



Issuance Date: June 03, 2022

Subject: Amendment No.: 1

Reference: Notice of Funding Opportunity No.72063622RFA00001
Civic Engagement in Local Governance for Accountability (CELGA) in
Sierra Leone

The purpose of this Amendment is to provide answers to the questions submitted to the Civic Engagement in Local Governance for Accountability (CELGA) in Sierra Leone Notice of Funding Opportunity (NOFO) Number 72063622RFA00001 received by May 31, 2022, at 8:00 am GMT. Questions and answers are found in Attachment A of this amendment.

General:

1. Recognizing that USAID wants CELGA to build on and scale aspects of what has been done under previous activities, and because the previous Sierra Leone Elections Dialogue Series (SLEDS) project reports and evaluations have not been posted to the Development Exchange Clearinghouse (DEC), will USAID please share all of the SLEDS reports (quarterly, annual, and final) as well as any special studies, assessments, or external evaluations conducted? A common understanding of the reports, evaluations, and studies will ensure an even playing field for all bidders, including local partners and new and underutilized partners.

USAID Response: No other information is available outside the DEC.

2. Will USAID kindly consider sharing the local compensation plan?

USAID Response:

Positions	Grades	Minimum Amount in Leons	Maximum Amount in Leons
Entry-Level Professionals (Administrative, Junior Officers, etc.)	1-6	24,092,381	78,477,752
Mid-Level Professionals	7-9	66,881,075	199,472,844
Senior-Level Professionals	10-12	171,234,266	406,779,666

3. Do sub-recipients or local implementing agencies require SAM registration and a Unique Entity Identifier Number ahead of submission?

USAID Response: At the time of award with the prime recipient, all proposed U.S. and Non-U.S. sub-recipients must be registered in SAM and have a Unique Entity Identifier number.

4. Will USAID positively consider applications which demonstrate evidence that new and underutilized local entities are embarking on the SAM registration process?

USAID Response: See response to questions #3.

Section A:

5. Could you clarify the geographic scope of the opportunity? Is there a minimum number of districts we should target? Do we need to target previous USAID project districts?

USAID Response: No minimum number of districts - we're interested in seeing a reasonable scale up / expansion of proven interventions that impact a larger number of localities/communities. No requirement to target previous USAID project districts except if doing so would have an appreciable difference in the number of target beneficiaries.

6. Are the activities under each output meant to show examples of what can be scaled up/done or all of them are to be implemented or designed for in the proposal?

USAID Response: the activities listed represent the range and type of activities we are looking to scale up; not all of them have to be implemented in the application.

7. Relating to '*A4. Focus of the CELGA Activity*', does USAID expect the applicant to scale up successful initiatives across new geographies or within districts already implemented in?

USAID Response: We're interested in seeing a reasonable scale up / expansion of proven interventions that impact a larger number of localities/communities - that could be within the same or across new geographies depending on the nature of the intervention.

8. Do you expect the program design to encapsulate all the activities as they have been suggested in the NOFO or do we have space for nuanced approaches and additional related activities?

USAID Response: No it does not have to encapsulate all the activities. Yes there is space for nuanced approaches and additional related activities.

9. For the geographical selection, does USAID expect/prefer overlap with previous USAID funded locations?

USAID Response: See response to questions #5

10. Does USAID expect a geographical balance across the country? Or is regional focus accepted?

USAID Response: Yes, a regional focus would be acceptable if it would prove to have greater impact than another geographical make up would.

11. Could you please confirm whether all of the activities listed in section A.3 are expected to be covered by the action?

USAID Response: See response to questions #6

Section C:

12. Would USAID consider allowing applicants to use cost leverage rather than cost share to meet this 3% requirement?

USAID Response: The cost-share value is required under this activity.

13. Would USAID consider making cost-share “suggested” rather than “required” for this opportunity?

USAID Response: See response to question #12.

14. Could you please confirm whether a national organization is eligible to apply as part of two different consortiums, and to be part of two different bids?

USAID Response: Yes. Please see the eligibility criteria under this announcement.

Section D:

15. Would USAID consider increasing the overall page limit to 20 pages to allow applicants to address all of the information included in the NOFO?

USAID Response: The technical application must be no more than **15 pages** including the following sections and the revised page limitations:

- Cover Page (not in page limit)
- Table of Contents (not in page limit)
- Acronym List (not in page limit)
- Executive Summary (not in page limit)
- Technical Approach (no more than 9 pages)
- Key Personnel, Staffing Plan and Management Approach (no more than 3 pages)
- Activity Monitoring, Evaluation and Learning/Collaboration Learning and Adaptation Plan (no more than 3 pages but **not included in page limitation**)
- Organizational Experience and Capability (no more than 3 pages)

16. Would USAID consider allowing the Executive Summary to not count towards the page limit and add that page to the Technical Approach?

USAID Response: See response to question # 15.

17. Would USAID consider allowing the AMELP to be included in an Annex rather than counting towards the page limit?

USAID Response: See response to question # 15.

18. Would USAID consider changing the page limits within the Technical Application to suggested lengths rather than limits to allow for more flexibility in writing?

USAID Response: See response to question # 15.

19. Would USAID consider allowing any unused Annex pages to be counted towards the page limit?

USAID Response: No.

20. Would USAID allow applicants to include a logic model/log frame as an additional Annex?

USAID Response: .No. The applicants must use either the workplan or the Activity Monitoring Evaluation and Learning Plan.

21. On pages 24-26, USAID provides a breakdown of the required budget categories for the business (cost) application. However, these categories do not entirely align with those in the SF-424A form. Can USAID confirm that applicants should submit budgets organized in the categories on the SF-424A form?

USAID Response: Applicants are required to use the budget categories listed in the cost application section in the NOFO.

22. Do you expect us to submit the **History of Performance** and the **Branding Strategy & Marking Plan (BSMP)** at this stage

USAID Response: The listed documents are to be submitted by the Apparently Successful Applicant.

23. Will USAID kindly confirm that 11 point font is acceptable for the application and that 10 point font is acceptable for charts, tables, and textboxes?

USAID Response: The applications must comply with the following standards:

- 12 point Times New Roman font, standard 8 ½” x 11”, single sided, single-spaced, 1” margins, left justification and headers and/or footers on each page including consecutive page numbers, date of submission, and applicant’s name;
- 10 point Times New Roman font can be used for graphs, charts and tables.

24. There is a mention of the Past Performance Report Short Forms. Can this requirement be explained? Is it in relation to the technical proposal *(h) Organizational Experience and Capability* requirement?

USAID Response: The Past Performance Form below is to be submitted by the Apparently Successful Applicant only and it is different from sub-section (h) Organizational Experience and Capability requirement.

ATTACHMENT 2 – PAST PERFORMANCE FORM

1	Award Number:
2	Contractor/Recipient (Name and Address):
3	Type of Award:
4	Complexity of Work: Difficult__Routine _____
5	Description, location, and relevancy of work:
6	Dollar Value of Work : _____ Status: Active _____ Completed ____
7	<i>Date of Award: _____ Award Completion Date (including extensions):</i>

8	Type and Extent of Subawards:
9	Name, Address, Telephone Number, and E-mail Address of the Awarding Contracting/Agreement Officer and/or the Contracting/Agreement Officer 's Representative (and other references as applicable):

25. For the Organizational Experience and Capability section of the technical application should the focus be on the lead only or the whole partnership?

USAID Response: The applicants must describe its team's recent experience including that of any proposed subrecipients.

26. As part of the annexes we need to provide an organizational chart. Is this for the proposed management unit or the existing local organizational chart of the lead agency?

USAID Response: The organizational chart must illustrate the management structure of both key-personnel and non-key personnel for the prime and all proposed subrecipients.

27. Do some certain elements requested under the cost application (i.e. Branding and Marking Plan, History of Performance, Pre-Award Risk Assessment) would only be required if the applicant is deemed as the Apparently Successful Applicant (ASP)?

USAID Response: See response to question # 22.