While not required, the extent to which the guideline can be met or exceeded throughout the various categories of activities of the CLP will be viewed favorably.

9. Please confirm the Chief of Party is the only required Key Personnel but that applicants may propose additional Key Personnel up to a total of five positions.

The Chief of Party, Deputy Chief of Party, and Administrative Head are anticipated key personnel. Component heads or others may be proposed as key personnel, with a total of up to six key personnel for the project.

10. Please confirm the validity period for applications submitted is the standard 120 days for this RFA.

We would appreciate at least 120 days.

11. Page 26 of the RFA states that “The technical proposal must be submitted in USAID in both *.doc and *.pdf formats. Please confirm that applicants may submit components of the technical proposal in .doc form if they are unsigned and .pdf only for those that signed. Alternately, if applicants are required to submit entire technical proposals in two sets – one entirely in .doc and one separately entirely in .pdf – please confirm that documents requiring signature may remain unsigned in the word version.

The technical proposal must be submitted in USAID in both *.doc and *.pdf formats

12. Please confirm that in addition to the expected attachments of personnel documents set forth on page 27 of the RFA, (CVs and letters of commitment for Key Personnel), applicants are permitted to submit further attachments of supporting materials not to be included within the 30 page narrative limit.

Yes, other supporting documents may be included as attachments. They can be added as brief attachment(s).

13. Please confirm that, as per page 26 of the RFA, applicants may include Past Performance References as attachments, not subject to the 30 page limit, and that these References in the attachment section will be included in the technical evaluation of the proposal as detailed on page 29 of the RFA.

Past performance references may be included in the applications as attachments. Attachments are not subject to the 30 page limit. The references will be included in the technical evaluation, as will appropriate other attachments.

14. Page 26 of the RFA states that “The technical proposal is limited to 30 pages, not including attachments” and further that “the case study is limited to 10 additional

pages for a total of 40 pages.” However, page 28 states that the Case Study should be limited to 15 pages. Can USAID clarify whether the Case Study should be limited to 10 or 15 pages and confirm that the limit of this is separate from the 30 pages set forth for the remaining narrative – that is to say, if the limit for the Case Study is 15 pages, that the entire narrative may be up to 45 pages.

The case study is limited to 12 pages. USAID/Yemen regrets the confusion caused by multiple references to page length. The 12 page case study response is not part of the 30 page technical proposal length.

15. Page 21 of the RFA stipulates the requirement of a draft work plan for the first year of the project as part of the application. However, as this item is not listed as part of the Evaluation Factors on pages 28-29, which page 28 state applicants should organize the narrative sections of their technical applications in the order of, please confirm that applicants may submit this work plan as a separate attachment to the narrative, not subject to the 30 page limit.

The draft work plan should be submitted as an attachment. It does not count against the 30 page technical proposal limit, but it will be included in the evaluation committee’s review of the bidders’ demonstrated understanding of and proposed approach to achieving the stated objectives of the CLP.

16. Similarly as above, page 22 of the RFA stipulates the requirement of a draft performance monitoring plan as part of the application but again, this is not referenced in the Evaluation Factors on pages 28-29. Please confirm that the PMP may be submitted as a separate attachment to the narrative and will not be subject to the 30 page limit.

The draft PMP should be submitted as an attachment and it does not count against the 30 page technical proposal limit.

17. Page 20 of the RFA states "Approximately one-third of the project’s funding is expected to come from the health account and approximately one-third from the basic education account." Can USAID clarify if this means that relative portions of budgets for health and education aspects of this program should correlate to these expected funding levels?

Because USAID/Yemen funding is currently earmarked as noted, the relative portion of funding provided to the CLP will correlate with the type of funding provided to the USAID Mission in a given fiscal year. As such, currently roughly one-third of USAID/Yemen funding for the CLP will be in the field of health (specifically, family planning and maternal/child health) and another one-third for education (specifically, basic education). Flexibility is required for future year funding and implementation as there are indications that funding will be more evenly distributed among four accounts in future years – (i) basic

education, (ii) family planning and maternal/child health, (iii) economic development, and (iv) governance.

18. Can USAID provide any indication of the programmatic and budgetary emphasis by component outlined in the RFA – for example, are these components listed in order of ascending or descending importance?

USAID/Yemen is not emphasizing any one technical implementation area as more important than another.

19. US government officials in Yemen have been very understanding and accommodating about NGO security concerns as it recognizes that NGO coordination in the field with the US military has the potential to raise security risks for a project work and staff. Page 7 of the RFA notes that "The CLP must collaborate closely with DOD where feasible." Please confirm that the inclusion of the phrase "where feasible" reflects a continuation of the understanding and accommodating approach that US government officials in Yemen have employed to date and that such collaboration between the project and DOD will be subject to continual discussion between the project and USAID throughout the life of the project to ensure maximum safety of all involved and flexibility and responsiveness to the changing security situation on the ground.

The efforts of USAID, its implementers, and DOD elements will be closely coordinated. All bidders should be prepared to coordinate and collaborate with DOD initiatives through USAID. USAID/Yemen can confirm that such collaboration between the CLP and DOD will be required, but the manner and visibility of such coordination in the field will be subject to continual discussion between the project and USAID throughout the life of the project to ensure maximum safety of all involved and flexibility and responsiveness to the changing security situation on the ground. There is no greater concern to USAID/Yemen than to ensure that implementers and partners remain safe, secure, legitimate, and effective throughout the course of CLP implementation.

20. Can USAID provide additional information on the BEST and BHS program – such as progress reports, summaries, or other updated materials which may be relevant to this program?

Please contact the implementers of BEST and BHS for more information.

21. Could you please clarify which Geographic Code will be applicable for procurement under this RFA?

Geographic Code is 935 except for certain commodities, e.g. vehicles, pharmaceuticals, pesticides, seedlings, which are 000.

22. Does USAID intend for a minimum or maximum page number for the case study?

The case study is limited to 12 pages. USAID/Yemen regrets the confusion caused by multiple references to page length. The 12 page case study response is not part of the 30 page technical proposal length.

23. The RFA referenced Attachments 1 and 2, however, these could not be downloaded from Grants.gov. Would it be possible to receive these attachments from USAID?

Attachment 1 and 2 are part of the RFA document, see pages 59 and 62.

24. Does USAID intent to include cover pages, dividers, table of contents, graphs and charts in the proposal's total 30 page limit, or can these be submitted in addition to the 30 pages?

Cover pages, dividers, and the table of contents are not included in the 30 page limit. Appropriate graphs and charts should be included inside the technical proposal (for easy reference), making them part of the 30 page limit.

25. Pages 26, 28, and 75 of the RFA refer to page limits for the required Case Study varying from 10 to 15 pages. Please clarify the page limit for the required Case Study.

The case study is limited to 12 pages. USAID/Yemen regrets the confusion caused by multiple references to page length. The 12 page case study response is not part of the 30 page technical proposal length.

26. Would USAID consider excluding the Cover Page and Table of Contents from the 30 page limit for the technical proposal?

Cover pages, dividers, and the table of contents are not included in the 30 page limit. Appropriate graphs and charts should be included inside the technical proposal (for easy reference), making them part of the 30 page limit.

27. The RFA lists Resumes/CVs for key personnel, letters of commitment of organizational partners or key personnel and Past Performance as authorized attachments. May applicants also include the Draft 12-month Work Plan and the Performance Monitoring and Evaluation Plan as attachments to the technical proposal (not counted against the page limit)?

The draft work plan should be submitted as an attachment. It does not count against the 30 page technical proposal limit, but it will be included in the evaluation committee's review of the bidders' demonstrated understanding of and proposed approach to achieving the stated objectives of the CLP.

28. Are sub-contractors and sub-grantees required to submit Parts I and II of the Certifications & Assurances and Other Statements of Recipients?

Not as part of your offer, however after award they would be required.

29. Page 20 of the RFA states that the “Successful implementation of the project will require substantial leveraging of funds from other organizations. The implementer will leverage all activities with a minimum of 25% cost sharing from non-USG sources, unless otherwise directed by USAID.” Please clarify whether USAID is requiring 25% leverage or 25% cost share.

Because the RFA is for a cooperative agreement, the 25% cost share is a guideline. While not required, the extent to which the guideline can be met or exceeded throughout the various categories of activities of the CLP will be “viewed favorably”.

30. Page 20 of the RFA also states that “As a guiding rule, the implementer should seek to have a minimum of 25% of non-USAID funding covering the costs of activities.” Please clarify whether this percentage should be applied only to the costs of activities

The guideline for 25% cost sharing applies to the cost of the activities and is not intended to infer that 25% of the CLP overall ceiling value be leveraged with cost sharing.

31. Would USAID/Yemen and USAID/Egypt’s Regional Procurement Office consider a two-week extension to the deadline for proposal submission, given the complexity of the scope of work and environment?

See question No. 01.

32. **On page 21, 3.1: Performance Monitoring and Evaluation Plan:** “an initial draft PMP inclusive of realistic and appropriate performance indicators....shall be submitted as part of the Application”. It is unclear whether the PMP plan should be included within the 30 page limit for the technical proposal or whether it may be included as an annex. Please clarify and provide guidance on the number of pages if applicable.

The draft PMP should be submitted as an attachment and it does not count against the 30 page technical proposal limit.

33. The page limit for the case study is unclear. On page 26, the limit is indicated as 10 pages; on page 28 it appears as 15 pages; and on page 75 it appears as 12 pages. Could you please clarify the intended page limit?

The case study is limited to 12 pages. USAID/Yemen regrets the confusion caused by multiple references to page length. The 12 page case study response is not part of the 30 page technical proposal length.

34. Please clarify whether a branding strategy and marking plan is required as part of the application? If so, may it be included as an annex and in addition to the 30 page limit on the technical proposal? Given security considerations in Yemen, would USAID consider a waiver of branding and marking requirements?

The apparent successful applicant will be requested to propose a branding strategy and marking plan.

35. Could USAID please clarify whether there is a limit on the number of past performance references that may be submitted with applications? Related, does USAID have a preferred format (past performance references forms, matrices, etc.)?

Applicants should submit Past Performance on pertinent projects, no more than 10 references are required.

36. Would USAID consider providing the points distribution among the various evaluation criteria found on pages 28-29 of the RFA (e.g., technical approach, management, proposed personnel, past performance)?

See question No. 2

37. The cost share requirement is unclear to us. On page 20, the RFA states that “As a guiding rule, the implementer should seek to have a minimum of 25% of non-USAID funding covering the costs of activities. Activities are defined as the efforts implemented under a project.” This seems to indicate that cost share in the amount of 25% of non-management/administration/security expenses (direct programming) is required. In the same paragraph, however, the RFA states “the implementer may consider a 25% cost share “generated against direct program implementation funding”, in other words 25% of the total value of the project, to be a reasonable interpretation of the RFA guidelines.” This seems to indicate that 25% of the total project value (including management, administration and security costs) is expected. Could you please clarify USAID’s cost share expectation?

The guideline for 25% cost sharing applies to the cost of the activities and is not intended to infer that 25% of the CLP overall ceiling value be leveraged with cost sharing.

38. The 25% cost-share requirement on a program of this nature seems high, particularly given current realities in Yemen. Would USAID consider reducing or removing this requirement?

Because the RFA is for a cooperative agreement, the 25% cost share is a guideline. While not required, the extent to which the guideline can be met or exceeded throughout the various categories of activities of the CLP will be “viewed favorably”.

39. Could you kindly confirm that the amount of required cost-share is 25% of the total project budget of \$125 million, i.e. \$31,250,000?

The guideline for 25% cost sharing applies to the cost of the activities and is not intended to infer that 25% of the CLP overall ceiling value be leveraged with cost sharing.

40. Please clarify that the page limit for the case study is 10 pages, as stated on page 26 of the RFA, and not 15 pages as stated on page 28 or 12 pages as stated in Annex F – Case Study.

The case study is limited to 12 pages. USAID/Yemen regrets the confusion caused by multiple references to page length. The 12 page case study response is not part of the 30 page technical proposal length.

41. In the substantial involvement section on page 19 of the RFA, USAID requests that applicants submit a draft 12-month work plan and a draft performance monitoring and evaluation plan. However, these documents are not included in the list of technical proposal annexes on page 27. Should these documents be included in the technical application, and, if so, can we assume that they are separate from the 30-page limit?

The draft work plan should be submitted as an attachment. It does not count against the 30 page technical proposal limit, but it will be included in the evaluation committee's review of the bidders' demonstrated understanding of and proposed approach to achieving the stated objectives of the CLP.

42. Are Certifications and Representations required only for prime applicants or for any proposed subcontractors as well?

See question No. 29.

43. Page 7 of the RFA states that "CMSE oversees development and humanitarian assistance projects..." Can USAID confirm our understanding that CMSE directly oversees only those development and humanitarian assistance projects that are being implemented by DOD while any USAID funded projects would be under USAID's direct supervision?

Correct. CMSE manages only DOD-funded projects and has no part in overseeing USAID-funded projects.

44. The same paragraph on page 7 states that "The CLP must collaborate closely with DOD where feasible." Please clarify whether the primary CLP recipient and their sub-recipients are expected to directly communicate and share information with

DOD or – as has been the case with similar programs in the past – whether the CLP implementing agency/agencies will be coordinating with USAID/Yemen and USAID/Yemen, in turn, will interface with DOD.

CLP will collaborate and coordinate with DOD and other interagency, donor, and ROYG stakeholders through USAID. At times, CLP may need to or want to be in direct communication with DOD for the sake of expediency and flow of information, but USAID/Yemen has and will continue to insist that it always be the principal interlocutor for discussions with DOD.

Cost Proposal-Related Questions

1. The authorized GeoCode appears not to have been included in the RFA. Could you please provide the GeoCode for this procurement?

See question No. 21

2. Could USAID please indicate whether it has any plug figures in mind for grants or other core program activities or should individual bidders determine how to allocate all programmatic funding in the initial application?

The extent and proportion to which bidders utilize grants and other activities will depend greatly on the approach envisioned by the bidders. USAID does not have guidance on allocation and proportionality.