



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

Issue Date: Thursday, February 20, 2020

Closing Date: Monday, August 03, 2020

Closing Time: 14:00 hours Accra, Ghana Local Time

Subject: 7200AA19APS00007 APS Addendum #3- Amendment Number 002

Program Title: CALL FOR LOCALLY LED DEVELOPMENT CONCEPTS ON BUILDING EFFECTIVE, RELIABLE, AND SUSTAINABLE PRIVATE SECTOR ASSOCIATIONS IN WEST AFRICA

Ladies/Gentlemen:

The purpose of this Amendment No. 002 is to provide answers to all questions received from potential applicants with respect to this APS Addendum. Please note that USAID intends to hold a virtual information session on April 21, 2020 to provide more background information about this APS Addendum. More details about this session will be provided via an invitational flyer that will be widely disseminated.

Except as clarified herein, all requirements of the subject APS Addendum #3 “Call For Locally Led Development Concepts On Building Effective, Reliable, And Sustainable Private Sector Associations in West Africa issued on Thursday, February 20, 2020. remain unchanged.

Thank you for your interest in USAID programs.

Sincerely,

Karla Camp

Karla Camp
Regional Agreement Officer

Questions and Answers

1. Is this call for concept papers only for private sector associations? Are there any mechanisms that link to civil society at this point?

This call is exclusively to support the sustainability of private sector associations; however, the call is open to any type of local organization with the capacity to support sustainability of private sector associations. As such, a civil society organization may apply, if the solution it offers will support private sector association sustainability. Please refer to Section 3 of the APS Addendum for more details on concept paper submission.

2. Is Burkina Faso eligible to apply for this opportunity?

Yes, Burkina Faso is an ECOWAS country and therefore eligible as noted in Section 3 of the APS.

Eligibility criteria include:

- Local actors in countries within the Economic Community of West African States (ECOWAS). When determining if an entity is a “local actor” for the purposes of this APS, USAID will consider:
 - Whether the entity is legally organized under the laws of an ECOWAS member state;
 - Whether the entity has its principal place of business or operations in an ECOWAS member state;
 - Whether the entity is majority owned and controlled by individuals who are citizens or lawful permanent residents of an ECOWAS member state;
 - Whether the entity is managed by a governing body, the majority of whom are citizens or lawful permanent residents of an ECOWAS member state; and
 - Whether the entity has projects, offices, and/or registration in other countries, and whether key management decisions are taken by the office located in an ECOWAS member state or elsewhere. Cannot have received more than \$5 million in direct funding from USAID in the past five years. Cannot be a U.S.-based organization. U.S.-based organizations are not eligible as prime awardees under this APS.

3. Is Mauritania eligible?

No, Mauritania is not eligible as it is not a member of ECOWAS. Please refer to Section 3 of the APS for applicant eligibility information.

4. Does USAID have a font type and size specification for the concept papers?

The font size information is Times New Roman Font, size 12, single spaced, each page numbered consecutively.

5. Does the 5 pages limit include the summary information page?

The summary information page is excluded from the 5page limit on the concept paper.

6. Please explain the “USAID OU” section on the summary information page?

The acronym OU stands for ‘Operating Unit. A USAID operating unit is the organizational unit responsible for implementing a foreign assistance program for one or more elements of the Foreign Assistance Framework. The definition includes all US Government Agencies implementing any funding from the relevant foreign assistance accounts. USAID/West Africa is a regional mission providing development assistance within the West Africa sub region.

7. Sec 2: Objectives, page 2 allocates 2 of the 3 planned awards “to focus on regional and national associations.” How are these defined across West Africa with three different countries such as Liberia, Burkina Faso, and Nigeria?

This means that private sector associations being supported can either be within one single nation or can span across multiple countries within the ECOWAS sub region. Thus, private sector associations in or between the three countries would be eligible. Please refer to Section 3 of the APS for more information regarding applicant eligibility.

8. Sec 2: Objectives, page 3 states the third award is “to develop best practices for PSAs that are multi-country, transboundary and or/regional in nature.” We believe that the linkages from the small village to the subnational / national PSAs also need to be strengthened, possibly before multi-country, or regional PSAs can be enhanced. Is no award(s) planned for strengthening of linkages from village to local PSA?

This award is open to any type of strengthening activity that builds private sector association, including strengthening village to PSA linkages in order to drive member engagement. Section 4 of the APS Addendum has information on the merit review criteria which will be used to evaluate concept papers.

9. Is there a specific definition or criteria as to what counts as a “private sector association?”

Private-sector associations include, but are not limited to, organizations with voluntary private-sector membership such as industry or trade associations, professional associations and associations or alliances focused on addressing specific shared interests.

10. Does a professional association count as a private sector association, e.g. a lawyers association?

Yes, professional associations count as private sector associations. See the definition in Question 9 above for further clarification.

11. Will any co-creation workshop be held telephonically? Using Skype/Go to Meeting etc.; or must participants appear in person at the selected location, e.g. in Accra, Ghana?

Section 6 of the APS Addendum provides guidance on the co-creation process. Specific logistical details of the co-creation process will be furnished when a co-creation meeting is scheduled.

12. Are co-creation workshop participants responsible for travel and lodging expenses at Co-creation workshops?

Section 6 of the APS Addendum provides guidance on the co-creation process. Specific logistical details of the co-creation process will be furnished when a co-creation meeting is scheduled.

13. Addendum #3, page 1 states: “USAID/WA anticipates making up to three awards under this addendum. Total award amounts will range between \$500,000 and \$2,500,000.”

As written the second sentence could be interpreted to imply that all awards will total \$2,500,000, or is \$2,500,000 intended to be a maximum award amount? Or, if \$500,000 is the minimum award and three awards are planned (3 x \$500K = \$1,500,000) is the average award under Addendum #3 - \$833K?

As stated in the APS Addendum: “USAID/WA anticipates making up to three awards under this addendum. Individual award amounts will range between \$500,000 and \$2,500,000.” This is subject to availability of US Government funds.

14. If a local actor in Ghana proposes a set of interconnected three activities that address all stated three objectives is the budget request still limited to maximum \$200,000? In other words, is it allowed to submit a concept note addressing each objective area under an overarching program and with a budget that is above the ceiling of \$200,000?

As stated in the APS Addendum: “USAID/WA anticipates making up to three awards under this addendum. Total award amounts will range between \$500,000 and \$2,500,000.”

However, it is anticipated that there will be a subgrant component for at least 2 out of the 3 planned awards. Per the APS Addendum “Awards will provide support to local, national, and/or regional private sector associations through sub-grants ranging from \$10,000

to \$200,000 inclusive of all areas of support. The number of sub-grants is still to be determined, and USAID reserves the right to increase the ceiling of any sub-grants based on need

- 15. REFERENCE: Addendum #3, Section 2: Objectives C. Build the evidence base . . . or regional in nature”, page 5 states: “Local actors are not required to propose a fully designed activity for this addendum -- a concept that suggests a process to identify and then act on solutions from the local context is fully within the intent of the Locally Led Development APS.” Could a group of local actors submit a concept/suggested process, without yet having connected to the private sector association(s)?**

Yes, for the purposes of this APS Addendum, you need not have reached out to the Private Sector Association before submission of the concept, an organization must however meet the eligibility criteria as outlined in the APS addendum. See Section 2 of the APS Addendum for USAID’s objectives under this activity.

- 16. We wanted a little more clarity with general guidelines on the application process and documentation required. We noted the details under Concept Format and submission Instructions (Section 5) and was wondering "if that was all"?**

Potential applicants are requested to follow only the instructions for submissions as contained in Section 5 bearing in mind the eligibility criteria as stated in Section 3. Please note that this is merely a concept submission and not an application for an award. This is to get an idea of various opportunities that could be used in a co-creation stage as explained in the document.

- 17. Regarding the co-creation phase, can an international NGO (with a regional office in West-Africa) be associated with a local association/organization to submit an offer for the grant of 2 500 000 USD as co-applicant?**

Potential applicants are requested to follow only the instructions for submissions as contained in Section 5 bearing in mind the eligibility criteria as stated in Section 3. Please note that this is a concept submission and not an application for an award. This is to get an idea of various opportunities that could be used in a co-creation stage as explained in the document.

- 18. Should submissions also be made at this point for entities interested in sub-grants?**

This is a call for concept papers at this point. The inclusion of sub grants within a concept paper is dependent on the applicant and how it proposes the use of subgrant.

19. Is it a requirement of the APS that we work with formal business associations or is it possible that we work with a network of private businesses?

USAID will evaluate all concept papers based on the evaluation criteria as outlined in the APS Addendum. Applicants may provide a solution that involves a network of private businesses so long as the outcome leads to the sustainability of Private Sector Associations

20. Can we send in a concept papers as an awardee or as a sub-award?

Please note that this is a concept note submission and not an application for an award. This is to get an idea of various opportunities that could be used in a co-creation stage as explained in the document. It is entirely dependent on the applicant whether it will present its concept in the capacity of a Prime Applicant or Sub Applicant.

21. Will USAID directly be selecting the sub-awards or an award winner be determining the sub awards?

Successful applicants will be responsible for proposing their own sub applicants.

22. Is there an intention to organize a workshop in Ghana (whether virtual) on the call as was done in Senegal and Liberia? If so, can you kindly send to us the registration links?

The Roadshow has been postponed and we will have a virtual information session on April 21st at 1500GMT. An invitational flyer is attached.