

Request for Application (RFA) Number SOL-623-13-000008: PEACE III

	Question	Response
	TECHNICAL APPLICATION	
	Number of Awards	
1	Can you please clarify whether only one award is anticipated until this call or whether there is scope for more than one award? Page 1 states that only one organization will be funded, however on page 20 (1) the guidelines state USAID may make one or more award(s) .	While USAID anticipates making one award, USAID reserves the right to make more than one award in the event that USAID believes doing so would better serve the objectives of the solicitation.
2	Page 1 of RFA, cover letter, states that USAID East Africa is seeking applications to fund one organization through a Cooperative Agreement for a five year program entitled "PEACE III". Page 20 of RFA states: "USAID may make one or more award(s) without discussions to responsible applicant(s) whose application(s) offer the greatest value to the U.S. Government." Please clarify if USAID intends to make one award or multiple awards as a result of this solicitation.	Please see response to question 1.
3	If more than one award is possible, would the successful applicants need to cover the full geographic area outlined in the proposal or could an award be made based on fewer geographic areas?	USAID anticipates making one award. If the nature of the applications is such that USAID believes making more than one award would better serve the solicitation objectives, this could be done on a geographic or other basis.
	Secondary Objective and CEWARN	
4	Can USAID provide an estimated percentage level of effort between the primary and secondary objectives?	USAID anticipates that the majority of program resources would be focused on achieving results under the primary objective. The percentage of resources focused on the secondary objective is anticipated to vary from year to year according to the demand and capacity of CEWARN and the national CEWERUs.
5	What mechanism does USAID envision between PEACE III and CEWARN? Does USAID have specific mechanism in mind for collaboration and communication between the two?	USAID does not have specific mechanisms in mind for coordination between PEACE III and CEWARN.
6	Within the USAID Horn of Africa Results Framework for Conflict Management, can USAID provide further guidance on level of engagement is expected between CEWARN and PEACE III?	USAID anticipates substantial engagement between PEACE III and lower levels of the CEWARN mechanism. At the lowest level of local peace committees, USAID anticipates that some would be direct beneficiaries of PEACE III activities and that all would be primary interlocutors for the purposes of local activity coordination. At the level of national CEWERUs, USAID anticipates regular coordination and, most likely, some degree of on-going technical support and/or technical capacity building with most CEWERUs. At the CEWARN secretariat level, USAID anticipates

Request for Application (RFA) Number SOL-623-13-000008: PEACE III

		periodic coordination on activities with significant outreach related to lessons learned and new approaches.
7	Given that USAID provides separate support to CEWARN, can guidance be provided on whether USAID anticipates or will allow for monetary support to be provided to CEWARN under PEACE III? If so, does USAID have any restrictions or limitations on what kind of budget support to CEWARN under PEACE III may or may not be provided?	USAID does not intend for PEACE III to provide monetary support to the CEWARN secretariat. USAID anticipates varying degrees of technical support and in-kind grants for national CEWERUs. Note: USAID also provides direct grants to CEWERUs with well-developed management capacity through its grant to IGAD and CEWARN. USAID anticipates direct technical support and grants (in-kind or sub-grants) to local peace committees as an integral part of local peace networks.
	Page Limitation	
8	Can USAID clarify what annexes are required, and whether additional annexes may be submitted?	No annexes are required and no annexes will be considered in the evaluation of applications.
9	Will USAID allow additional information not specifically requested in the Section IV of the RFA to be submitted as an appendix to the technical application?	No information provided beyond the 30 page limit will be considered in the evaluation of applications.
10	Can USAID confirm that cover page, table of contents, dividers, CVs, letters of commitment from proposed personnel and past performance must be included in the 30 page technical application limit? Can USAID consider allowing those documents to be in addition to the 30 page limit?	Technical applications are limited to 30 pages maximum for all information including cover page, table of contents, dividers, résumés/CVs, letters of commitment from proposed personnel, and past performance information.
11	Page 23 of RFA states: "Technical applications are limited to 30 pages maximum for all information including cover page, table of contents, dividers, resumes/CVs, letters of commitment from proposed personnel, and past performance information. A page in the technical proposal which contains a table, chart, graph, etc. is counted as a page within the page limitation. Information beyond these limits will not be evaluated." Since CVs of key personnel alone could amount to 20 pages (four page per CV for five key personnel) and given the complexity of this program, would USAID consider allowing the following to be excluded from the assigned 30 page limit: cover page, table of contents, dividers, executive summary, resumes/CVs, letters of commitment from proposed personnel, and past performance information? If yes, would USAID consider that CVs, letters of commitment from proposed	Please see response to question 10.

Request for Application (RFA) Number SOL-623-13-000008: PEACE III

	personnel, and past performance information could be submitted as appendices to the technical application?	
	Past Performance	
12	Is the past performance information detailed on p.25 meant to be included as a separate PPR annex (and if so, is there a preferred template), or must it be included in the 30 page technical application narrative? Is USAID looking for both past performance narrative information in the technical narrative, as well as PPRs?	The past performance information is included in the 30 page technical application narrative. USAID expects applications to include a narrative relating experience gained from past performance to how the applicant would implement PEACE III. Specific past performance information, including current contact information for professionals who observed the activity, is required for activities implemented in the last five years.
13	The past performance information on p.25 also states that "ALL" contracts/grants/CAs in the past 5 years should be included- does this include projects from all donors, or USG only?	The past performance information should include activities funded by both US government and non-USG sources.
14	Page 25 of RFA states: "Resumes shall not exceed four pages." Please confirm that a list of three references required for proposed key personnel is not included in the four page limit for a key personnel resume.	The three references required for proposed key personnel are included in the overall 30 page limit of the technical application.
15	On page 25 of the RFA, USAID requests that Applicants should "provide detailed past performance information, which should include all relevant Awards". a) Given the large number of past awards, would USAID accept 3-5 illustrative examples of programs of similar size, scope and expected results? b) Should these past performance references all come from the prime or would USAID accept a list mixed with prime and sub recipient past performance information? c) If "yes", how many examples in total would USAID be looking for from the prime and sub-recipients together?	USAID expects applicants to list all relevant past awards similar in size, scope, and expected results to PEACE III. Past performance information is required for all sub-recipients outside the geographic area of PEACE III. Past performance for these organizations would be required for all of relevant past awards similar in size, scope, and expected results to their proposed role in implementing PEACE III. In the event that applications include information on potential sub-recipients under Result 4, "Capacity of Horn of Africa Non-Governmental Organization (NGO) partners to support local cross-border conflict management increased," past performance for these organizations is not required.
16	Page 25 of RFA states: "The Applicant shall provide detailed past performance information, which should include all relevant Awards (Contracts, Grants and Cooperative Agreements) performed within the last five (5) years that are similar in size, scope and expected results to what is contained in the Program Description." Please confirm that there is no minimum or maximum number of past awards that are	There are no minimum or maximum number of past awards required for the past performance section.

Request for Application (RFA) Number SOL-623-13-000008: PEACE III

	required for this section.	
17	On page 25 of the RFA, USAID suggests that the past performance information list should be included in the Organizational Capacity and Past Performance section of the proposal. But on page 39 of the RFA, point 6 of the cost application asks for Past Performance References. Can USAID please confirm that Past Performance References are to be included in the cost application only and not the technical application?	Past performance references are required as part of the technical application.
	Monitoring, Evaluation, and Learning	
18	Should a monitoring and evaluation plan and proposal workplan be included? If so can they be included as annexes that don't count against the 30 page technical application limit?	The Technical Understanding and Approach should address how the applicant would create a learning program based on monitoring activity outcomes which is included in the 30 page limit. This would include how activity outcomes would be monitored and linked to program results, how program achievements would be documented and articulated, how the Applicant would work with the anticipated USAID evaluation and learning partner, and how the Applicant would use monitoring data to inform adaptation of activities. Proposed performance monitoring indicators with proposed targets for Years 1 and 2 should be included. A work plan is not requested in the application.
19	Page 19 of RFA states: "USAID anticipates engaging an independent partner to support on-going evaluation and learning. The PEACE III implementer should work closely with the Evaluation and Learning partner to develop and implement appropriate tools and methodologies for assessing activity outcomes, evaluating result-level changes, and linking these changes to changes in the peace and conflict environment." Please clarify what the specific terms of reference of the Evaluation and Learning partner are in relation to the PEACE III implementer's responsibilities. What M&E elements should be included or excluded from the Applicant's budget/proposal?	The concept and solicitation document for the Evaluation and Learning partner are in development. An overview of the anticipated roles and responsibilities of this partner is attached.
	Other Questions	
20	Will USAID have specific expectations on program deliverables across outlined border areas, considering potential restrictions in operating environments in certain countries throughout the targeted regions?	USAID experience is that most activities of the kind anticipated under PEACE III can be successfully conducted even under very difficult security and other operating conditions. USAID is working with CEWARN and national CEWERUs to facilitate PEACE III activities across the targeted border zones.

Request for Application (RFA) Number SOL-623-13-000008: PEACE III

21	Is the language for the PEACE III results considered final, or may applicants suggest alternative language?	USAID invested significant deliberation in the results language and provided an opportunity for public comment through a Request for Information posted on Grants.gov and FedBizOpps. The nature of the results is fixed for the initial implementation period. In keeping with the intent to learn throughout implementation, a preponderance of data in out years may lead to adjustments in some results. The objectives of the program will remain fixed.
22	Key Personnel: including COP and DCOP, can USAID confirm whether applicants may include up to 5 or 7 positions maximum?	The applicant may propose up to five key personnel.
23	Page 24 of RFA states: "The staffing plan shall state the roles and responsibilities of planned professional staff positions, their required educational qualifications and experience, and where they would be based." Page 25 of RFA states: "Note that the applicant need not identify non-Key Personnel in their proposal." Please clarify if planned professional staff that is non-key should be identified in the Management and Staffing Plan section of the technical application.	The staffing plan should describe the roles and responsibilities of professional staff. Individual information on potential staff members, e.g. CVs, summaries of potential staff members' individual qualifications, is required only for Key Personnel.
24	Will proposals be reviewed by the East Africa mission only (or USAID DC/CMM as well)?	This solicitation is from the East Africa mission. It is not part of a USAID/CMM solicitation.
25	Considering the complexity of this program, we kindly request that USAID consider extending the proposal deadline.	While USAID recognizes the challenges posed by the complexity of PEACE III, USAID is unable to extend the application deadline.
26	Page 17 of RFA presents a map of potential cross-border zones for Year 1 implementation of PEACE III. Does USAID expect the Applicant to prioritize the zones or work in all of the zones?	USAID anticipates that prioritization of border zones and locations for Year 1 will be made in conjunction with an array of stakeholders, including CEWARN, CEWERUs, USAID/EA, and USAID bilateral missions, at the time of program launch. The applicant is expected to describe its approach for engaging these, and other relevant stakeholders, in this prioritization as part of the technical application, per instructions on page 24: "the approach and/or criteria the Applicant would take for proposing final Year 1 cross-border locations should be described." USAID expects that all five countries – Ethiopia, Kenya, Somalia, South Sudan, and Uganda – will be represented in at least one of the targeted border zones for Year 1.
27	Page 23 of RFA states: "Applications must be submitted electronically in MS Word and .Pdf (Adobe Acrobat) versions." Please clarify that USAID would like to receive the technical narrative in both MS Word and .Pdf format, but that a compiled version of the technical	Please submit your Technical Application Format as prescribed in Section IV of the RFA.

Request for Application (RFA) Number SOL-623-13-000008: PEACE III

	narrative and all annexes are acceptable in .Pdf format only. Also, please confirm that documents requiring signatures, such as letters of commitment, are not required in MS Word.	
28	Is any specific support, such as additional information, available to support new applicants?	In order to ensure a fair competition, USAID provides the same solicitation-specific information to all applicants. For applicants who have not worked directly with USAID in the past, general information on working with USAID may be found at www.usaid.gov
	COST APPLICATION	
29	Please provide the most recent Local Compensation Plans and FSN scales for Kenya, Ethiopia, Uganda, South Sudan, Somalia, and Djibouti.	There is no requirement for applicants to use USAID's Local Compensation Plan. Applicants should follow their corporate compensation policy in constructing the salary budget estimates for the PEACE III Project. Applicants are also reminded that proposed salaries must be reasonable and in line with the local market rates.
30	Since USAID's budget template does not provide for all cost categories we typically include in a proposal budget (such as consultants or program activities) would you be open to Applicants submitting their own budget templates as long as the requested information is clearly included?	No. Please classify all costs within the broad budget categories provided in the template. Consultants can be classified as short term labor while program activities can be classified under Other Direct Costs.
31	Where does USAID recommend that Applicants budget for consultants and activities (such as workshops, trainings)?	It is up to individual applicants to determine where this best fits within the budget.
32	Please confirm that USAID is only looking for total amounts per year for each line item and does not require unit costs per item per year.	USAID expects detailed costs for all budget categories.
33	Under Travel, we would like some clarification about the "Assignment to Post and Entitlement" cost category. Specifically; a) Does it include relocation travel and Home Leave of expats? If so, how is this different from allowances in the labor category? b) Are we allowed to include travel from post at the end of the project (as per our HR policy) - the title on USAID budget just says "to Post".	"Assignment to Post Entitlements" shall include costs allowable by the respective organizations HR policy for expatriate staff related to assignment to post and repatriation costs, shipment of household effects, home leave travel costs and other related costs. Allowances in the labor category are costs paid by the respective organization consistent with HR policy and may include costs such as post differential, living quarter allowance, educational allowances etc. Applicants are also reminded that these costs must be reasonable.
34	Under Travel, what is "HHE &c"?	HHE refers to shipment of household effects and related costs for expatriate staff consistent with the applicants organizations HR policy
35	Page 27 of RFA requires the applicants to submit details of sub-award arrangements to the extent they are known at the time of application development. Please confirm that no documentation is required from proposed sub-	No additional documentation is required for submission for sub-awardees at this stage of the process.

Request for Application (RFA) Number SOL-623-13-000008: PEACE III

	awardees to be submitted as part of the cost proposal.	
36	Please clarify if Applicants are allowed to modify/edit the RFA illustrative budget template (Attachment 1) to align with the Object Class Categories as listed in #6 under Section B – Budget Categories of the SF424A Form.	Applicants should submit the budget according to the Budget template provided in attachment 1. All detailed proposed costs shall be classified within the broad budget categories provided.
37	On page 26 the proposal budget is referred to as both 'illustrative' and required. Can USAID provide clarification on whether the budget template may be slightly adjusted/revised?	Please see response to question 36.