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NOTICE OF FUNDING OPPORTUNITY (NOFO) ISSUANCE DATE:	Sunday, July 18, 2021
QUESTIONS & REQUESTS FOR CLARIFICATION SUBMISSION DEADLINE:	Monday, August 02, 2021
AMENDMENT No. 01 ISSUANCE DATE:	Tuesday, August 25, 2021
NOFO CLOSING DATE:	Wednesday, September 02, 2021, by 16:00 Eastern European Summer Time (EEST, 3 hours ahead of Coordinated Universal Time (UTC))

SUBJECT:	Amendment Notice of Funding Opportunity (NOFO) to Publish the Submitted Questions and Corresponding responses, *and* Amend Various NOFO Sections
REFERENCE:	Informal Livelihoods Advancement Activity (Iqlaaع) Notice of Funding Opportunity (NOFO) No. 72027821RFA00006 Amendment No. 01

This amendment No. 01 to NOFO No. 72027821RFA00006:

(a) Publishes the submitted questions and corresponding responses; *and*
(b) Amends the following NOFO sections:

(i) **Section A.III PRIORITIES TO ADDRESS**;
(ii) **Section B.2 EXPECTED PERFORMANCE INDICATORS, TARGETS, BASELINE DATA, AND DATA COLLECTION**;
(iii) **Section B.4 SUBSTANTIAL INVOLVEMENT**;
(iv) **Section D.5 TECHNICAL APPLICATION FORMAT**;
(v) **Section D.6 BUSINESS (COST) APPLICATION FORMAT**; *and*
(vi) **Annex 1 – SUMMARY BUDGET TEMPLATE**.

Except as provided herein, all NOFO terms and conditions remain unchanged and in full force and effect. Thank you.

Yours truly,

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I. SUBMITTED QUESTIONS AND CORRESPONDING RESPONSES

1. How many MSEs should be targeted for the project?

USAID Response: USAID/Jordan's Office of Economic Development and Energy (EDE) will agree on the number of targeted micro and small enterprises (MSEs) during the implementation phase with the Implementing Partner (IP). Further, the team at USAID and the implementing partner will collaborate to create the first-year plan.

2. How many MSEs should be targeted for the granting scheme?

USAID Response: USAID/Jordan's EDE will agree on the number of targeted MSEs for the granting scheme during the implementation phase with the IP. However, the grant scheme will not be limited by a number, sector, or geographical location. The grant scheme will be decided based on research done by the implementing partner and in agreement with USAID.

3. Is the MSEs targeting restricted to specific sectors?

USAID Response: No, USAID has not restricted the MSEs targeting specific sectors. The Iqlaaع design is sector agnostic. Further, the productive sector to be selected or supported will be determined during the implementation phase.

4. What is the minimum and maximum amount to be granted to MSEs as part of the grant scheme?

USAID Response: While USAID has not determined a minimum amount, USAID confirms that the Iqlaaع activity targeted grants budget must not exceed $20 million for the life of the project (i.e., five-year period of performance).

5. As part of the women, youth, and inclusivity focus:

- Is there a minimum percentage of women-led MSEs to be supported? The design does not have a specific percentage or "quota" for women-led MSEs, but proposals should reflect the intention of inclusivity.
- Is there a minimum percentage of youth-led MSEs to be supported? The design does not have a specific percentage or "quota" for youth-led MSEs but should reflect the intention of inclusivity.
- Is it a requirement to target a certain number of Syrian-led MSEs?

USAID Response: No, USAID has not determined a minimum percentage, specific percentage, or "quota" for women-led, youth-led, *or* Syrian-led MSEs, respectively. The scope of Iqlaa will support and provide assistance to anyone who has residencylin the country and can legally work in Jordan.

6. What age range are you considering under "youth?"

USAID Response: While there is no universally agreed international definition of the youth age group, USAID defines youth as between the ages of 10 – 29 years old.

7. For the formalization component (Component 1), which criteria do you take into account to measure formalization??

USAID Response: For the purposes of Iqlaaع, formalization means being registered under a unique company number within the Companies Control Department and having a unique number with the Social Security Corporation..

8. For the technical assistance component (Component 2), is it eligible to pay for third parties (e.g., consultancies) to implement part of the activities?

USAID Response: Yes, paying for third parties (e.g., consultancies) to implement part of the activities for the technical assistance component (i.e., Component 2) is eligible. Given that USAID invests to foster local capacity building, the Iqlaaع design assumes that the Contractor will utilize local companies to implement the project, and its components.

9. For the financial support component (Component 3.(a)), can we capitalize on already available grants, loans, liquidities and funds from the MSEs?

USAID Response: While USAID encourages synergy and avoidance of overlap, we cannot provide a definitive response without further details regarding the means or the mechanisms upon which potential applicants would like to capitalize. Nevertheless, if potential applicants intend for the proposed capitalization on already available grants, loans, liquidities, *and* funds from the MSEs to strengthen the design or implementation, then USAID welcomes the strategy.

10. For the digital services component (Component 3.(c)), is it eligible to build new financial services for MSEs? Or does it solely targets capitalization on already existing financial services?

USAID Response: USAID encourages innovation, new ideas, as well as building upon what has already been done.

11. Under component 4, is it eligible to replicate USAID LENS successful models?

USAID Response: USAID works to build upon its previous investments and embed lessons learned whenever possible. Thus, we encourage potential applicants to review what other projects have achieved, including the Jordan Local Enterprise Support (USAID LENS) project and, where appropriate, replicate and scale those achievements to the extent possible.

12. The second footnote states, "USAID Jordan defines micro enterprises as those who employ no more than 10 employees, and small enterprises as those with no less than 10 and no more than 49 employees." In light of the multiple definitions of MSEs used in throughout the document, will USAID confirm that for the sake of this program the definition of a microenterprise is below 10 employees and a small enterprise is below 49?

USAID Response: USAID/Jordan defines micro-enterprises as those with no more than 10 employees. And USAID/Jordan defines small enterprises as those with no fewer than 10, but no more than 49 employees.

13. "In Jordan, 91 percent of micro and small enterprises with fewer than five employees operate in the informal sector, and the informal economy accounts for 17 to 25 percent of the GDP. Although these enterprises employ 60 percent of the workforce…" Can USAID share the source of this information and confirm that 91% of all MSEs under 5 employees are informal and employ 60% of the workforce?

USAID Response: Please refer to the amendment to NOFO **Section A.III.** below.

14. The Iqlaa goal, objectives and sub-objectives are listed below. Sub-objectives are followed by illustrative results for each. A list of expected indicators follows the section on results." However, no results, objectives, sub-objectives, or illustrative results are presented thereafter (except for the CDCS IRs). Will USAID provide this information?

USAID Response: Please refer to the amendment to NOFO **SECTION B: FEDERAL AWARD INFORMATION, Section 2** below.

15. "USAID/Jordan will be substantially involved in the implementation of the Health Service Delivery Activity." Can USAID confirm that this is simply a typo?

USAID Response: Please refer to the amendment to NOFO **SECTION B: FEDERAL AWARD INFORMATION, Section 4** below.

16. USAID states that "Iqlaaع will provide both direct firm-level assistance and business advisory services to MSEs…," and elsewhere in the NOFO there are references to delivery of assistance through business associations and business service providers. Can USAID please clarify the model of assistance that Iqlaaع is expected to deliver?

USAID Response: USAID clarifies potential applicants may propose a mixed delivery method of both direct firm-level assistance to MSEs, and delivery of assistance through business associations and business service providers. Further, USAID and the recipient will further the agreed upon Iqlaaع assistance model during the implementation phase. Lastly, the NOFO language provides potential applicants with the flexibility to propose or utilize both models.

17. USAID states in the program description under Component 3, that: "b) Capacity Building… Iqlaaع will pursue the development of an efficient access to finance space, to meet the financial needs and build the financial capacity of MSEs. Capacity building activities (including targeted consultancies, training, studies, provision of equipment and computerized systems, etc.) will be provided to financial institutions, particularly microfinance providers, to help them capitalize and improve their underwriting and loan portfolio management operations, credit management policies, business planning strategies, and lending practices. Many MSEs lack access to financial services due to an inability to effectively plan, account for, or present their companies' activities. Iqlaaع will explore practical and effective ways to support these enterprises, including with business development services." Does USAID want activities under this subcomponent to focus on capacity building for financial institutions only or does USAID envision that in addition this subcomponent will support business development services to be delivered directly to MSEs?

USAID Response: USAID intends for the NOFO language to create space and encourage potential applicants to propose both supply and demand side interventions.

18. Footnote 1 defines "formal" as a business that is registered with the Company Control Department. There are many kinds of organizations that could be formal but registered with other government agencies of departments. Microfinance lenders are registered with the Ministry of Finance. Business associations and community-based organizations can become formal by registering with several different agencies. Will USAID recognize organizations which are officially registered with a government agency, as formal entities?

USAID Response: Please refer to the response provided under question No. 07 above.

19. Geography has a lot to do with financial inclusion, women's participation, and private sector informality. Should applicants target specific amounts of budgets or levels of effort toward working in districts with the lowest levels of financial inclusion, women's economic participation, and private sector informality?

USAID Response: The Iqlaaع design is sector and location agnostic. The final selection criteria of the areas of focus will be decided and formulated with the implementing partner during the implementation phase.

20. Component 4 indicates the necessity to "Scale Up effective legacy pilots from previous USAID investments and propose innovative solutions to MSE formalization and growth." There have been several USAID projects that have tried to address issues related to formalization. LENS, JCP, and CITIES are just a few recent projects, plus the Community Economic Development project. Many business associations and business non-government organizations have received investments from USAID. When referring to previous USAID investments in legacy pilots, is this specific to LENS or could there also be pilots and programs from other USAID projects?

USAID Response: Please refer to the response provided under question No. 11 above. Further, USAID referenced the USAID LENS project for its relevance to the design, but not to the exclusion of other USAID projects (e.g., USAID Jordan Competitiveness Program (JCP); USAID Jordan Cities Implementing Transparent, Innovative, *and* Effective Solutions (CITIES); *or* Community Economic Development project). USAID encourages potential applicants to build upon any relevant USAID projects, or other donor investments, with regards to design areas and components.

21. MSEs owned by, providing primary services to, or employing people with disabilities are not emphasized in Component 2, Paragraph 2, or elsewhere. In addition to "women and youth" would USAID also consider emphasizing assistance and engagement of MSEs owned by or serving people with disabilities?

USAID Response: Yes, USAID encourages potential applicants to emphasize assistance and engagement of MSEs owned by or serving people with disabilities. USAID considers the Iqlaaع design as inclusive. Further, potential applicants may include any MSE owner who is legally allowed to work in the country in Iqlaaع.

22. In 2019 there was a major crisis in the Microfinance industry. Many behind or defaulting on Microfinance loans were arrested, most of them being women. The COVID crisis made it even harder for these people to reestablish their businesses, repay their loans, and subsequently grow. This situation is not referred to in the section on "Support Business Survival and Growth." Would USAID place any emphasis on engaging and assisting MSE negatively impacted by both the COVID and Microfinance crisis?

USAID Response: USAID believes any consideration, if any, to engage and assist MSE negatively impacted by the novel coronavirus disease 2019 (COVID-19) or Microfinance crisis should occur during the implementation phase. More pointedly, USAID does not consider issuing grants as a subsidy for defaulting loans, but rather a way forward to enhance the safety net and accessibility to MSEs.

23. Can USAID please confirm if there is a specified grants budget or percentage of total budget intended for the Jordan Iqlaaع Activity?

USAID Response: Please refer to the response provided to question No. 04 above.

24. "Technical Narrative/Key Personnel" USAID requires that the COP must have a "graduate degree in a field relevant to private sector development". It is our experience that such a requirement often limits well qualified, senior-level individuals. Would USAID consider changing this requirement to a degree in a field relevant to the Iqlaa scope, which would allow for well qualified candidates who have relevant experience in private sector development to be proposed?

USAID Response: No, USAID will not change the Chief of Party (COP) education requirement to a graduate degree in a field relevant to the Iqlaaع scope. The NOFO Chief of Party (COP) education requirement remains unchanged.

25. "Technical Narrative/Key Personnel" USAID requires that the DCOP must have a "graduate degree in a field relevant to private sector development". It is our experience that such a requirement often limits well qualified, senior-level individuals especially in the case of local hires. a. Would USAID consider changing this requirement to a Bachelor's degree with seven years of experience in a field relevant to the Iqlaa scope?

USAID Response: No, USAID will not change the Deputy Chief of Party (DCOP) education requirement to a bachelor's degree with seven years of experience in a field relevant to the Iqlaaع scope. The NOFO DCOP education requirement remains unchanged.

26. Refers to "those who are self-employed, have an informal employer, participate in unpaid family work, and are irregular wage earners who are largely uncovered by social security."

Does USAID consider these categories to be within the broader definition of microenterprises, or otherwise want Iqlaa to also address wage employment?

USAID Response: Yes.

27. Focuses on women's participation in wage and self-employment (within a broad category of jobs), but then also mentions large companies and sectors that employ women. Should Iqlaa address wage employment with a focus on large employers, as well as self-employment?

USAID Response: Yes, USAID considers these categories to be within the broader definition of microenterprises, or otherwise want Iqlaa to also address wage employment. Iqlaaع is targeted for Micro and Small informal and formal enterprises. The large employers will be targeted and supported through other USAID programs.

28. States that "USAID envisions the grants scheme to have several sub-schemes to serve the purposes of: (1) maintaining livelihoods, and (2) supporting businesses." How does USAID define livelihoods in contrast to supporting businesses?

USAID Response: For the purposes of Iqlaaع, livelihoods means income, and at a later stage of productivity revenue. Further, livelihoods mean the ability to maintain employment in the enterprise and expand that employment pool as the revenue and productivity expands.

29. Can USAID clarify which of the many topics and development challenges mentioned in the "Priorities" section of the RFA should be prioritized for Iqlaa?

USAID Response: The Four Technical Components that underpin Iqlaaع's purpose under NOFO **Section IV.C** represent the project's "priorities." USAID encourages all potential applicants to use those Four Technical Components as a guiding principle.

30. Start-up support is only mentioned twice in the RFA (in component #3 – access to finance and in the guiding principles Gender/Youth section). Can USAID clarify if Iqlaa should support MSE start-ups as a priority?

USAID Response: Yes, Iqlaaع should support MSE start-ups as a priority. USAID considers MSE start-ups as a stage of formalization. They are expected to be supported under Iqlaaع. This will need to be well coordinated with Business Growth Activity (BG) as it will also focus on supporting start-ups.

31. The "Sustainability" section (page 17) mentions that grants will "help local institutions get the assistance they need to carry out their role in a sustainable way." Which types of institutions is USAID referring to here?

USAID Response: USAID refers to all relevant stakeholders needed to implement the NOFO **Section IV.C** Four Technical Components in the design. Moreover, USAID did not list or specify institutions so as not to limit the ability of potential applicants to propose the needed partners.

32. On page 9 the RFA mentions that "[informal businesses, which make up the majority of small enterprises in Jordan (91 percent)." Can USAID provide the source for this statistic? The LENS MSE survey found that 18% of MSEs are not registered with MoIT.

USAID Response: Please refer to the response provided to question No. 13 above. Further, please refer to the amendment to NOFO **Section A.III.** below

33. Kindly confirm whether both Jordanians and non-Jordanians (including Syrian refugees) can be targeted under Iqlaa.

USAID Response: As envisaged, Iqlaaع can support any entity or person who is legally allowed to reside and work in the country.

34. Did USAID intend to include reference to ADS 303 on page 42 related to policies and regulations to which US organizations are subject? It is our understanding that ADS 303 provides the requirements USAID must follow when administering an award, but recipient organizations under assistance awards are not required to follow ADS 303.

USAID Response: As per the Automated Directives System (ADS) 303.1, "[t]his chapter describes the Agency's internal guidance, policy directives, required procedures, *and* standards for the award and administration of USAID grants and cooperative agreements to:

- Institutions of higher education,
- Hospitals,
- Nonprofit non-governmental organizations (NGOs), and
- Commercial organizations."

Thus, USAID confirms that we will utilize ADS 303 for internal guidance, policy directives, required procedures, *and* standards for the award and administration of the resulting Iqlaaع cooperative agreement.

35. Program income (page 50). Since cost share is a requirement under this award, can program income be changed to have it treated as cost-share (as allowed under 2 CFR 200.397(e)(3)) rather than deductive and/or will USAID approve cost-share treatment of program income for grants/subawards to MSEs?

USAID Response: USAID confirms that the recipient can deduct program income from the award per Title 2 Code of Federal Regulations (CFR) §200.307(e)(1)) for US-NGOs, or included in the award document via the "Required as Applicable" standard provision (i.e., RAA16. PROGRAM INCOME (AUGUST 2020))[1] intended to provide a term and condition of the award for non-U.S. non-governmental organizations.

36. In Annex 2, can USAID clarify if the inclusion of 2 CFR 701.3 means that USAID has determined that this award will be subject to the requirements of 2 CFR 701? And if it will

[1] Standard Provisions for Non-U.S. Nongovernmental Organizations available at https://www.usaid.gov/sites/default/files/documents/303mab.pdf.

be subject to 2 CFR 701, can USAID clarify if vetting under 2 CFR 701 will only be required for the prime recipient, or if USAID will opt to also subject subrecipients to vetting under 2 CFR 701?

USAID Response: To date, USAID has not decided if the resulting award or prime recipient will be subject for vetting. Nevertheless, we included 2 CFR §701.3 in the NOFO to reserve the right to later determine that a particular award is subject to vetting in the interest of national security per 2 CFR § 701.3. Further, per 2 CFR §701.3(a), "USAID may require vetting of the key individuals of applicants, including key personnel, whether or not they are employees of the applicant, first tier subrecipients, contractors, and any other class of subawards and procurements as identified in the assistance solicitation and resulting award."

37. On page 10/11, "Providing grants and cash subsidies to MSEs directly could be efficient, especially in early recovery situations." We are unclear if cash subsidies to a business is an allowable cost under the cost principles in 2 CFR 200, Subpart E. Can USAID provide the regulatory reference or basis for cash subsidies to businesses?

USAID Response: USAID confirms that cash subsidies to a business are allowable in accordance with the cost principles outlined in 2 CFR § 200 Subpart E. Further, cash advances the recipient makes to subrecipients or the recipient's field organizations must substantially conform to the same requirements as those applicable to USAID prime recipients as outlined in 2 CFR §700.7, or included in the award document via the "Required as Applicable" standard provision (i.e., RAA1. ADVANCE PAYMENT AND REFUNDS (NOVEMBER 2020)) intended to provide a term and condition of the award for non-U.S. non-governmental organizations.

38. Based on page 31, point 1, can USAID confirm if the applicant must submit copies of the written policies on personnel compensation part of the annexes of the cost application?

USAID Response: Yes, USAID confirms that potential applicants must submit established written policies on personnel compensation as part of cost application.

39. The SF-424a lists the object class categories as: a. Personnel, b. Fringe Benefits, c. Travel, d. Equipment, e.Supplies, f. Contractual, g. Construction and h. Other; however the NOFO lists the suggested budget categories as: a. Salaries, b. Allowances, c. Fringe Benefits, d. Travel, Transportation and Per diem, e. Equipment and Supplies, f. Subawards, g. Other Direct Costs. What is USAID's guidance for presenting the budget by category in the SF-424a as well as the summary and detail presentations?

USAID Response: Please refer to the amendment to NOFO **ANNEX 1 – SUMMARY BUDGET TEMPLATE** below.

40. Under Section 5 (page 25) Technical Application Format, USAID states that Annex B - Curriculum Vitaes (CVs) for Key Personnel will "not exceed 5 pages." Can USAID please confirm that each CV must not exceed 5 pages?

USAID Response: Please refer to the amendment to NOFO **SECTION D: APPLICATION AND SUBMISSION INFORMATION** below.

41. Can USAID please confirm that there is no page limit for Annex A – Staffing and Management Plans and Organizational Chart?

USAID Response: Please refer to the amendment to NOFO **SECTION D: APPLICATION AND SUBMISSION INFORMATION** below.

42. Can USAID confirm that History of Performance information (page 34) should be included as part of the cost application?

USAID Response: Please refer to the amendment to NOFO **SECTION D: APPLICATION AND SUBMISSION INFORMATION** below.

43. Can USAID confirm that 10-point font is acceptable in text boxes?

USAID Response: Please refer to the amendment to NOFO **SECTION D: APPLICATION AND SUBMISSION INFORMATION** below.

44. We have a question about the eligibility criteria as stated on page 21 "All qualified U.S. and non-U.S. organizations (other than those from foreign policy restricted countries) are eligible to apply. Pursuant to Code of Federal Regulations (CFR) 200.400(g), it is USAID policy not to award profit under assistance instruments such as Cooperative Agreements, and as such, for-profit organizations must waive profits and/or fees to be eligible to submit an application. Forgone profit does not qualify as cost-share or leverage." We are a public entity in Jordan, we would like to apply for this call, are we eligible as non-U.S. organizations?

USAID Response: As per NOFO **SECTION C: ELIGIBILITY INFORMATION Section 1,** "[a]ll qualified U.S. and non-U.S. organizations (other than those from foreign policy restricted countries) are eligible to apply." Thus, USAID envisages the targeted organization for this resulting award is a qualified U.S. and non-U.S. organization, not a government to government partnership.

45. Are joint applications from consortiums eligible for this specific NOFO? If yes, are there any additional considerations that are applicable?

USAID Response: Yes, joint applications from consortia are eligible to apply for this NOFO so long as the joint application complies with the NOFO **SECTION C: ELIGIBILITY INFORMATION** requirements.

46. Is any additional documentary evidence required in support of the minimum cost-share amount other than itemization in the budget? Also, how will reporting on cost-shared personnel work in case a joint-application is Submitted?

USAID Response: No additional evidence required, kindly refer to page 33 for required details, and applicant should state in the application how reporting on cost-shared personnel work in case a joint-application will be submitted. Also as mentioned in page 41 Proposed cost share, if provided, will be reviewed for compliance with the standards set forth in 2 CFR 200.306, 2 CFR

700.10, and the Standard Provision "Cost Sharing (Matching)" for U.S. entities, or the Standard Provision "Cost Share" for non-U.S. entities.

47. Can you specify which expenses can be included in the 5% of cost-sharing

USAID Response: Please refer to the NOFO **SECTION C: ELIGIBILITY INFORMATION** requirements as we all 2 CFR §200.306.

48. Can the grantee/sub-grantees pay for the implementation of the consultant recommendations'?

USAID Response: Either the recipient or subrecipient can pay consultants directly to carry out part of the Federal award.

49. Is pure direct financial support to MSEs without any cost-sharing also eligible?

USAID Response: Yes, USAID confirms that pure direct financial support to MSEs without any cost sharing is eligible. However, the recipient must meet or exceed the established USAID mandatory 5 percent minimum cost sharing or matching amount for the award.

50. Is it eligible to buy material, equipment and tools for MSEs?

USAID Response: Yes, the recipient can buy material, equipment, *and* tools for MSEs per the outlined NOFO requirements and special conditions.

51. Can USAID clarify whether Iqlaa can award grants to firms that are unregistered and unlicensed?

USAID Response: No, receipts cannot award grants to firms that are unregistered and unlicensed.

52. May offerors use a different, smaller font (no smaller than 10 point) for textboxes as well as for tables, graphs, and charts?

USAID Response: Please refer to the amendment to the **SECTION D: APPLICATION AND SUBMISSION INFORMATION** below.

53. States that the Applicant must include the following in the management plan, "A description of the staffing structure, including a description of the staffing plan (including use of Short-Term Technical Assistance (STTA)), an Organizational Chart, a summary of position descriptions for non-key personnel, and rationale for proposed Key Personnel candidates." Page 28 of the NOFO states that the Applicant must include the following in Annex A – Staffing and Management Plans and Organizational Chart, "The Application must include an appropriate, well-justified, and complete staffing plan including an organizational chart, which clearly shows proposed lines of responsibility, authority, and communication procedures to ensure productivity as well as cost and quality control, proposed use of local staff with appropriate expertise, and promotes gender balance. The Applicant should provide information on the proposed management structure as well as details on home office backstopping and its purpose, if applicable. This includes detailed identification of the roles and responsibilities of each partner/entity, their relationships between each other, lines of authority and accountability, and patterns for utilizing and sharing resources. This also includes a table with proposed roles, technical expertise, and level of effort." a. Can USAID please confirm that summary position descriptions for non-key personnel are to be included in the Annex A table with proposed roles, technical expertise, and level of effort and not in the management plan in the technical narrative? b. Can USAID please confirm that the organizational chart is to be included in Annex A and not in the management plan in the technical narrative?

USAID Response: Please refer to the amendment to NOFO **SECTION D: APPLICATION AND SUBMISSION INFORMATION** below.

54. Will USAID confirm that there is no page limit on Annex A Staffing and Management Plan and Organizational chart?

USAID Response: Please refer to the amendment to NOFO **SECTION D: APPLICATION AND SUBMISSION INFORMATION** below.

55. Annex B declares that [curricula vitae] for key personnel are not to exceed five pages. Please confirm that the five-page limit noted refers to each CV, not to the entire annex.

USAID Response: Please refer to the amendment to NOFO **SECTION D: APPLICATION AND SUBMISSION INFORMATION** below.

56. Please explain the difference between the information Applicants must provide in Chapter 2 Management Plan and Key Personnel versus Annex A Staffing and Management Plan and Organizational chart. Specifically, what information applicants must provide in Chapter 2 versus what different information applicants must provide in Annex A (in addition to an Organizational Chart)

USAID Response: Please refer to the amendment to NOFO **SECTION D: APPLICATION AND SUBMISSION INFORMATION** below.

57. Many highly qualified candidates – notably, women – have been deprived of opportunity to acquire a graduate degree yet have managed to acquire many years of relevant experience. May years of relevant experience be substituted for a graduate degree as minimum requirements for the COP and DCOP?

USAID Response: Please refer to the responses provided to question Nos. 24 and 25 above.

58. USAID states that Annex B-Curriculum Vitaes (CVs) for Key Personnel is not to exceed 5 pages". Can USAID please confirm if each CV has a limit of 5 pages or if the group of Key Personnel CVs for Annex B have a limit not to exceed 5 pages?

USAID Response: Please refer to the amendment to NOFO **SECTION D: APPLICATION AND SUBMISSION INFORMATION** below.

59. USAID states under Annex A – Staffing and Management Plans and Organization chart "This [annex] also includes a table with proposed roles, technical expertise, and level of effort." Will USAID please confirm that this table is to describe the proposed roles, technical expertise, and level of effort for proposed staffing positions, as opposed to level of effort for consortium partners?

USAID Response: Yes, USAID confirms that this table describes the proposed roles, technical expertise, *and* level of effort for proposed staffing positions, as opposed to level of effort for consortium partners.

60. USAID states that under Section H, applicants must provide information regarding their recent history of performance as part of the Budget Narrative. Can USAID please confirm if they would like the History of Performance section in the Budget Narrative or Technical Narrative. If the History of Performance section is to be in the Budget Narrative, can USAID confirm the criteria in which they will evaluate this section?

USAID Response: As per ADS 303.3.9, "[t]he AO must evaluate risk in accordance with the principles established by USAID and the Office of Management and Budget (OMB)." However, the Selection Committee will neither rate the History of Performance as a merit review criterion nor consider the History of Performance as part of the review and selection process. The Agreement Officer will only consider the submitted History of Performance as a factor in determining the level of risk (i.e., to evaluate the risks posed by applicants before making the award) for the requisite pre-award risk assessment per ADS 303.3.9. Further, please refer to the responses provided to question No. 42 above.

61. The NOFO defines the Chief of Party (COP) as the leader of the agreement team. Kindly clarify if this refers to a Project Manager, as COP may have a different equivalence within UN agencies (i.e., a Country Director is the designated authority).

USAID Response: Please refer to the amendment to NOFO **SECTION D: APPLICATION AND SUBMISSION INFORMATION** below for the COP position description.

62. Under Budget and Budget Narrative Section D Part 6(D), No. 7 "Indirect Costs," can USAID confirm that a local or U.S. for profit organization that does not have a NICRA may use the 10% de minimis rate per 2 CFR 200.101(a)(2)?

USAID Response: Yes, USAID confirms that a local or U.S. for profit organization that does not have a Negotiated Indirect Cost Rate Agreement (NNICRA) may use the 10 per de minimis rate per 2 CFR §200.101(a)(2).

63. Under Annex 1 "Summary Budget Template," can USAID please confirm that the Applicant may add a line to the template for proposed grants?

USAID Response: Please refer to the responses provided to question No. 39 above. Further, applicants must use the NOFO **ANNEX 1 – SUMMARY BUDGET TEMPLATE**, as amended.

64. Under Budget and Budget Narrative Section 6(D) USAID requires a separate line item for the costing of subawards. Can USAID please confirm that contractors and consultants should be budgeted under the "Subawards" budget heading?

USAID Response: As per 2 CFR 200.1, "[*s*]*ubaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program." However, potential applicants should use their organization's accounting practices for budgeting contractors and consultants.

65. Says to include "a summary of position descriptions for non-key personnel…" Can USAID confirm that Annex A can provide information for each individual position, while a narrative summary can be included in the section in the Technical Application?

USAID Response: Please refer to the amendment to NOFO **SECTION D: APPLICATION AND SUBMISSION INFORMATION** below.

66. Can USAID provide a target amount or ceiling for the grants fund under Iqlaa?

USAID Response: Please refer to response provided under question No. 04 above.

67. What is the estimated start-date for the "planned municipal development activity" (page 6)? Can USAID provide information on the focus of this activity?

USAID Response: Please monitor USAID Jordan Business Forecast:

https://www.usaid.gov/business-forecast/search

[END SUBMITTED QUESTIONS AND CORRESPONDING RESPONSES]

II. NOTICE OF FUNDING OPPORTUNITY (NOFO) AMENDMENTS

A. SECTION A: PROGRAM DESCRIPTION

1. III. PRIORITIES TO ADDRESS

(a) FIRST PARAGRAPH

The **FIRST PARAGRAPH** is hereby DELETED in its entirety and REPLACED with the following:

" In Jordan, 91 percent of enterprises are micro, small, and medium enterprises with fewer than five employees. The informal economy accounts for 17 to 25 percent of the GDP. Although these enterprises employ 60 percent of the workforce, they struggle to grow due to many factors, including a non-conducive enabling environment, lack of product diversification or sophistication, low levels of information technology and innovation, the issue of quality consistency, markets being limited to their neighborhood radius, branding and packaging, and a lack of business skills among the business owners.

Additionally, these businesses face a high cost to formalize, mainly due to registration and licensing, high tax rates, political instability, high cost of electricity, strict labor regulations, difficult customs and trade regulations, corruption, and limited access to finance."

[END FIRST PARAGRAPH]

[END SECTION A.III]

[END SECTION A]

B. SECTION B: FEDERAL AWARD INFORMATION

1. 2. Expected Performance Indicators, Targets, Baseline Data, and Data Collection

Section 2. Expected Performance Indicators, Targets, Baseline Data, and Data Collection is hereby DELETED in its entirety and REPLACED with the following:

"**2. Expected Performance Indicators, Targets, Baseline Data, and Data Collection**

Iqlaaع goal: Put Jordanian micro and small enterprises on a path to recovery, formalization, and growth.

Standard indicators are drawn from the updated (2020) Standard Foreign Assistance Master Indicator List (MIL), available at:

https://www.state.gov/foreign-assistance-resource-library/.

The Recipient will ensure integrated tracking of performance indicators in the AMELP that incorporates output, outcome, and/or context measures for each result. The AMELP will identify indicators, the chosen methods to collect data to monitor and evaluate the progress and impact of program activities, and the schedule for monitoring, evaluation, and learning from activities. The Recipient will gather and use baseline data to evaluate activity results. All data collected shall be sex-disaggregated and surveys and other monitoring and evaluation tools shall include questions to elicit information that allows differentiation of impacts based on gender."

[END SECTION B.2]

2. 4. Substantial Involvement

Section 4. Substantial Involvement is hereby DELETED in its entirety and REPLACED with the following:

"**4. Substantial Involvement**

As per ADS 303.3.11, USAID/Jordan will remain substantially involved in the implementation of the Informal Livelihoods Advancement Activity (Iqlaaع). The intended purpose of the Agreement Officer's Representative (AOR) involvement during the implementation of the program is to assist the recipient in achieving the supported objectives. It is expected that the Agreement Officer will delegate the following approvals to the AOR, except for changes to the Program Description or the approved budget or key personnel, for which only the Agreement Officer can provide prior written approval.

(a) Approval of the Recipient's Implementation Plans

The annual Implementation Plan, and subsequent revisions are subject to the USAID AOR approval prior to implementing substantive work for each year of the Agreement. The AOR will ensure that the Implementation Plans align with the stated goals, milestones, and outputs as well as fit within the scope, terms and conditions of the agreement.

(b) Approval of Specified Key Personnel

USAID will identify up to five positions to be designated as key to the successful implementation of the Cooperative Agreement program objectives. Critical to the implementation of the Iqlaaع activity, USAID anticipates that the Chief of Party (COP) and Deputy Chief of Party (DCOP) will serve two of the key positions.

(c) Agency and Recipient Collaboration or Joint Participation

The following collaboration or joint participation of USAID and the recipient of the Iqlaaع activity are authorized:

(i) Collaborative involvement in selection of advisory committee members: The AOR will be involved in the selection of advisory committee members if the Activity establishes such a committee. The AOR may participate in the Advisory Committee;

(ii) The AOR will approve all grants under the Cooperative Agreement that are in accordance with the reviewed Grants Manual;

(iii) The AOR will approve the Recipient's Activity Monitoring and Evaluation Plan;

(iv) The AOR will monitor to authorize specified kinds of direction or redirection because of interrelationships with other projects; *and*

(v) Communications with Government of Jordan (GOJ) officials. The AOR must be present in all meetings with government officials at the Minister and Secretary General levels. All communication with GOJ officials must be made by the Chief of Party and coordinated in advance with the USAID AOR. Exceptions may be granted but must be in writing and made prior to any meeting or communication."

[END SECTION B.4]

[END SECTION B]

C. SECTION D: APPLICATION AND SUBMISSION INFORMATION

1. 5. Technical Application Format

Section 5. Technical Application Format is hereby DELETED in its entirety and REPLACED with the following:

" **5. Technical Application Content and Format**

The Technical Application will be the most important factor for consideration in selection for award of the proposed cooperative agreement. Further, potential applications should submit a specific, complete, *and* concise Technical Application. Moreover, the Technical Application should demonstrate the potential applicant's capabilities, contextual knowledge, *and* expertise with respect to achieving the Iqlaaع activity goals and objectives. Lastly, the Technical Application should take into consideration the requirements of the activity and merit review criteria under NOFO **SECTION A: PROGRAM DESCRIPTION** and **SECTION E: APPLICATION REVIEW INFORMATION**, respectively.

As per 2 CFR §200.111(a), "[a]pplications must be submitted in the English language and must be in the terms of U.S. dollars. If the Federal awarding agency receives applications in another currency, the Federal awarding agency will evaluate the application by converting the foreign currency to United States currency using the date specified for receipt of the application." Further, 2 CFR §200.111(b) provides "[n]on-Federal entities may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control."

The Technical Application must indicate only one prime Recipient that may enter into subawards or contracts with partner institutions. In this case, the applicant remains responsible for establishing and maintaining subawards *or* contracting relationships with proposed partners.

The applicant must submit the Technical Application via email to the indicated **Section D.1** Agency Point of Contact with the subject line:

NOFO No. 72027821RFA00006, [ORGANIZATION NAME], Informal Livelihoods Advancement Activity (Iqlaaع) Activity Technical Application Email: 1 of XX

In the event of technical difficulties during electronic submission of an application, applicants must contact asawaked@usaid.gov.

5.1 Technical Application Requirements

The applicant must submit a specific, complete, *and* concise application in response to this NOFO within the 25-page limitation. More pointedly, USAID will neither review nor evaluate any information that exceeds this 25-page limitation. Further, the applicant should put forth a specific and realistic narrative of how it will achieve the Iqlaaع goals and objectives. Lastly, the Technical Application should emphasize the applicant's proposed technical approach.

USAID will evaluate the Technical Application for responsiveness to the specifications outlined in the NOFO guidelines and compliance with the application format. Thus, the applicant should review, understand, *and* comply with all aspects of this NOFO. Further, the applicant assumes all risk for failure to comply accordingly. The Technical Application must bear the signature of a signator with the authority to bind the organization, accompanied by evidence of that signator's authority, unless the Applicant has previously furnished such evidence to the issuing office. The authorized signator must initial any changes or modifications to the application.

If the Applicant includes data it does not want disclosed to the public for any purpose or used by the USG except for evaluation purposes, shall mark the title page with the following legend:

> "This application includes data that must not be disclosed duplicated, used, *or* disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, an award is made as a result of – or in connection with – the submission of this data, the U.S. Government will have the right to duplicate, use, *or* disclose the data to the extent provided in the resulting award. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets {insert sheet numbers}."

The applicant must prepare the application according to the structural format set forth below.

5.1.1 Technical Application Format

Below please find USAID requisite Technical Application Format:

- **Paper Size:**
  - A4 (i.e., 8.27 inches × 11.7 inches *or* 210 mm × 297 mm); *or*
  - Letter *or* American National Standards Institute (ANSI) Letter (i.e., 8.5 by 11.0 inches *or* 215.9 by 279.4 mm)
- **Type Size:** 12-point font
- **Font Style:** Times New Roman or similar serif typeface
- **Spacing:** Single spaced
- **Margins:** One-inch (top, bottom, left, and right)
- **Page Limitation:** Not to exceed **25 pages**. USAID will not consider any pages that exceed the prescribed page limitation
- **Front Matter:** Below please find the front matter that **does not** count against the 25-page limitation
  - Cover Page per **Section 5.1.2.1.1**;
  - Table of Contents and Acronym List per **Section 5.1.2.1.2**; *and*
  - Executive Summary per **Section 5.1.2.1.3**;
- **Application Corpus:** Below please find the requisite written texts that count against the 25-page limitation:
  - Technical Approach per **Section 5.1.2.2.1**;
  - Management and Staffing Plan per **Section 5.1.2.2.2**;
  - Sustainability Plan per **Section 5.1.2.2.3**;
  - Monitoring, Evaluation, and Learning (MEL) Plan per **Section 5.1.2.2.4**; *and*
  - History of Performance per **Section 5.1.2.2.5**.
- Whilst USAID will not consider any pages that exceed the page limitation, the following application submissions do not count against the 25-page limitation:
- **List of Required Annexes:** Below please find the Required Annexes (i.e., end matter) that **do not** count against the 25-page limitation, but each of which has its own page limitations:
  - Curriculum Vitae (CV) for Key Personnel per **Section 5.1.2.3.1**.
- The application may include graphics or charts that use 10-point Times New Roman *or* similar serif typeface font.

The applicant should arrange the Technical Application in the order of the merit review criteria specified in **Section E.A**.

5.1.2 Technical Application Content

The applicant should arrange its Technical Application content in the same order as listed below. Thus, at a minimum, the application must contain the following:

5.1.2.1 Front Matter

5.1.2.1.1 Cover Page (One Page)

The Cover Page **does not count** against the 25-page limitation. The Cover Page, in a single page, must contain:

(a) The project title and NOFO number;
(b) The name of the applicant, or consortia partners with the prime applicant clearly identified;
(c) The applicant point of contact name, including this individual's name (both typed and their signature), title or position within the applicant's organization, physical address, telephone and facsimile (fax) numbers, *and* email address;
(d) Confirmation that the applicant point of contact has authority to legally bind the applicant, or if not, the Cover Page should also list the applicant's authorized signator with the same contact information required above; *and*
(e) The prime applicant's USG Tax Identification Number (TIN) and Data Universal Numbering System (DUNS) number, respectively.

5.1.2.1.2 Table of Contents and Acronym List

The Table of Contents and Acronym List **do not count** against the 25-page limitation. The Table of Contents lists all parts of the application with page numbers and attachments. The Acronym List spells out all acronyms or initialisms used in the application in alphabetic order.

5.1.2.1.3 Executive Summary (One – Two Pages)

The Executive Summary **does not count** against the 25-page limitation. In two pages or fewer, the Executive Summary must briefly articulate the:

(a) Applicant's proposed project goals;
(b) Proposed activities to achieve the Iqlaaع goal per NOFO **Section A**;
(c) Anticipated results;
(d) Applicant's management approach;
(e) Applicant's Implementation Plan;
(f) Monitoring, evaluation, *and* learning; *and*
(g) Sustainability Plan.

5.1.2.2 Technical Narrative

5.1.2.2.1 Technical Approach (Twelve Pages)

The Technical Approach counts against the 25-page limitation. In 12 pages or fewer, the applicant should present a realistic and effective strategic approach with proposed activity components and specific interventions that will contribute to achieving the Iqlaaع activity goal and expected results as stated in NOFO **Section B.2**. Most notably, the applicant must not restate the NOFO's requirements. Instead, the applicant shall demonstrate that it has submitted a realistic Technical Approach by demonstrating its understanding of Jordan's current formal and informal MSE sector's context and landscape, and include a discussion of challenges and opportunities. Moreover, applicants should present a comprehensive plan to achieve specific, measurable, *and* sustainable results through technically sound and cutting-edge approaches which align with the Program Description's expected results and outcomes.

This plan shall include innovative solutions to address business informality and the major challenges MSEs face in Jordan.

Additionally, applicants should highlight how their proposed plans address these key cross-cutting themes:

(a) Gender and social inclusion;
(b) Considers youth-targeted activities;
(c) Adaptive collaborative learning; *and*
(d) Country ownership.

And finally, the Applicant's approach should demonstrate how they will partner with existing USAID/Jordan activities to create synergies, maximize resources, and promote a holistic approach to improving economic growth outcomes and results.

5.1.2.2.2 Management Plan and Key Personnel (Five Pages)

The Management Plan and Key Personnel counts against the 25-page limitation. In five pages or fewer, the Management Plan and Key Personnel must present the applicant's strategy for managing the tasks to achieve the Iqlaaع goal and objectives. Further, the applicant must propose a staff, team, *or* consortium structure that provides a wide range of strategic and technical assistance to achieve the Iqlaaع objectives.

5.1.2.2.2.1 Management Plan

The Applicant shall describe an approach to support effective implementation of the proposed activity. This includes, but is not limited to:

- An appropriate, well-justified, and complete of the staffing structure, including a description of the staffing plan (including use of Short-Term Technical Assistance (STTA)), an Organizational Chart, which clearly shows proposed lines of responsibility, authority, *and* communication procedures to ensure productivity as well as cost and quality control, proposed use of local staff with appropriate expertise, and promotes gender balance;
- A summary of position descriptions for non-key personnel, and rationale for proposed Key Personnel candidates;
- An explanation of the delineation of roles, responsibilities, authority, and processes for decision making within the Applicant's in-country teams, with the regional office (if applicable), and between the home office and the field;
- An explanation of how partners were selected and how they will work together, the level of effort for each, and how the country offices will relate to each other. This should include detailed identification of the roles and responsibilities of each partner or entity, their relationships between each other, lines of authority and accountability, *and* patterns for utilizing and sharing resources; *and*
- Information on the proposed management structure as well as details on home office backstopping and its purpose, if applicable.

5.1.2.2.2.2 Key Personnel

Key Personnel are those individuals whose performance is critical to the success of the cooperative agreement. Each Applicant will provide at least three and no more than five Key Personnel positions, including Chief of Party (COP) and Deputy Chief of Party (DCOP) positions. All Key Personnel must be fluent in English. At least two out of the proposed Key personnel must be fluent in Arabic.

The Applicant will identify Key Personnel by name and position. Further, all Key Personnel positions are full-time and proposed Key Personnel are expected to be assigned to the Iqlaaع Activity throughout the life of the project, with the place of performance in the Hashemite Kingdom of Jordan. Lastly, given the complexity of this activity, USAID expects Key Personnel to have the appropriate qualifications and experience to work effectively as a team.

The proposed COP and DCOP candidates must meet or exceed the qualifications provided below.

5.1.2.2.2.2.1 Chief of Party (COP)

The Chief of Party (COP) serves as the leader of the agreement team, responsible for overall implementation, results, and management. Further, the COP must serve as the primary point of contact with USAID with regard to implementation and management matters relating to the cooperative agreement. Moreover, the COP provides managerial and technical support throughout the implementation of the activity, including management of key personnel and sub-grantees. Furthermore, the COP bears the ultimate responsibility for ensuring that the grantees and sub-grantees meet the program requirements. The COP must have contractual experience and in-country delegation of authority. The COP must ensure that the activities and results are implemented in a timely manner within the approved budget. The proposed COP must meet or exceed the following minimum requirements:

- Graduate degree in a field relevant to private sector development;
- Responsible experience managing complex economic growth and private sector development programs in a developing country, preferably in Jordan or the Middle East or North Africa;
- Demonstrated ability to lead a diverse team on activities of similar scale (financially, staff size, and activities);
- Strong technical expertise in economic growth, economic development programs that include microenterprise support, Microfinance Institution (MFI) strengthening, and local economic development;
- Excellent verbal and written communication skills in English are required. Verbal and written fluency in Arabic is desirable; *and*
- Previous work experience in Jordan or the Middle East is desirable.

5.1.2.2.2.2.2 Deputy Chief of Party (DCOP)

The DCOP provides support to the COP in managing the agreement team, overall implementation, results, and management. They[2] must provide project operational and implementation oversight as well as support the COP.

They must have deep technical knowledge in private sector development and strong credentials in project management. They must fill in for the COP in their absence. The proposed DCOP must meet or exceed the following minimum requirements:

- Graduate degree in a field relevant to private sector development. International experience in managing complex economic growth assistance projects in developing countries, including private sector development experience in a developing country;
- Experience in a supervisory role managing economic growth assistance projects in developing countries;
- Excellent verbal and written communication skills in English are required;
- The ability to conduct business in Arabic is desirable; *and*
- Previous work experience in Jordan or the Middle East is desirable.

5.1.2.2.3 SUSTAINABILITY PLAN (TWO PAGES)

The Sustainability Plan counts against the 25-page limitation. In two pages or fewer, the Applicant must submit a sustainability plan as part of this application that demonstrates how activity results will be sustained after completion of the Activity. Further, the applicant must describe the anticipated sustainable elements of the program and any specific approaches proposed to achieve sustainable outcomes.

5.1.2.2.4 ACTIVITY MONITORING AND LEARNING PLAN (THREE PAGES)

The Activity Monitoring and Learning Plan counts against the 25-page limitation. In three pages or fewer, the applicant must submit a draft Monitoring and Learning Plan that includes a table of high-level sets of illustrative indicators for each result and intermediate results (IR) that the activity will use to generate the information needed for tracking progress and informing decisions in all areas of implementation.

The applicant must provide a brief description of how the information collected, analyzed and reported will contribute to Iqlaaع learning agenda. The Applicant will include a description of how lessons learned generated during Iqlaaع will be shared among stakeholders to promote country ownership.

5.1.2.2.5 HISTORY OF PERFORMANCE (THREE PAGES)

The History of Performance counts against the 25-page limitation. As per ADS 303.3.9, "[t]he AO must evaluate the risks posed by applicants before making the award." Thus, as

[2] NOFO **Section 5.1.2.2.2.2.2** uses *they* and *their* as a gender-neutral pronouns to substitute in place of either *he* and *his* (masculine singular pronouns) or *she* and *hers* (feminine singular pronouns).

part of the Agreement Officer's pre-award risk assessment per ADS 303.3.9, in three pages or fewer, USAID requests that "[a]pplicants must provide a list of all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs during the past five years, not to exceed five awards. The reference information for these awards must include:

- Name of the Awarding Organization;
- Award Number;
- Activity Title;
- A brief description of the activity;
- Period of Performance;
- Award Amount;
- Reports and findings from any audits performed in the last three years; and
- Name of at least two updated professional contacts who most directly observed the work at the organization for which the service was performed with complete current contact information including telephone number, and email address for each proposed individual.

If the applicant encountered problems on any of the referenced awards, it may provide a short explanation and the corrective action taken. The applicant should not provide general information on its performance. USAID reserves the right to obtain relevant information concerning an applicant's history of performance from any sources and may consider such information in its review of the applicant's risk. The Agency may request additional information and conduct a pre-award survey if it determines that it is necessary to inform the risk assessment.

5.1.2.3 Required Annexes

5.1.2.3.1 Key Personnel Résumés or Curricula Vitae (CV) for (Two Pages per Résumé or CV)

The key personnel résumés or CVs **do not count** against the 25-page limitation. In two pages or fewer per résumé or CV, the applicant must submit a résumés or CVs for all proposed key personnel candidates. Most notably, proposed key personnel résumés or CVs should include relevant professional qualifications and experience appropriate to manage and achieve the expected results. Further, the résumés or CVs must include three professional references, including their most recent supervisor, for each individual (name of reference, position or title, professional relationship, email address, and telephone number). Moreover, USAID may seek references from the provided sources as well as additional references as needed. Lastly, USAID advises that it is in the key personnel candidates' best interests to inform these contacts that USAID/Jordan will contact them to obtain information to verify qualifications."

[END SECTION D.5]

(a) Annex A – Staffing and Management Plans and Organizational Chart

Section Annex A – Staffing and Management Plans and Organizational Chart is hereby DELETED in its entirety and incorporated into **Section 5.1.2.2.2.1** above.

(b) Annex B – Curriculum Vitae (CV) for Key Personnel

Section Annex B – Curriculum Vitae (CV) for Key Personnel is hereby DELETED in its entirety and incorporated into **Section 5.1.2.3.1** above.

(c) Annex C – Sustainability Plan

Section Annex C – Sustainability Plan is hereby DELETED in its entirety and incorporated into **Section 5.1.2.2.3** above.

(d) Annex D – Activity Monitoring and Learning Plan

Section Annex D – Activity Monitoring and Learning Plan is hereby DELETED in its entirety and incorporated into **Section 5.1.2.2.4** above.

[END SECTION D.5]

2. 6. **Business (Cost) Application Format**

(a) D. Budget and Budget Narrative

Section D. Budget and Budget Narrative is hereby DELETED in its entirety and REPLACED with the following:

" **D. Business (Cost) Application Format**

The Budget must be submitted as one unprotected Microsoft (MS) Excel spreadsheet file (MS Office 2000 or later versions) with visible formulas and references, and must be broken out by project year, including itemization of the federal and non-federal (cost share) amount. Files must not contain any hidden or otherwise inaccessible cells. Budgets with hidden cells lengthen the cost analysis time required to make award, and may result in a rejection of the cost application. A Portable Document Format (PDF) version of the MS Excel spreadsheet may be submitted in addition to the Excel version at the applicant's discretion, however, the official cost application submission is the unlocked Excel version. The Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs. The applicant must ensure the budgeted costs address any additional requirements identified in **Section F**, such as Branding and Marking. The Budget Narrative must be thorough, including sources for costs to support USAID's determination that the proposed costs are fair and reasonable.

The Budget must include the following worksheets or tabs, and contents, at a minimum:

- Summary Budget, inclusive of all program costs (federal and non-federal), broken out by major budget category and by year for activities implemented by the applicant and any potential sub-applicants for the entire period of the program. See **Section H**, Annex 1 for Summary Budget Template.
- Detailed Budget, including a breakdown by year, sufficient to allow the Agency to determine that the costs represent a realistic and efficient use of funding to implement the applicant's program and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.
- Detailed Budgets for each sub-recipient, for all federal funding and cost share, broken out by budget category and by year, for the entire implementation period of the project.

At a minimum the Detailed Budget must contain the following budget categories and information:

(a) Personnel[3] – The applicant must propose compensation for personal services consistent with 2 CFR §200.430. Further, the applicant's budget must include position title, salary rate, level of effort, and salary escalation factors for each position. Moreover, the applicant must break down proposed personal compensation by specific type and by position as well as explain all assumptions in the Budget Narrative. The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what the applicant has paid for similar work in other activities. Furthermore, applicants must provide their established written personal compensation policies. If the applicant's written policies do not address a specific element of the proposed compensation, the Budget Narrative must provide a justification or rationale and supporting market research.

(b) Fringe Benefits (if applicable) – If the applicant has a fringe benefit rate approved by an agency of the U.S. Government, the applicant must use this rate and provide evidence of its approval. If an applicant does not have an approved fringe benefit rate, the applicant must propose a rate and explain how the applicant determined the rate. In this case, the Budget Narrative must include a detailed breakdown comprised of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries. If the application proposes allowances, the applicant must break down the proposed allowances by specific type and by position.

(c) Travel[4] – The applicant must provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, *and* the duration of the trips. The applicant must base per diem and associated travel costs on the applicant's normal travel policies. When appropriate, please provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.

[3] Compensation for personal services per 2 CFR §200.430(a).
[4] Travel, lodging and subsistence per 2 CFR §§200.474(a) and 200.474(b), respectively.

(d) **Equipment & Supplies** – The applicant must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness considering such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.

(e) **Contractual**[5] – The applicant's budget must specify the portion of the program to be passed through to any subrecipients. See 2 CFR §200.330 for assistance in determining whether the sub-tier entity is a subrecipient or contractor. The subrecipient budgets must align with the same requirements as the applicant's budget, including those related to fringe and indirect costs.

(f) **Other Direct Costs (ODCs)** – ODCs may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams and inoculations, as well as any other miscellaneous costs which directly benefit the program proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs. Otherwise, the narrative should be minimal.

(g) **Indirect Costs** – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. To better understand indirect costs, please see 2 CFR §200.414 Subpart E. The cost application must identify which approach the applicant requests and provide the applicable supporting information. Below please find the most used Indirect Cost Rate methods:

(i) **Method 1 – Direct Charge Only**

- **Eligibility:** Any applicant
- **Initial Application Requirements:** See above on direct costs

(ii) **Method 2 – Negotiated Indirect Cost Rate Agreement (NICRA)**

- **Eligibility:** Any applicant with a NICRA issued by a USG Agency must use that NICRA.
- **Initial Application Requirements:** If the applicant has a current NICRA, submit your approved NICRA and the associated disclosed practices. If the applicant's NICRA was issued by an Agency other than USAID, the applicant must provide the contact information for the approving Agency. Additionally, at the Agency's discretion, a provisional rate may be set forth in the award subject to audit and finalization. See USAID's Indirect Cost Rate Guide for Non Profit

[5] Subawards per CFR §200.1.

Organizations for further guidance.

(iii) Method 3 - De minimis rate of 10 percent of modified total direct costs (MTDC)

- **Eligibility:** Any applicant that has never received a NICRA
- **Initial Application Requirements:** Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate an indirect rate, which the non-Federal entity may apply to do at any time. The applicant must describe which cost elements it charges indirectly vs. directly. See 2 CFR §200.414(f) for further information.

If the applicant does not have an approved NICRA and does not elect to utilize the 10 percent de minimis rate, the Agreement Officer will provide further instructions and may request additional supporting information, including financial statements and audits, should the application still be under consideration after the merit review. USAID is under no obligation to approve the applicant's requested method.

(h) Cost Sharing or Matching – This NOFO requires a minimum 5 percent cost sharing or matching amount. The applicant should estimate the amount of cost sharing resources it plans to provide over the life of the agreement and specify the sources of such resources, and provide the basis of calculation in the budget narrative. Applicants should also provide a breakdown of the cost share (financial and in-kind contributions) of all organizations involved in implementing the resulting award."

[END SECTION D.6.D]

(b) H. History of Performance

Section H. History of Performance is hereby DELETED in its entirety and incorporated into **Section 5.1.2.2.5** above.

(c) I. Branding Strategy & Marking Plan

Section I. Branding Strategy & Marking Plan is hereby RENUMBERED as **H. Branding Strategy & Marking Plan**.

[END RENUMBERED SECTION H]

(d) J. Funding Restrictions

Section J. Funding Restrictions is hereby RENUMBERED as **I. Funding Restrictions**.

[END RENUMBERED SECTION I]

(e) K. Conflict of Interest Pre-Award Term (August 2018)

Section K. Conflict of Interest Pre-Award Term (August 2018) is hereby RENUMBERED as **J. Conflict of Interest Pre-Award Term (August 2018)**.
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[END RENUMBERED SECTION J]

[END SECTION D]

D. ANNEX 1 – SUMMARY BUDGET TEMPLATE

ANNEX 1 – SUMMARY BUDGET TEMPLATE is hereby DELETED in its entirety and REPLACED with the following:

"ANNEX 1 – SUMMARY BUDGET TEMPLATE

Activity Name: Informal Livelihoods Advancement Activity (Iqlaaع)
NOFO No.: 72027821RFA00006
Activity Duration: Five year period of performance

Line Item	Description	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
0001	Personnel						
0002	Fringe Benefits						
0003	Travel						
0004	Equipment						
0005	Supplies						
0006	Contractual						
0007	Construction						
0008	Other						
1001	**TOTAL DIRECT CHARGES**						
1002	Indirect Charges						
1003	**TOTAL FEDERAL SHARE**						
1004	Cost Sharing or Matching						
1005	**TOTALS**						

"

[END ANNEX 1]

[END NOFO No. 72027821RFA00006 AMENDMENT No. 01]