

AMENDMENT NO.1

QUESTIONS AND ANSWERS

Request for Applications (RFA) Number: 167-11-004 “Community Action Initiative Project (CAIP) in Kosovo”

- Q.1.** What is the anticipated start date for this activity?
Answer: On or about May 2011.
- Q.2.** Can the past performance table and the implementation timeline be included in the annexes?
Answer: Yes.
- Q.3.** According to the RFA, the budget should be presented in U.S. Dollars and Euros. It is assumed the Euro amount should be incorporated into the SF424 in US Dollars as Non Federal Contribution. Is there an exchange rate that USAID would like the applicant to use?
Answer: Applicants may use the current rate of conversion available at <http://www.oanda.com/>.
- Q.4.** Will USAID provide an FSN local compensation scale for Kosovo?
Answer: Attached to this Amendment.
- Q.5.** Please confirm the submission of the application through grants.gov is sufficient based on the RFA guidelines stated in the first paragraph on page 4.
Answer: It is sufficient. Also, Applicants are encouraged to submit electronic copy of their application via e-mail to Mr. Clement J. Bucher at cbucher@usaid.gov and Ms. Esztella Fazekas at efazekas@usaid.gov.
- Q.6.** Page 10 of the subject RFA discusses the GOK cost contribution. Are there any further stipulations or restrictions on these funds? Could you please clarify that GOK funds should be budgeted as cost share.
Answer: No, GOK funds should not be budgeted as cost-share. These funds have already been transferred to USAID as co-funding. The GOK trust funds should cover only project costs related to infrastructure rehabilitation, including cash for work activities, operational costs (i.e. office equipment, commodities, etc.), and salaries for local personnel (i.e. local engineers, etc.) directly related to the implementation of projects funded under the GOK €1 million contribution. No indirect costs should be budgeted or charged against the GOK euro trust funds.
- Q.7.** Is it necessary to begin allocating GOK funds in Year 1?
Answer: Yes.
- Q.8.** On page 24, is it correct that the €1 million GOK funds are designated for northern Kosovo only under CAIP, or can they be used in other non-majority municipalities, assuming CAIP expands coverage to other non-majority Kosovo municipalities in Year 2?
Answer: The €1 million GOK funds are designated for assistance to northern Kosovo only.

- Q.9.** Does the project intend to direct resources (regardless of USG or GOK funding source) to Serb-majority municipalities in the rest of Kosovo, outside of northern Kosovo?
- Answer:** As stipulated under Section III. IMPLEMENTATION PHASES (Page 20 of the RFA), USAID will conduct a review of the current USAID Initiating Positive change (IPCP) program and based on lessons learned, decide jointly with the successful applicant on the direction of Y2 and Y3 assistance under CAIP. Applicants are free to propose a brief notional approach for expansion or amplification as part of the technical approach, which will be discussed at the end of Year 1 as part of the Y2 work plan process.
- Q.10.** Is the project intended to focus equally on other non-Serb minorities in the targeted geographic areas?
- Answer:** Yes.
- Q.11.** Can direct investments be provided to individuals, entrepreneurs, and/or micro, small and medium enterprises?
- Answer:** Direct investments, including employment generation, business support and grants should be provided to legal entities (i.e. businesses and organizations registered or in the process of formal registration).
- Q.12.** Page 7 specifies that, related to staffing, documentation that reflects an “exclusive” relationship should not be submitted. Does this also apply to local organizations/partners?
- Answer:** Applicants should clarify/demonstrate the nature of proposed partnership arrangements with any organization. Letters of commitments, not exclusive agreements, are still required from individuals and partners.
- Q.13.** Will the winning applicant sign two separate agreements (one with USAID and one with the Government of Kosovo)?
- Answer:** No. Only one agreement will be signed with USAID.
- Q.14.** Should the expenses incurred under the Trust Account Agreement be in compliance with the applicable US Government Regulations (22 CFR 226, OMB Circular A-122 for non-profit organization...)?
- Answer:** Yes, Trust Funds will be maintained, managed and disbursed in accordance with the applicable US Government Regulations.
- Q.15.** Will financial reporting for the Euro Trust Fund and all programmatic reporting on the use of the Euro funds need to be in English, Albanian and Serbian languages?
- Answer:** All reports will be submitted in English language.
- Q. 16.** Will the winning applicant need to submit separate narrative and financial reports one to USAID and second to the GoK?
- Answer:** All reports will be submitted to USAID.
- Q.17.** Page 9, point 5 of the RFA instructs the applicant to “Provide annual salary history for at least the three most recent years for all identified and proposed long/short-term key and non-key personnel.” Is it possible for USAID to revise the language in the RFA to state that salary history for staff is not required in

order for applicants to be in compliance with USAID guidance for cooperative agreements?

Answer: Salary history is required for any proposed personnel in order to determine the reasonableness of proposed rates.

Q.18 Page 11 point a.(1) of the RFA states that “no individual salary or wage may exceed the employee’s current salary or wage, or the highest rate of annual salary or wage received during any full year of the immediately preceding three (3) years without the approval of the Agreement Officer. Salaries for locally employed staff should not exceed the Local Compensation Plan for USAID/Kosovo.”. All staff are paid consistently according to established organizational policies and salary scales, not based on a particular project or previous salary level of an individual, and not based on USAID Local Compensation Plan.

Answer: Applicants may propose individual salaries in accordance with their established policies and salary scales, however, proposed salaries should range within the labor market rates for comparable positions. LCP is attached for reference.

Q.19 Building upon lessons learned of the Initiating Positive Change Program under Section III. Implementation Phases, Page 20 of the RFA, USAID states that Phase 2 of the program will “build upon lessons learned from the USAID Initiating Positive Change Program that will end in September 2011.” While we are familiar with the USAID/IPC program, we request that USAID provide more details on the specific lessons learned to build upon for implementation.

Answer: See answer to Q 9.

Q.20 Does USAID allow dependents of expatriate personnel to be brought to post?

Answer: Dependents over 21 and children under five years of age may travel to and/or reside at post. While all dependent children may travel to post, those from age 6 to 21 may not reside at post.

Q.21 How many local professionals are the bidder expected to name as key?

Answer: It is up to the Applicant’s approach, with exception of the Chief of Party position.

Q.22 Does USAID have a preferred size or size range for the infrastructure rehabilitation projects?

Answer: No. However, based on USAID experience the projects may range from \$10,000 to \$200,000 depending on the scale of rehabilitation.

Q.23 Will the civil society organizations or NGOs from the Northern municipalities created through CAIP be required to formally register within Kosovo as legal entities or can they remain informal?

Answer: With exception of informal community forums, all entities receiving USAID funds should be registered or are in the process of formal registration.

Q.24 Is it possible for the implementer to formally engage directly with Northern municipal officials for purposes of project implementation?

Answer: No, all formal consultative processes are expected to be done either with authorities formally named by the Government of Kosovo, or directly with beneficiaries, including community, NGOs, private businesses and associations.

- Q.25** During Phase 2 of the project (RFA p. 20) does USAID have guidance as to the level of effort that should be devoted to amplifying activities in northern Kosovo vs. expanding to areas south of the Iber/Ibar River?
- Answer:** See answer under Q.9.
- Q.26** Could you please confirm that a Branding Strategy and Marking Plan (p. 16) will not be required in the application?
- Answer:** Confirmed. Successful applicant will be required to submit a branding strategy and marking plan preaward.
- Q.27** On page 10 section E. requests applicants to submit “additional evidence of responsibility.” Is it necessary to submit additional evidence of responsibility as well as a NICRA?
- Answer:** Yes.
- Q.28** Part VIII of section C stipulates that respondents are to include as part of their proposal “their approach to achieving environmental compliance and management” (p 26). Can the applicant provide this information in the cost proposal, or as an annex?
- Answer:** It should be included as part of the technical approach narrative.
- Q.29** Could you please confirm that the applicant does not need to provide an updated IEE or other environmental assessment as part of the application?
- Answer:** Updates to the IEE and environmental reviews or assessments, if necessary, will be done post-award during the implementation of CAIP. Also, see question 28 above.
- Q.30** The technical application format section indicates on page 5 that past performance information is to be included as an annex but part G. Experience and Past Performance, which is part of the technical application requests contact information, numbers and descriptions. Could you please confirm that contact information, numbers and brief descriptions (items a, b and c) are to be provided in an annex under “past performance information?”
- Answer:** Confirmed.
- Q.31** Under Section 3. Cost/Business Application Format, p. 10 states that no indirect cost should be budgeted or charged to the GOK cost contribution (Euro Trust Account). As local personnel will be budgeted may the applicant include fringe benefits associated with labor costs in the GOK cost contribution budget or shall fringe benefits in addition to other indirect costs be captured in the USG funding amount?
- Answer:** Fringe benefits for local staff directly involved in the implementation of GOK EUR \$1 million contribution should be budgeted as direct cost under GOK Euro Trust Fund. Other indirect costs, if any, shall be budgeted and charged against the US Government funding.
- Q.32** Can USAID please clarify on what level (if any) CAIP can communicate with representatives of the parallel structures supported by Belgrade?
- Answer:** See answer to Q.24.

- Q.33** USAID anticipates an expansion of CAIP activities to geographic areas south of the Iber/Ibar River beginning during Years 2 and 3 of project implementation. How many municipalities and communities south of the Iber/Ibar does USAID expect the Recipient to work in during Phase 2?
- Answer:** See answer to question Q.9.
- Q.34** While we know that no less than approximately \$4,500,000 is to be reserved for small-scale infrastructure improvements, microenterprise/employment generation activities and grant funds for other civic and community initiatives, can USAID provide any additional guidance or plug figures for the budgeting of these items?
- Answer:** Types of activities will largely depend on community needs and community based consultations, with infrastructure rehabilitation and employment being the key anticipated priorities. Applicants are free to propose an illustrative structuring of the reserved funding based on their experience and the parameters stipulated on Page 10 of the RFA.
- Q.35** The recipient is expected to set up a field office in Northern Kosovo, accessible from all municipalities to be used as a USAID Regional Community Resource Center managed by the recipient with conference facilities to support all of the USAID projects." Will USAID be sharing a portion of costs for the resource center or should all costs be included in the budget?
- Answer:** All costs related to the Regional Community Resource Center should be included in the proposed budget.
- Q.36** RFA Page 5: Please clarify whether an acronym list will count against the 25-page limit.
- Answer:** No.
- Q.37** Can PIOs eligible to submit applications for the CAIP RFA?
- Answer:** The award under this RFA will be made in accordance with the provisions of ADS 303 and 22 CFR226, which sets forth eligibility requirements for assistance awards.

SALARY SCALE

Effective MAY 9, 2010

Salaries denominated in Euros.

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	WGI
FSN 12	23852	24586	25320	26054	26788	27522	28256	28990	29724	30458	31192	31926	32660	33394	734
FSN 11	21684	22351	23018	23685	24352	25019	25686	26353	27020	27687	28354	29021	29688	30355	667
FSN 10	19713	20320	20927	21534	22141	22748	23355	23962	24569	25176	25783	26390	26997	27604	607
FSN 9	17920	18471	19022	19573	20124	20675	21226	21777	22328	22879	23430	23981	24532	25083	551
FSN 8	16291	16792	17293	17794	18295	18796	19297	19798	20299	20800	21301	21802	22303	22804	501
FSN 7	14810	15266	15722	16178	16634	17090	17546	18002	18458	18914	19370	19826	20282	20738	456
FSN 6	12961	13360	13759	14158	14557	14956	15355	15754	16153	16552	16951	17350	17749	18148	399
FSN 5	11338	11687	12036	12385	12734	13083	13432	13781	14130	14479	14828	15177	15526	15875	349
FSN 4	9916	10221	10526	10831	11136	11441	11746	12051	12356	12661	12966	13271	13576	13881	305
FSN 3	8755	9024	9293	9562	9831	10100	10369	10638	10907	11176	11445	11714	11983	12252	269
FSN 2	7952	8197	8442	8687	8932	9177	9422	9667	9912	10157	10402	10647	10892	11137	245
FSN 1	7195	7416	7637	7858	8079	8300	8521	8742	8963	9184	9405	9626	9847	10068	221