

Questions and Answers for
INL DRC Law Enforcement Assistance Program
INL22CA0064-AME-DRC-SecurityProf-072122
Date: August 26, 2022

Question 1:

Activity 2.2 calls for offerors to "identify office computer and other needed IT equipment..." (page 6) Will implementers also be responsible for procuring any equipment (paying for it, shipping it, etc.), which would have significant implications for proposal budgets?

INL Response:

Yes, the implementing partner will be responsible for purchasing equipment that can support the project objectives. The applicant needs to consider the length of time that the procurement process may take if they are considering purchasing outside the equipment the country and build that time into the project workplan. The customs clearance process can be disproportionately long in the DRC.

Question 2:

On page 10, the project proposal requires that applicants submit the "Change Map or equivalent". Will applicants be required to submit the Change Map on the INL template, or will applicants be able to submit other equivalent documents, such as a Logic Model, in place of the Change Map?

INL Response:

INL does not require applicants to utilize specific templates. However, INL encourages applicants use the Change Map template as INL requires certain elements (all in the Change Map template) to be captured. According to the Change Map template, "the change map must include the strategic alignment section; goals, objectives, sub-objectives (if applicable), and activities... The vision section and associated indicators, targets, and data sources are optional. Note that it is possible to include a vision statement without requiring indicators, targets, or data sources. If you choose not to include a vision statement, remove the section."

Question 3:

Given that the Monitoring and Evaluation Narrative is not among the required documents, may applicants include a Monitoring and Evaluation Narrative as an annex to the Performance Monitoring Plan?

INL Response:

Yes, applicants can provide a Monitoring and Evaluation plan **in addition to** the Change Map or its equivalent, and the Illustrative Performance Indicator Reference Sheet.

Question 4:

For Activity 1.1 and 2.4, will the training need to be conducted in 1) Kinshasa, or 2) in Kinshasa and the provinces mentioned? Can trainees from the four pilot provinces be brought to Kinshasa for training sessions?

INL Response:

We strongly encourage the rationalization of costs; scheduling all training sessions in Kinshasa could result in additional costs. The Congolese National Police has existing training facilities in each of the five proposed project sites. Even if these facilities are requested to host other trainings, there is a way to find a suitable solution for each site.

Question 5:

For Activity 1.1 and 2.4, does INL have a number or an estimate for the number of IGPNC staff that need to be trained? (from Kinshasa and from the four pilot provinces)

INL Response:

The targets for number of IGPNC staff to be trained through the project should be at least 200 investigators, 25 IG trainers, and 50 other law enforcement officials in the five sites. INL is looking for applicants to plan to train as many IGPNC staff and other relevant law enforcement as feasible, given the proposed project's funding and workplan.

Question 6:

Activity 1.2 states, "Train IGPNC investigators in Kinshasa as supervisors and directors of investigations to documenting cases in the system." Is this "system" in reference to the data management system to be implemented under Objective 2?

INL Response:

Yes, this is referencing the data management system to be implemented under Objective 2.

Question 7:

Activity 2.2 advises the grantee to, “Identify office computer and other needed IT equipment and other logistical needs for IGPNC provincial officer to use the data management system.” Will the IT equipment costs for the data management system need to be covered under this grant?

INL Response:

Yes, the implementing partner will be responsible for purchasing equipment that can support the project objectives. The applicant needs to consider the length of time that the procurement process may take if they are considering purchasing the equipment outside the country and build that time into the project workplan. The customs clearance process can be disproportionately long in the DRC.

Question 8:

Activity 2.2 refers to “IGPNC provincial officer”. Should all IT needs be considered (provincial offices and Kinshasa) or only the provincial offices?

INL Response:

To clarify, the project includes IGPNC headquarters in Kinshasa, not the Kinshasa provincial police stations. Therefore, the implementing partner will need to plan for procuring equipment for the IGPNC headquarters and their four provincial official offices.

Question 9:

Does the Illustrative Performance Indicator Reference Sheet and the Change Map form part of the Proposal Narrative page count? If not, can they be submitted as separate attachments?

INL Response:

The Illustrative Performance Indicator Reference Sheet and the Change Map **are not** considered as part of the proposal narrative page count and can be submitted as separate attachments or as annexes to the proposal narrative.

Question 10:

Can we use Arial Narrow 11 pt for tables, graphics, and labels?

INL Response:

According to the NOFO, all Word documents [and its contents] are, at minimum, single-spaced with 12-point Times New Roman font and 1-inch margins.