

Request for Application (RFA) Issuance Date: July 3, 2013
Deadline for Receipt of Questions: July 12, 2013, 2:00 P.M. Guinea local time
Responses to Questions/RFA Amendment: July 29, 2013, 2:00 P.M. Guinea local time
RFA Closing Date: August 16, 2013
RFA Closing Time: 2:00 P.M. Guinea Local Time

Subject: Request for Applications (RFA) No. **636-13-000001**
Women in Development for Prosperity Program

Dear Prospective Applicant:

The United States Government, represented by the Agency for International Development (USAID)/Sierra Leone, is seeking innovative applications from eligible institutions (as defined in the RFA) to support the program entitled “Women in Development for Prosperity Program (WIDPP).” The authorities for this RFA are found in the Foreign Assistance Act of 1961, as amended, and the Grants and Cooperative Agreement Act of 1977. This RFA is also being issued in accordance with the established format outlined in ADS 303.3.5.2 and the Office of Federal Financial Management Policy Directive on Financial Assistance Program Announcements.

In accordance with the Federal Grants and Cooperative Agreements Act, USAID encourages competition in order to identify and fund the best possible responsible applicant to ensure achievement of the program objectives.

While for-profit organizations may participate in this action, pursuant to 22 CFR 226.81 it is the policy of USAID not to award profit under assistance instruments. However, all reasonable, allocable and allowable expenses, both direct and indirect, which are related to the agreement and are in accordance with applicable cost standards (for example OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities) may be paid under the agreement,

Subject to availability of funds, and if the application is determined suitable for funding, USAID anticipates the award of a Cooperative Agreement with an estimated amount not to exceed \$3,600,000.

This RFA can be viewed and downloaded from the Internet at www.grants.gov. USAID bears no responsibility for data errors resulting from transmission or conversion processes. Further, be aware that amendments to this RFA may be issued and will be posted on the same Internet site from which you downloaded this RFA. You are advised to regularly check the above Internet site for amendments and are encouraged to sign up for update notifications on the RFA at www.grants.gov.

All questions for clarifications from interested applicants concerning this RFA must be submitted electronic mail to Beatrice M. Condé at bconde@usaid.gov and Lynne Boyce at lboyce@usaid.gov no later than **July 29, 2013 by 2:00 P.M. Guinea local time (14:00)**. Applications are due no later than 2:00 P.M. Guinea local time (14:00) on **August 16, 2013**.

Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of applications. Further, the Government reserves the right to reject any or all applications received. In addition, the final decision to fund a Cooperative Agreement is subject to the availability of funds for that purpose and any funding will be assigned, allocated and committed following the internal procedures of USAID.

Detailed submission guidelines are detailed below in **Section IV, Application and Submission Information**.

Any offeror who has not received funding from USAID over the last three years will be have to have an assessment of its financial and administrative procedures, prior to award.

Thank you for your consideration of this USAID endeavor. We look forward to your organization's participation.

Sincerely,



Beatrice M. Condé
Agreement Officer
Regional Acquisition and Assistance Office (RAAO)
Dakar, Senegal

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SECTION I - FUNDING OPPORTUNITY DESCRIPTION

PROGRAM DESCRIPTION

Women in Development for Prosperity Program

A. INTRODUCTION

The United States Agency for International Development in Sierra Leone (USAID/Sierra Leone) will support the implementation of a new Cooperative Agreement for a period of 3 years in the amount of \$3.6 million. The Women in Development for Prosperity Program (WIDPP) will promote inclusive development by helping to secure greater empowerment of women in local development planning and governance. The goal of this activity is to strengthen women's access to economic and political leadership by providing multiple points of entry at the local and district level.

The project should mainstream a gender focus into activities that support women's participation in local government bodies and the active participation of women in civil society organizations and politics. The project design should support the mission's primary development objective that inclusive development promotes greater peace and prosperity. Three sub-intermediate results under local government and decentralization, and civic participation, are critical for accomplishing project results. These are: (a) Local councils and CSOs strengthened to Incorporate Gender-Sensitive Approaches; (b) Increased Women's Participation and Partnership in Public and Private Sectors; and (c) Improved Advocacy for Women's Representation.

Program implementation strategies and approaches need to be flexible and innovative enough to respond to challenges that civil society organizations (CSOs) confront to effectively influence democracy strengthening. This program will build on and complement technical capacity building and democracy strengthening assistance activities carried out under the USAID-funded Promoting Agriculture, Governance and Environment Program (PAGE) implemented by ACDI/VOCA, World Vision, and TetraTech/ARD from 2008-2013 and the more recent elections and political processes activities implemented by the National Democratic Institute and the International Foundation for Electoral Systems. The program will also seek to build synergies with other donor-funded programs.

The WIDPP program will help to advance mutual US and Saloneon democracy objectives. It will contribute to USAID/Sierra Leone's Singular Development Objective which is "Women's Inclusion as Decision-Makers Advances Democratic Governance and Economic Growth." Activities should specifically aim at achieving Intermediate Result 2 which is "Increased influence of women in public and private sectors." It will also support the United States Government's foreign assistance objective of Governing Justly and Democratically (GJ&D) by enhancing civic participation (Program Element 2.4.1) and promoting gender equality and women's empowerment (Cross-Cutting Issue -- GNDR).

The WIDPP program will support the Government of Sierra Leone's "Agenda for Prosperity" which is the third poverty reduction strategy and the first to mainstream gender considerations

into all pillars of the development strategy. The goal of this approach is to make all facets of the government's ambitious growth strategy gender sensitive and responsive. Specifically in order to further consolidate Sierra Leone's democratic progress, the WIDPP activity aims to enhance women's participation in local politics and foster transparency and accountability in local government. The WIDPP program will also directly contribute to the GOS' goal of more balanced gender representation in elected and appointed positions.

B. COUNTRY CONTEXT

Sierra Leone's brutal eleven year civil war officially ended in 2002. The Truth and Reconciliation Commission (TRC) Report noted that women and girls were deliberately targeted and became victims of physical and sexual violence perpetuated by all armed groups during the conflict.¹ The TRC further found that women continue to suffer structural gender injustices which are entrenched and pervasive in all areas of social, political, economic, constitutional laws, traditional and customary practices. The TRC recommended that to address these inequalities would require the abolition of discriminatory laws and practices, the reform of laws, procedures to assure access to justice, institutional capacity building, and the establishment of educational programs to influence a cognitive shift in the negative and stereotypical views that result in the oppression of women.

In Sierra Leone, women played a very important role in the peace process. The UN Expert Group Meeting on Democratic Governance in Africa noted that , "As a result of the women's intervention, a negotiated peace settlement became a respectable option that offered both government and the rebels the opportunity to climb down from entrenched positions without loss of face." Immediately after the war, women organized a number of non-governmental organizations (NGOs) that continue to play an active part to consolidate peace, security and democracy. However, those women's groups which so effectively worked to bring about a cessation of violence were unable to organize themselves to follow up on the peace negotiations to effectively sustain a greater role for women in governance. Part of this is due to entrenched cultural attitudes endorsing male dominance in Sierra Leone. Although women were allowed to play a significant part in the conflict resolution process, they were nevertheless then expected to relinquish that role immediately after the war back to their male counterparts and retreat to their traditional subordinate positions. Another significant impediment to women's political participation is still outright intimidation and the legacy of extreme gender-based violence that was used to control women during the war by the rebel forces in country. The threat of violence persists even now, ten years later, as an insidious discriminatory practice. Although the ruling APC government has declared its intention to address the legal and political inequalities faced by women, including introducing a Gender Equality Bill in Parliament, which mandates that 30 percent of elected and appointed government offices be held by women, little has been done to support this legislation. The bill was left in charge of the relatively weak Women's

¹ In 2002 the US Committee for Refugees and Physicians for Human Rights (PHR) reported that 72% of Sierra Leonean women surveyed had experienced human rights abuses, and more than 50% had been victims of sexual violence.

Parliamentary Caucus which was expected to champion and table the legislation while lobbying their male colleagues for its enactment, a task that would have been difficult even under the most organized effort. As a result, the government's declarations have not translated into meaningful empowerment at the national level for most women. In addition, women continue to face significant restrictions on their right to stand for office. In 2009, a woman was barred from standing in chieftaincy elections because of her gender. Elsewhere, women candidates and their supporters face hostility from men and other women to their participation in politics, as well as practical barriers such as low self-confidence, lack of money, or illiteracy. Only 38 women – of a total of 586 candidates – ran for parliamentary seats in Sierra Leone's November elections. Before parliament closed, just 17 out of the 124 lawmakers were women. Women make up 18.9 percent of female councilors in the local government – none at the level of chairwoman – and they comprise less than 10 percent of top civil service positions. In addition to the dismal number of candidates or seats in the legislature, there were only 337 women out of 1,283 candidates for local council elections.

Women are subject to legal and social discrimination in other aspects of day-to-day life. The Constitution outlaws gender discrimination in employment, but the US Department of State reports that it is common for women who become pregnant in their first year of employment to lose their jobs. The World Bank suggests that 66% of women are economically active, but the bulk of these women work in the informal sector and they are not protected by employment legislation. Their rights and position are contingent for the most part on customary law and the ethnic group to which they belong. In addition, secret (bondo or sande) societies to which most girls and women belong, serve to uphold and reinforce harmful practices such as female genital mutilation (FGM) and early marriage, as well as encouraging girls not to stray from stereotyped traditional gender roles. At present, Sierra Leone is ranked 66 out of 86 in the OECD's 2012 Social Institutions and Gender Index.²

² OECD, 2012 Social Institution and Gender Index, <http://genderindex.org/country/sierra-leone>

Problem Statement

The abolition of elected local governments in Sierra Leone in 1972 resulted in the centralization of power in Freetown and a corresponding marginalization and neglect of outlying districts. Rebuilding local government and returning decision-making powers to local communities in Sierra Leone is a key step in maintaining stability and rebuilding the economy. Since 2004, the government has devolved authority to local councils to consolidate the decentralization process. This process is roughly 60 percent complete with 19 out of 34 local councils now in charge of their planning and resource allocation decisions. The local councils are mostly ineffective in delivering social services. As in many developing countries, women's participation and representation in local governance is still very low. The high rates of illiteracy, cultural discrimination, and widespread gender-based violence are some of the reasons for the low participation and representation of women in public office. Gender inequalities are reinforced in both the private and public sector. Rural women continue to face unequal opportunities with regard to access to and control over productive assets such as: finance, land, labour-saving technology and equipment, agricultural extension services, and agricultural inputs. This greatly limits meaningful influence in the sector, reducing women's abilities to expand and compete in the private sector.

Civil society organizations in Sierra Leone are generally active in civic engagement and electoral and democratic processes. Nonetheless, there are substantial weaknesses in their capacity for policy analysis, advocacy, coalition building and strategic planning, including the adoption of gender sensitive approaches.

Current trends indicate a retrenchment or, at best, a scenario of stagnation in the status of women in the public realm. Before the 2012 elections, women's appointment/election to key decision-making positions was as follows: Ministers - 3/20 (15%), Departments and Agencies 4/22 (18%), Member of Parliament 16/124 (12.9 %), and Local Council Chair Person 1/19(5.2%). The 2012 Parliamentary Elections turned in 15 women parliamentarians – one less than the 16 women elected in 2007. This reduction in the overall representation of female candidates in public office is of great concern to USAID.

At the national level, the absence of gender-sensitive policies and processes within political parties also works to the disadvantage of women. Despite the recent policy gains in advancing the agenda of gender equality, much work remains to achieve greater gender equality at the district level. For example, the last parliament failed to adopt the proposed Women's Affirmative Action Bill to guarantee a minimum 30% quota (M30) of positions for women. In Ward Development Committees of districts and towns councils, the Local Government Act of 2004 also sets a 50% representation as a way of encouraging female participation in the decentralization process. The nature of the Sierra Leonean society is purely patriarchal and has militated against women in the political sphere. Traditional beliefs and practices, core to Sierra Leone society, has greatly dampened the motivation of women to become actively involved in political decentralization. As a result, their chances of competing to be councillors or members of Parliament are greatly diminished.

Women and men often have differences in their use and management of natural and other community resources. A gender sensitive perspective is required to ensure effective programmatic and policy decisions. There is generally low engagement of women in governance of natural resources (land, forestry, water, etc.) at the community level. Women are disadvantaged in almost every aspect of land management and natural resources. The majority of Sierra Leone's population is rural, policy decisions and institutional changes should assess the implications on the rural use and management of natural resources.

The proposed interventions should address some of the following critical gaps in achieving gender equality, advancing inclusive development and promoting peace and prosperity for Sierra Leonean women:

- a) Entrenched and widespread cultural and social barriers limiting the participation of women as decision makers. As a result, women are therefore excluded in elections/appointments to public offices, even though they constitute over 52% of the population.
- b) Lack of gender sensitivity in policies and procedures relating to efficient service-delivery. There is limited knowledge and body of practice of gender sensitive strategies by Local Councils and Civil Society Organizations.
- c) Absence of a critical mass of women's organizations to influence gender policies at the national level. Women led/owned organizations are in dire need of networking and advocacy skills to improve on their representation and demand for efficient service delivery.

The gap and lack of collaboration between private and public sector limits efforts in addressing issues related to gender equality

The gender pillar of the Government's third poverty strategy focuses on key higher impact macro level interventions that offer the goal of "Empowering women and girls through education, political participation, access to equal justice, and economic opportunities by 2017."

Additionally, the findings of the USAID/Sierra Leone's first Democracy and Governance Assessment (2011) reinforce that the exclusion of much of the public, particularly women and other marginalized groups from participatory governance is a continuing source of instability. Development Hypothesis: Societies with greater gender equality experience faster democratic governance and economic growth. For women to benefit from greater agricultural productivity and improved food security, they must have access to quality services and improved health seeking behavior and demand for those services. Empowering women to participate in and lead public and private institutions, results in greater representation and increased effectiveness.

C. RELEVANT USAID ASSISTANCE

WIDPP will build upon the governance activities that have been programmed in Sierra Leone through PAGE from 2008 to 2013 while focusing efforts more specifically on women's participation in local government. PAGE created an understanding of the importance of local governance as a means to democratic growth and natural resource management among more than

250,000 rural beneficiaries. Community ownership and engagement in agricultural production enterprises and natural resource management committees has been adopted in four districts with corresponding increases in productivity and income levels. These structures need to be supported by stronger local government councils and development planning committees in order to synergize and coordinate resource flows and technical support from the national government. Given that women grow the majority of all food crops in Sierra Leone it is essential that their voices are heard and that they are equally represented in local government bodies. Legal access to land ownership is still a critical impediment to the economic empowerment of women but given their limited political participation especially at the local level, new laws are not likely to be passed expeditiously.

WIDPP should also continue to engage with the elections management bodies that have been strengthened through support from the National Democratic Institute, the International Foundation for Electoral Systems and the Carter Center, which is engaged in training and capacity development for the National Electoral Commission and the Political Parties Registration Commission until the end of 2013. These implementing partners worked actively before and during the November 2013 elections to help improve women's political participation and campaign finance. Although the election itself was peaceful and generally well-managed, women were not elected to political offices in increased numbers at either the district or national level. WIDPP should endeavor to strengthen the participation of women at all levels of government through activities that support individuals through civil society partner organizations. Strengthening women's voices in both civil society and district councils will contribute to a more inclusive and effective counterbalance to the national government's control over resource allocations.

D. RELEVANT OTHER DONOR ASSISTANCE

USAID understands that other donors are primarily supporting activities that enhance women's access to justice and critical health services. Consequently the WIDPP program should work to expand economic empowerment and governance opportunities and make a concerted effort to coordinate activities with such potential interventions. USAID views donor coordination on assistance especially for CSOs as crucial in order to avoid duplication of effort, maximize the appropriate use of scarce resources and ensure that all development actors are providing assistance that builds on each other's work.

E. ACTIVITY DESCRIPTION

USAID's country strategy supports inclusive development by expanding the participation and representation of women in political structures, civil society, the private sector, and government. An emerging body of research has demonstrated that when women take on leadership roles (whether in government, civil society or the private sector); they build inclusive networks with other women and men that strengthen and reinforce conflict prevention and peace building initiatives. These networks are especially difficult to dismantle once they have formed and taken hold across traditional barriers of economic class and ethnic divides. They provide social cohesion based on a shared national identity that strengthens inclusive growth, peace and

stability. Thus, empowering women as leaders and decision makers strengthens the participatory platform upon which democratic governance can flourish.

By strengthening linkages between local councils and civil society, and building their capacity to be gender sensitive, women will participate more effectively and influence decision making processes with positive outcomes.

Overall Objectives:

1. Build the capacities of local councils and sub-national entities to plan, manage, and deliver appropriate gender sensitive programs and policies for effective delivery of public goods and services.
2. Strengthen civil society organizations, including women-led/owned civil society organizations for improved advocacy, networking and monitoring of service delivery that advances gender equality and women's empowerment.

Illustrative Activities:

1. Local Councils and Decentralization: Building Capacity of Local Councils

Activities in support of local councils and decentralization recognize the weaknesses of women's participation in the local councils and how it affects the delivery of goods and services, especially for women. On paper, the Local Council Act 2004 guarantees equal participation of men and women at the ward committee level of local councils, but in reality women are under-represented or serve as ineffective members. As a result, it is envisaged that this project will provide technical assistance and training to strengthen sub-national government to adopt gender-sensitive programs to reduce the barriers that limit the participation of women. Illustrative activities will include a gender strategic audit of council activities, support to revitalization/introduction of gender policies and approaches, and the introduction of multi stakeholders' civic and district women's forum which will provide a platform to regularly discuss issues with their elected officials.

2. Civic Participation: Strengthening Women's Business Network and Coalitions and Capacity Building of Gender-focused CSOs

Activities under civic participation will strengthen women-led/owned businesses to understand the issues around policy and advocacy, as well as build the capacity of gender-focused civil society organizations to further strengthen the constituency of women's coalitions and their networks. Local organizations including producer associations and limited liability companies lack internal democratic systems and processes leading to leadership problems and mismanagement of resources. Effective women-led networks will advance women's coalition building and increase the support-base for the realization of gender sensitive programming.

In the past, USAID has supported agricultural businesses, including women-led and women-owned producer and market associations to increase agricultural productivity and expansion of agribusiness through processing and marketing. Programming has elevated the profile and contribution of women's leadership in the private sector. Entrepreneurship is growing in targeted districts, as business and producer associations organize themselves into federations,

expand existing business, diversify production, and access new markets for their products. These districts can boast a substantial number of women-led/owned businesses, some of which are participating in small holder farming schemes or have the potential to participate with large investors in various agricultural products such as oil palm and fruits. In terms of coalition building and networks, USAID will leverage the participation of these women-led/owned, as well as the community management committees on water and sanitation and health management in Koinadugu, Bombali, Tonkolili, and Kailahun districts and the forest co-management committees in Kailahun and Kenema districts to form/strengthen women's forum at the district, regional and national levels. Networks in districts with low devolution status will advocate for increased decentralization of power and resources in affected sectors. These coalitions and networks will also address women's issues at the national level as well as advocate for the advancement of decentralization and local governance.

Councilors and Parliamentarians will be responsible for developing policies, laws and development /executing plans on behalf of their constituents. This program will continue to mentor and train, women councilors (and parliamentarians) to apply gender sensitive and good governance principles in their day-to-day work as they deliberate on policies and deliver services to their communities. Women-led/owned business organizations will utilize their positive business attitudes and sound financial management practices learned from their limited liability companies, to dialog with their councilors. Additional trainings will highlight the connection between good business principles, practices, and effective governance. Trainings will further assist community leaders to govern transparently and help women engage their local government through development and articulation of community plans that hold local leaders accountable. The essence is to link local advocacy efforts with the national dialog to promote gender equality.

Strengthening the capacity of CSOs to work with women led/owned businesses will further promote policy analysis, coalition-building, internal governance, membership representation, and service-delivery. CSOs will benefit from organizational capacity development, targeted civic education, and advocacy trainings. In turn, CSOs will equip women-led organizations with effective approaches to demand social services from local councils, as well as improve on their strategies to enhance gender equality at the national level.

Expected Results:

1. Broadened women's participation and representation in decision-making processes at local council level
2. Adoption of gender-sensitive planning, monitoring and reporting at council, community, and national levels.
3. Women's access to public goods and services increases their economic, social and political rights at the district level.

4. Critical mass of women's organizations emerge at the local level to engage and influence decisions on women's participation and representation at the national level.

Illustrative indicators:

- Ratio of women to men representatives in sub-national and local governments;
- Adoption of gender sensitive planning, monitoring and reporting at council, community, and national levels;
- Level of satisfaction with public services (especially employment, health, education and social welfare) among women by socio-economic status;
- Number of women's organizations that emerged at the local level to dialogue and influence decisions on women's participation at the national level;
- Number of activities supported with USG assistance that are designed to retain women or recruit women into positions within the national or local government.
- Number of laws, policies or procedures drafted, proposed or adopted to promote gender equality at the regional, national or local level;
- Number of civil society organizations (CSOs), including those led/owned by women receiving USG assistance engaged in advocacy interventions;
- Proportion of females who report increased self-efficacy at the conclusion of the USG-supported training/programming;
- Proportion of target population reporting increased agreement with the concept that males and females should have equal access to social, economic, and political opportunities.

All potential partners should, at a minimum, include these indicators in their applications.

F. ADDITIONAL PROGRAMATIC ITEMS OF INTEREST

Gender: The recipient will promote gender considerations under this program. Gender is not a euphemism for "women." It means examining the constraints and opportunities for both men and women – particularly as they may differ. Including gender means, for example: (1) assessing how the problems or challenges of men and women may be different, (2) how the impact of activities may affect them differently, and (3) how men and women may contribute to results in different ways. Gender inclusion in activity planning will result in better-targeted and more effective programs. Award recipients should address the need for increased gender balance in areas such as training, access to information, and other activities as appropriate. The recipient should demonstrate knowledge about gender issues and illustrate how that knowledge will be translated into effective program implementation. As appropriate and feasible, impact and indicator data will be disaggregated by gender.

Coordinating and resource leveraging: The Implementer is expected to work in close coordination and collaboration with relevant local and international organizations and other stakeholders supporting CSOs working on local governance and women's empowerment. As part of the implementation process of the program, the recipient will be expected to analyze and map the activities of other organizations at the outset and participate in democracy and governance sector activities and events scheduled at USAID or identified by the Agreement

Officer's Representative (AOR) as important for purposes of coordination, collaborative planning and information sharing.

Rapid start-up, implementation: Applicants must demonstrate the ability to mobilize and deploy core staff on the ground, and start actual activity implementation within four to six weeks of award. Applicants are also encouraged to demonstrate that they have contingency plans to provide the necessary interim staff so that rapid implementation proceeds regardless of the speed of local staff recruitment.

Flexibility: The Implementer must be ready to adjust, in consultation with the AOR, its interventions/approaches depending on changes in the operational environment and interventions from other actors on the ground.

Integrated activity implementation: Given the varied nature of program activities, it is unlikely that any single organization will have all the skills, working relationships with target institutions and actors, and/or experience required to fully achieve the desired results. Therefore the nature of the program strongly suggests that Applicants should create multi-organization partnerships or consortia to be able to bring the diverse expertise/experience, and unique access to policy target beneficiaries needed to design and implement the described activities. For USAID, the importance of having the activity implemented by a consortium is that it can take advantage of the strengths of the individual consortium members and the synergies and flexibility that arise from the joining of forces.

The variety of skills and experiences in the key staff should reflect the diversity of the proposed program, and credibly support the feasibility of implementing such a program. It will be essential to have key and support staff that demonstrate expertise in various sectors described in this program description. USAID is aware of the challenges this poses to program implementation. Applicants that propose such a partnership are encouraged to designate a clear prime implementer who will be responsible for communications between USAID and the program, for coordinating the activities of all partners and will take ultimate responsibility for achieving the results.

Although not mandatory, a consortium formed of a mix of Sierra Leonean and international organizations will be highly regarded as USAID believes that such a consortium will be best positioned to make the most of both the unique relationships and access local organizations may have with target institutions and their capacity to mobilize and motivate citizens to participate; and the sound expertise of international organizations in providing the envisioned technical assistance to legislative bodies.

As indicated earlier, it is not mandatory to form consortia. Should an applicant decide against or be unable to form a consortium, they must clearly describe a sound strategy for coordinating activities of the components they are applying for with those of the other component. Such a strategy should be realistic/applicable and not require additional resources from USAID or the implementer of the other component.

To facilitate better day-to-day collaboration and reduce fixed costs, recipients are strongly

encouraged to co-locate their offices.

Cross-fertilization: USAID believes that the impact and sustainability of the program results could be greatly enhanced by promoting real life experience sharing between the project beneficiaries and their counterparts in the sub-region. As such, applications that show a strategy for using experienced legislators and civic actors with proven track record from other countries in the sub-region to facilitate some of the envisioned trainings/workshops will be highly regarded. USAID views such approach as an excellent tool for not only promoting fruitful partnerships/relationships among democratic institutions in the sub-region, but also establishing a community of practitioners that could easily support each other well beyond the envisioned project.

G. PROGRAMATIC FOCUS

USAID has implemented the PAGE program, focusing on agriculture, governance, and environment sectors in Koinadugu, Kono, Kailahun and Kenema Districts. This program ended February 28, 2013. In order to build more integrated USAID support in country, the proposed geographic coverage will continue to work in these four districts and will also be expanded to include the four Food for Peace-funded Sustainable Nutrition and Agriculture Promotion (SNAP) target districts. (Two of these overlap with PAGE target districts.) Project activities will, therefore, cover Koinadugu, Bombali, Tonkolili Port Loko, Kenema, Kono, and Kailahun.

The target districts are better placed to increase women's influence in the public and private sectors because, in communities where USAID worked, women are already being positively influenced to participate in local governance issues. The project will target businesses, producer associations, and committees to integrate gender-sensitive approaches in sustainably carrying out their governance and business mandates, as well as to strengthen them to influence programs, services and policies that increase women participation at local and national levels.

While project activities will mostly target the districts outlined, USAID expects that procedures, guidelines, policy reforms, and legal concerns, as well as the partnerships and networks will benefit the entire country will be undertaken at the regional and national levels.

TARGET ORGANIZATIONS

USAID expects that the Recipient will include the following business and governance-focused organizations to achieve project goals:

- Viable USAID-supported women led/owned agribusinesses at district levels
- Network of women businesses and entrepreneurs at regional and national levels
- Governance-focused civil society organizations (CSOs), including women-led and owned CSOs at national level
- Chiefdom/Community resource management committees, such as: forestry co-management committees in Kenema and Koinadugu districts; and health management, and water and sanitation management committees in Kailahun, Koinadugu, Bombali and Tonkolili districts
- Sierra Leone Indigenous Business Association (SLIBA)
- Sierra Leone Chamber of Commerce

- American Chamber of Commerce
- The Sierra Leone Chamber of Agribusiness Development
- Chamber of Commerce

SPECIFIC MINISTRIES/LINE MINISTRIES

- The Ministry of Social Welfare, Gender and Children’s Affairs
- Ministry of Local Government and Rural Development
- Decentralization Secretariat
- Ministry of Agriculture Forestry and Food Security
- The Ministry of Mines and Mineral Resources
- Ministry of Housing, Country Planning and the Environment
- National Association of Local Councils
- Ministry of Trade and Industry
- Ministry of Water Resources

CROSS-CUTTING THEMES

The proposal should incorporate cross-cutting themes such as institutional capacity building, anti-corruption, increased access to information, and leadership development in all of the activities. These themes will enhance performance of targeted entities that will enable them to interact and influence local government authorities for increased participation and quality service delivery, and policy reform at the national level.

LOCAL CAPACITY BUILDING AND SUSTAINABILITY

USAID requires the Recipient to collaborate with, and where necessary, support a local Sierra Leonean NGO that will be engaged to improve advocacy and policy dialogue for increased women’s representation in the private and public sectors. In addition, the grantee will also share and transfer some skills for improved program management and results reporting as appropriate. Prospective grantees should also describe their approach for institutional strengthening of government agencies and civil society that will lead to more gender-sensitive operations, and more effectively interact and influence over local government authorities.

H. AGREEMENT OFFICER’S REPRESENTATIVE (AOR) AND WORK PLANS

The recipient(s) will report to the AOR, who is based in Freetown at USAID/Sierra Leone and is USAID/Sierra Leone’s Democracy/Governance Team Leader. In terms of management requirements, the AOR will have responsibility for all technical matters.

The work plan, formed in conjunction with the annual budget, will form the basis for joint management by USAID and program staff to review program directions, progress towards project objectives and major management and implementation issues, and to make recommendations for any changes as appropriate. As feasible and appropriate, a midterm management review will be held to review progress. The recipient will address USAID feedback on performance and fine-tune the strategies accordingly.

At any time during program implementation, USAID may conduct a site visit to review overall progress, assess the continuing appropriateness of the program design, and identify any factors impeding effective implementation. USAID will utilize the findings of the site visit to recommend any mid-course changes in strategy if needed and to help determine appropriate future directions. Site visits may occur any time after the onset of the program.

I. KEY PERSONNEL

The applicant must identify those individuals that are considered to be key personnel for the performance and achievement of the program. Information regarding all relevant experience, education, language skills and other technical skills should be provided for each key personnel. Suggested personnel include the following:

Chief of Party – Preferably Master’s Degree Level in Social Sciences, Economics, Political Sociology or Development with 10 years of experience in fields relevant to the advertised programs.

Monitoring and Evaluation/ Documentation and Outreach Officer: Minimum Bachelor’s Degree or equivalent in the Humanities/Social Sciences/ Development Studies with at least five years of experience in Monitoring and Evaluation and Development Outreach Communications.

Gender Specialist - Minimum Bachelor’s Degree or equivalent in Gender Studies, Social Sciences/Development Studies with at least five years of experience in Gender Analysis and Programming.

J. PERFORMANCE MONITORING AND EVALUATION PLAN

The initial Implementation Plan must set forth a comprehensive plan that measures impact and progress toward achieving results over the life of the award. The Performance Monitoring and Evaluation Plan (PMP) must include indicators, targets, data sources and collection methods, baseline information, benchmarks and schedule for periodic evaluations by the Applicant.

The PMP must include mechanisms through which findings can be incorporated, on a continual basis, to the implementation process. Applicants must discuss ways in which the collection, analysis and reporting of performance data will be managed under the project. All data collected must be disaggregated by gender, if applicable. In designing the overall monitoring plan, applicants should consider the extent of the Applicant’s human and financial resources necessary to implement that plan.

The implementer will be expected to assign a high priority to continuous monitoring and evaluation of all its operations and assistance, not only for the purpose of effective internal self-monitoring and planning, but also to ensure that the implementer can demonstrate results under the objectives of this project.

SECTION II - AWARD INFORMATION

1. Period of Performance

The period of performance for this program is **36** months. The program is expected to be fully operational no later than **four weeks** from the date the award is signed to avoid missing critical windows of opportunity.

2. Estimated Funding Availability

It is estimated that US \$3,600,000 will be made available for an award under this RFA. The amount of available funding is subject to change.

3. Cooperative Agreement Award

The Government anticipates award of one (1) Cooperative Agreement award resulting from this RFA to the responsible applicant whose application conforming to this RFA offers the greatest value to the Government (**See Section V – Application Review Information below**). The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

The Government will award the Cooperative Agreement on the basis of initial applications received, and may opt to not conduct discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. As part of its evaluation process, however, USAID/Sierra Leone may elect to discuss technical, cost or other pre-award issues with one or more applicants. Alternatively, USAID may proceed with award selection based on its evaluation of initial applications received and/or commence negotiations solely with one applicant. Oral discussions may be conducted.

Neither financial data submitted with an application nor representations concerning facilities or financing, will form a part of the resulting Cooperative Agreement unless explicitly stated otherwise in the agreement.

To be eligible for Cooperative Agreement award, in addition to other conditions of this RFA, organizations must have a politically neutral humanitarian mandate, a commitment to non-discrimination with respect to beneficiaries and adherence to equal opportunity employment practices. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.

Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/sub-awards issued under the Cooperative Agreement.

Foreign Government Delegations to International Conferences: Funds in the Cooperative Agreement may not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization, except as provided in ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences <http://www.usaid.gov/policy/ads/300/350maa.pdf> or as approved by the Agreement Officer.

Authority to Obligate the Government

The USAID Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed agreement may be incurred before receipt of either a fully executed Agreement or a specific written authorization from the Agreement Officer.

4. Cost-Sharing

Cost-sharing is encouraged, with a minimum of 10%. Cost sharing includes contributions, both cash and in-kind, which are necessary and reasonable to achieve program objectives and which are verifiable from the recipient's records. Cost sharing contributions may include volunteer services provided by professional and technical personnel, and un-recovered indirect costs.

5. Program Income

Non-Governmental Organizations (NGOs): If the applicant is a non-profit organization, any program income generated under the award(s) will be used for program purposes, as described in 22 CFR 226.24(b)(2). However, pursuant to 22 CFR 226.82, if the successful applicant is a for-profit organization, any program income generated under the award will be deducted from the total program cost to determine the amount of the Founding Partners' funding. Program income will be subject to 22 CFR 226.24 for U.S. NGOs or the standard provision entitled "Program Income" for non-U.S. NGOs.

Private International Organizations (PIOs): If the successful applicant is a PIO, any program income generated under the award will be added to the Founding Partners' funding (and any non-Founding Partners' funding that may be provided) and used for program purposes.

6. Authorized Geographic Code

The authorized geographic code (see 22 CFR 228.12) for any award resulting from this RFA is 937, subject to revision depending on the successful applications that are selected. Geographic code 937 authorizes grantees to purchase goods and services from any country, except foreign policy restricted countries. The foreign policy restricted countries are as follows: Cuba, Iran, Libya, North Korea and Syria.

SECTION III - ELIGIBILITY INFORMATION

This RFA is issued to ensure that all interested and qualified organizations have a fair opportunity to submit applications for funding. All applicants must be legally recognized organizational entities under applicable law. Local Organizations, as defined below, are particularly encouraged to apply. Other U.S. Government departments and agencies may not apply for funding under this RFA. Additionally, individuals are ineligible to apply. Below is additional information on eligibility:

Applicant Eligibility

Non-Governmental Organizations (NGOs): U.S. and non-U.S. private non-profit organizations may apply for funding under this RFA.

For-Profit Organizations: U.S. and non-U.S. for-profit organizations may apply for funding under this RFA. Potential for-profit applicants should note that, pursuant to 22 CFR 226.81, the payment of fee/profit to the prime recipient under grants and cooperative agreements is prohibited. Moreover, forgone profit does not qualify as cost-sharing or leveraging. However, if a prime recipient has a subcontract with a for-profit organization for the acquisition of goods or services (i.e., if a buyer-seller relationship is created), fee/profit for the subcontractor is authorized.

Colleges and Universities: U.S. and non-U.S. colleges and universities may apply for funding under this RFA. USG and USAID regulations generally treat colleges and universities as NGOs, rather than governmental organizations; hence, both public and private colleges and universities are eligible.

Private Voluntary Organizations (PVOs): A local or indigenous PVO, which by definition is a non-U.S. PVO operating in the same foreign country in which it is organized, that is not already registered with USAID is eligible to receive funding. However, such organizations are encouraged to consider registration. In accordance with 22 CFR 203, a U.S. PVO and an "International PVO" which by definition is a non-U.S. PVO that performs development work in one or more countries other than the country in which it is domiciled, must be registered with USAID to be eligible to receive funding. For more information on registering with USAID as a PVO, please see: <http://idea.usaid.gov/partnerships>

Faith-Based Organizations (FBOs): USAID has published regulations on participation by FBOs in Agency programs. This guide may be found at: http://www.usaid.gov/our_work/global_partnerships/fbci/rule.html

New Partners: USAID/Sierra Leone encourages applications from organizations that have never received a direct award from USAID. However, resultant awards to these organizations may be delayed if there are necessary pre-award reviews of these organizations to determine their "responsibility" in section VI in this RFA. These organizations should take this into account and plan their implementation dates and activities accordingly.

Local Organization: USAID/Senegal strongly encourages applications from Local Organizations. In order to be considered Local Organization, at the time of application the applicant must:

- Be organized under the laws of the recipient country;
- Have its principal place of business in the recipient country;
- Be majority owned by individuals who are citizens or lawful permanent residents of the recipient country or be managed by a governing body, the majority of whom are citizens or lawful permanent residents of a recipient country; and
- Not be controlled by a foreign entity or by an individual or individuals who are not citizens or permanent residents of the recipient country.

The term, “controlled by,” means a majority ownership or beneficiary interest as defined above, or the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization’s managers or a majority of the organization’s governing body by any means, e.g., ownership, contract, or operation of law.

“Foreign entity” means an organization that fails to meet any part of the “local organization” definition.

“Recipient country” is defined as the country in which the program will be implemented.

Geographic Restrictions: Applicants, regardless of entity type, may not be from foreign policy restricted countries: Cuba, Iran, Libya, North Korea and Syria.

Place of Performance

Sierra Leone

SECTION IV - APPLICATION AND SUBMISSION INFORMATION

1. General Instructions to Applicants

- (a) As outlined in the “Application Format” section below, applications should be kept as concise and succinct as possible. Detailed information should be presented only when required by specific RFA instructions and be appropriately organized and referenced. Applications not conforming to this RFA may be categorized as non-responsive, thereby eliminating them from further consideration.
- (b) Applicants should address questions to Beatrice M. Condé at bconde@usaid.gov and Lynne Boyce at lboyce@usaid.gov advance of the questions deadline stated in this RFA.
- (c) Applicants should retain for their records one copy of the application and all enclosures which accompany their application. To facilitate the competitive review of applications, USAID/Senegal will only consider applications conforming to the format prescribed below.
- (d) Up to two (2) applications may be submitted by the same organization, but each application must be associated with a different primary contact (project manager) and propose a different idea, practice, product, and/or program. For purposes on this requirement, the same organization will include any parent or subsidiary organization, or other affiliated organization with any common ownership or control.

2. Delivery Instructions

- (a) Offerors must submit one written and one electronic copy of their technical and cost applications. These applications, will, in turn, be submitted as two separate volumes – one technical volume and one cost volume.
- (b) Closing Date and Time. The submission of applications in response to this RFA shall be due no later than **August 16, 2013** at 2:00 P.M local time (14:00). The time stamp on the email received shall serve as the official time of receipt of electronic submissions. USAID/Sierra Leone shall bear no responsibility for transmission errors or delays. Due to phone system limitations, faxed applications will not be considered.

Electronic Submission Guidelines

The electronic version of your applications should be sent directly to **Beatrice M. Condé** at bconde@usaid.gov; **Lynne Boyce** at lboyce@usaid.gov and M. Kone at mkone@usaid.gov.

Applications submitted electronically via e-mail attachments should be formatted in Microsoft Word and/or Excel (version 2003 or above) or PDF format with a 3MB limit per email. Because of USAID’s system restrictions (i.e. it routinely deletes and removes zip files), applicants are requested to avoid sending zipped files and to not use a “zip” extension as part of the file name. The following are the procedures for submission of applications by email:

1. Before sending documents to USAID as email attachment, they must be converted into Microsoft Word (for narrative text), or Excel (for tables).

2. If an application is sent by multiple emails, the subject line of the email must indicate whether the email relates to the technical or cost application and the desired sequence of multiple emails (if more than one is sent) and sequence of attachments (e.g. Organization X, Cost application, Part X of 4, etc.). However, if possible within the 3 MB limit, applicants should consolidate all parts of the technical application into one document and the various parts of the cost application into one cost application document.
3. Applications thereof shall be submitted with the name and address of the applicant and the RFA number (referenced in the cover letter and above), inscribed thereon, via email to **Beatrice M. Condé** bconde@usaid.gov; **Lynne Boyce**, lboyce@usaid.gov and M. Kone at mkone@usaid.gov.

Hard Copy Submission Guidelines

The hard copies of applications and modifications thereof shall be submitted in sealed envelopes or packages addressed to the office specified in the cover letter of this RFA, with the RFA number, the name and address of the applicant, and whether the contents contain technical and/or cost applications noted on the outside of the envelopes/packages. Applications should be prepared according to the format and in the order set forth below in “Technical Application Format” and “Cost/Business Application Format”.

The printed versions will be submitted to the following address:

Lynne Boyce
Acquisition and Assistance Specialist
USAID / Guinea and Sierra Leone
C/O American Embassy
PO Box 603, Transversale 2
Conakry, Guinea

Official Pouch:
USAID/Guinea
Department of State
2110 Conakry Place
Washington, DC 20521-2110

Additional Submission Guidance

Applicants are expected to review, understand and comply with all aspects of the RFA. Failure to do so will be at the applicant’s risk. On the hard copies of applications, the applicant shall sign the application and the certifications and print or type its name on the cover page of the technical and cost applications. Erasures or other changes must be initialed by the person signing the application. Applications signed by an agent shall be accompanied by evidence of that agent’s authority, unless that evidence has been previously furnished to the issuing office.

Applicants who include data that they do not want to disclose to the public for any purpose or used by the U.S. Government except for evaluation purposes should:

- a) Mark the title page with the following legend:

“This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If however, a grant is awarded to the applicant as a result of – or in connection with the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant.

This restriction does not limit the U.S. Government’s right to use information contained in this application if it is obtained from another source without restriction. The data subject to restriction are contained in pages” and

b) Mark each sheet of data it wishes to restrict with the following legend:

“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application”.

Unnecessarily elaborate applications that include brochures or other presentations beyond those sufficient to present a complete and effective application in response to this RFA are not desired and may be construed as an indication of the applicant’s lack of cost consciousness. Elaborate artwork, expensive paper and binding, and expensive visual and other presentation aids are neither necessary nor wanted.

It is the Applicant’s responsibility to confirm that the USAID/Senegal Mission has received the Application – both Technical and Cost/ Business Application.

3. Application Format

3.1 Technical Application Format

The Technical Application should be specific, complete and presented concisely. The application should demonstrate the Applicant's capabilities and expertise with respect to achieving the goals and objectives of this program. The applications should take into account the technical evaluation criteria found in Section I.

The Technical Application should be no more than **25 pages** exclusive of cover page, table of contents, and annexes as described below. The application should include the following sections: (a) Cover Page; (b) Table of Contents; (c) Executive Summary; (d) Program Description/Technical Approach; (e) Management Plan; (f) Organizational Capacity and Past Performance; and (g) Annex (this may be provided as a separate document.) The Annex should contain: (a) Curriculum Vitae and Letters of Commitment of proposed key staff; (b) Organogram(s) and short CVs of other proposed staff; (c) Past Performance References; (d) Draft Year One Work Plan, as well as any other charts or graphs considered essential to the application; (e) Draft Performance Monitoring Plan; and (f) any Required Certifications. No additional written text in the Annex will be reviewed as part of the application. Applications must be on 8-1/2 by 11 inch paper, single spaced, 12 point type or larger, and have at least one inch margins on the top, bottom, and both sides.

A. Cover Page: This should give the Program Component title [**Women in Development for Prosperity Program (WIDPP)**], the names of the organizations/institutions involved in the application, with the lead or primary Applicant clearly identified, and any proposed sub-recipients listed separately. In addition, the Cover Page should include information about a contact person for the prime Applicant, including this individual’s name (both

typed and his/her signature), title or position with the organization/institution, address and telephone and fax numbers. Also state whether the contact person is the person with authority to bind the organization, and if not, that person should also be listed.

- B. Executive Summary:** The Executive Summary shall not exceed three pages; it should contain a succinct summary of the Applicant's vision, strategy and approaches for achieving the results of the proposed program, with relevant highlights from all sections below.
- C. Program Description/Technical Approach:** This section should provide a clear overall vision and operational strategy to achieve the expected results of the project. It should include the Applicant's analysis of the important challenges, approaches for addressing these challenges, and key activities. This section of the application should not only list the activities that will be performed but explain a rationale for prioritizing, sequencing, and scaling up within each set of activities.

The Applicant will include a draft work plan for the year, as an annex. The work plan should include start-up activities and should provide sufficient detail to show sequencing and geographic location of activities. The successful Applicant will be expected to fully implement the proposed work plan upon award (subject to any technical negotiations with USAID). The work plan should be budgeted, presented in table format and included as an Annex.

- D. Management Plan:** This section should provide an overview of the proposed project management plan, including staffing. For example, it could include:

Personnel: Applications should include job descriptions and bio sketches of proposed key staff in the narrative. Applications should also identify additional technical staff within the overall staffing plan considered essential, by the Applicant, to achieving the project results. In an Annex, provide an organogram showing the organizational structure and coverage of the range of technical and managerial areas. Also in the Annex, for each proposed key personnel provide a Letter of Commitment, CVs of no more than three (3) pages and at least three (3) professional references with email addresses. Include CVs of no more than two (2) pages each for other proposed technical staff. Provide an organizational chart showing the structure and coverage of all key technical and managerial areas.

Management Plan: The Management Plan should summarize management and administrative arrangements including: staffing plan (including in an annex, the organizational structure presented in an organogram, with relationships among the individual positions described); logistical support; personnel management; procurement arrangements for goods and services; and lines of authority and communications between organizations and staff.

- E. Organizational Capacity and Past Performance:** This section of the application should provide information about the applicant organization and any sub-recipients. This section should provide evidence that the applicant and any proposed sub-recipients have the ability to successfully carry out a project comparable in scope and complexity to this

RFA. The Applicant must demonstrate sufficient managerial and technical capacity to handle this diverse portfolio of activities, including successful past performance in related work.

Provide summary information about significant past and current activities and projects of the Recipient organization and each sub-recipient related to the set of activities and responsibilities specified in this RFA.

ANNEX Information

Past Performance References

These should be submitted in an annex for the Applicant and any proposed sub-recipient(s) that will be responsible for over 20% of program implementation, covering the last three years.

Describe all contracts, grants, and cooperative agreements which the organization, for the prime as well as any substantive sub-grantee, has implemented involving similar or related activities over the past three years.

Please include the following:

- Name and address of the organization for which the work was performed;
- Current telephone number and email address of responsible representative of the organization for which the work was performed;
- Contract/grant name and number (if any), annual amount received for each of the last three years, and beginning and ending dates;
- Brief description of the project/assistance activity.

Required Certifications

The following certifications are required and must be signed and included with the application:

Part I – Certifications and Assurances

- a) Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs
- b) Certification Regarding Lobbying
- c) Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (See ADS 206)
- d) Certification Regarding Terrorist Financing, Implementing Executive Order 13224
- e) Certification of Recipient

Part II - Key Individual Certification Narcotics Offenses and Drug Trafficking; and

Part III – Participant Certification Narcotics Offenses and Drug Trafficking

Part IV – Survey of Ensuring Equal Opportunity for Applicants

Part V – Other Statements of Recipient

See Section VIII – Additional Submission Requirements for full text of the required certifications.

3.2 Cost Application Format

The Cost or Business Application is to be submitted under separate cover from the technical application . Certain documents are required to be submitted by an applicant in order for an Agreement Officer to make a determination of responsibility. However, it is USAID policy not to burden applicants with undue reporting requirements if that information is readily available through other sources.

The following sections describe the documentation that applicants for Assistance award must submit to USAID prior to award. While there is no page limit for this portion, applicants are encouraged to be as concise as possible, but still provide the necessary detail to address the following:

- A. Include a budget submitted in MS Excel format **with an accompanying budget narrative** which provides in detail the total costs for implementation of the program your organization is proposing. The budget must be submitted using Standard Form 424 and 424A (see attached SF 424 and SF424A).



SF424.pdf



sf424a-f.pdf

1. The breakdown of all costs associated with the program according to costs of, if applicable, headquarters, regional and/or country offices.
2. The breakdown of all costs according to each partner organization involved in the program;
3. The costs associated with external, expatriate technical assistance and those associated with local in-country technical assistance;
4. The breakdown of the financial and in-kind contributions of all organizations involved in implementing this Cooperative Agreement;
5. Potential contributions of non-USAID or private commercial donors to this Cooperative Agreement;
6. Procurement plan for commodities (note that contraceptives and other pharmaceuticals will not be provided under this Cooperative Agreement).
7. Close-out costs: applicants must include in the required projected organizational budget any cost associated with terminating programmatic activities at the conclusion of the cooperative agreement.
8. If the applicant is a consortium, the cost/business application must include documents that reflect the legal relationship among the parties. The documents should include a full discussion of the relationship among the applicants, including the identity of the applicant that the USG will treat for purposes of administration of any cooperative agreement,

identity of the applicant that will have accounting responsibility, how the applicant proposed to allocate effort under any cooperative agreement, and the express agreement of the principals of the applicant organization to be held jointly and severally liable for the acts or omissions of the other.

Applicants must provide the following cost element details:

1. Salary and wages – applicants must proposed direct salaries and wages in accordance with their personnel policies;
2. Fringe benefits – these benefits are non-wage compensation that an organization can provide to its employees in addition to their salaries. If the applicant has a fringe benefit rate approved by an agency of the U.S. Government, the applicant should use such rate and provide evidence of its approval. If an applicant does not have a fringe benefit rate approved, the application should propose a rate and explain how the applicant determined the rate; in this case, the narrative should include a detailed breakdown comprised of all items of fringe benefits (e.g. unemployment insurance, workers compensation, health and life insurance, retirement, FICA, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries;
3. Travel and transportation – the applicant should indicate the number of trips, domestic and international, estimated as to carry out the proposed program description, and their estimated costs. Applicants must specify the origin and destination for each proposed trip, the duration of travel and number of individuals who would be travelling. If applicable, applicants should base per diem calculations on current, published U.S. government per diem rates for localities concerned. Applicants may not use program funding to travel to conferences and international meetings unless expressly approved by the USAID AOR.
4. Other direct costs – applicants should detail any other direct costs, including the costs of the communication, report preparation, passport insurance, visas, medical exams and inoculations, insurance (other than insurance included in the applicant’s fringe benefits), equipment office rent, etc.;
5. Indirect costs – applicants should support the proposed indirect cost rate with a letter from a cognizant, U.S. Government audit agency, a Negotiated Indirect Cost Agreement (NICRA), or with sufficient information to determine the reasonableness of the rates. (For example a breakdown of labor bases and overhead pools, the method of determining the rate, etc.)
6. Cost sharing – details concerning the level of cost share the applicant’s organizations is proposing for this activity. USAID encourages applicants to contribute cost sharing. Cost sharing may be proposed from any available and interested local and international funding sources, including but not limited to, government and public institutions, individuals, corporations, NGOs and foundation. Applicants are encouraged to provide at least a ten percent (10%) cost share to signal for the applicant’s commitment to the activity.

- B. Required certifications and representations (as attached):
- C. Applicants who do not currently have a Negotiated Indirect Cost Rate Agreement (NICRA) from their cognizant agency shall also submit the following information:

- Copies of the applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
- Projected budget, cash flow and organizational chart;
- A copy of the organization's accounting manual.

Applicants should submit any additional evidence of responsibility deemed necessary for the Grant Officer to make a determination of responsibility. The information submitted should substantiate that the Applicant:

- Has an adequate financial resource or the ability to obtain such resources as required during the performance of the award.
- Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, nongovernmental and governmental.
- Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance.
- Has a satisfactory record of integrity and business ethics; and
- Is otherwise qualified and eligible to receive a grant under applicable laws and regulations (e.g., EEO).

D. Applicants that have never received a Grant, Cooperative Agreement or Contract from the U.S. Government are required to submit a copy of their accounting manual. If a copy has already been submitted to the U.S. Government, the applicant should advise which Federal Office has a copy.

E. Cost Control Plan: As Program Description targets and results, staffing skills and patterns and past performance give detailed insight to what is offered via the technical proposal, a cost control plan can guide/illustrate how financial management and control can significantly contribute to work/cost efficiency and enhancement of both award end results and overall sustainability. Following are examples of what USAID feels might possibly be included in such a plan:

- Descriptions of accounting, financial, personnel management systems that demonstrate how these essential elements are both a "good practice system" and an individual element of a cost control plan; and
- Descriptions of how the Applicant will maximize the efficiency of expat short-term technical assistance in terms of duration and the number and price of airline tickets.

SECTION V - APPLICATION REVIEW INFORMATION

Each application submitted in response to this RFA will be evaluated in accordance with the evaluation criteria set forth below. These criteria: a) identify the significant areas that Applicants should address in their applications; and b) serve as the standard against which all applications will be evaluated.

1. SCORED FACTORS

Applications will be evaluated by a Technical Evaluation Committee in accordance with ADS 303.5.5c and in accordance with the evaluation criteria set forth in this Request for Application.

Technical Approach (35 points)

- Feasibility of proposed technical interventions (15 points)
- Proposed multi-sectoral approach to achieve synergy and gender parity (10 points)
- Proposed results-based monitoring and evaluation plan (10 points)

Staffing (20 points)

- Qualifications and skills of proposed Key Personnel (10 points)
- Qualification and skills of other proposed technical staff (5 points)
- Proposed staffing structure includes an effective mix of Sierra Leonean and expatriate staff and gender balance (5 points)

Management and Administration (20 points)

- Structure, management and feasibility of program partnerships (10 points)
- Proposed management and administrative support to main office and field staff (5 points)
- Feasibility of implementation plan and schedule, including ability to begin operations in a timely manner (5 points)

Past Performance & Institutional Capacity (15 points)

- Customer satisfaction, including satisfactory relationship with USAID missions, initiation and management of multi-sectoral and multi-partner programs, prompt and satisfactory correction of problems, and cooperative attitude in problem solving, such as prompt and satisfactory changes in personnel when necessary (5 points)
- Institutional capacity of all applying organizations in the desired technical areas and in sub-Saharan Africa (5 points)
- Cost control, including forecasting costs as well as accuracy in financial reporting (3 points)
- Timeliness of performance including adherence to schedules and effectiveness of home and field office management to make prompt decisions and ensure efficient operation of tasks and consistency in meeting goals (2 points)

Cost Effectiveness & Cost Sharing (10 points)

- Value to the government – The extent that the proposed activities are developed using the most efficient and cost-effective means to achieve results (5 points)

- Proposed cost sharing and leveraging of financial and in-kind contributions through public-private alliances or other means (3 points)
- Cost realism – The costs associated with the proposed activities should reflect the on-the-ground opportunities and constraints associated with working in Sierra Leone (2 points)

2. Non scored Evaluation Factors:

Costs included in the proposed budget will be reviewed to ensure they are allowable, allocable, and reasonable. Cost effectiveness will be considered in relation to any proposed cost-share. While a cost-share is not required, it could contribute to the achievement of the results of this funding opportunity.

Budget proposals will also be subject to cost realism analysis. The cost realism analysis will verify the applicant's understanding of the requirements, assess the degree to which the cost application reflects the approaches in the technical application, and assess the degree to which the costs included in the application accurately represent the programmatic requirements set forth in the application. **For this reason, an accompanying budget narrative is highly recommended.**

[Note: Applications that do not present realistic costs may risk not being considered for award.]

SECTION VI - AWARD AND ADMINISTRATION INFORMATION

Successful applications may result in a Cooperative Agreement following a recommendation for funding. Prior to award execution, the USAID/Senegal may solicit additional information necessary to execute the award.

Cooperative Agreement Awarded by USAID

Note: The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Cooperative Agreement may be incurred before receipt of either a fully executed Cooperative Agreement or a specific, written authorization from the Agreement Officer.

- 1) An award shall be made only when the Agreement Officer makes a positive responsibility determination that the applicant possesses, or has the ability to obtain, the necessary management competence in planning and carrying out assistance programs and that it will practice mutually agreed upon methods of accountability for funds and other assets provided by USAID/Senegal.
- 2) For organizations that are new to USAID or for organizations with outstanding audit findings, USAID/Senegal will perform a pre-award survey to assess the applicant's management and financial capabilities. If notified by USAID/Senegal that a pre-award survey is necessary, applicants must prepare, in advance, the required information and documents. Please note that a pre-award survey does not commit USAID/Senegal to making an award to an organization.
- 3) This program is authorized in accordance with the Foreign Assistance Act of 1961, as amended. All awards to US organizations will be made in accordance with Chapter 303 of USAID's Automated Directives System (ADS-303), 22 CFR 226, applicable OMB Circulars A-21 (for universities), A-122 (for non-profit organizations), A-133 (for both), and applicable USAID Standard Provisions. Awards to Public International Organizations (PIOs or IOs) will be administered in accordance with Chapter 308 of USAID's ADS (ADS-308) and applicable Standard Provisions.
- 4) Issuance of this RFA does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application.
- 5) Awards to U.S. organizations will be administered in accordance with 22 CFR 226; OMB Circulars A-21 (for universities), A-122 (for non-profit organizations) and A-I 10 (as applicable); ADS 303; and USAID Standard Provisions for U.S. non-governmental organizations. For non-U.S. nongovernmental organizations, USAID Standard Provisions for non-U.S. non-governmental organizations apply. Applicants may obtain copies of the referenced material at the following websites:

- 22 CFR 226: http://www.access.gpo.gov/nara/cfr/waisidx_10/22cfr226_10.html

- OMB Circulars: <http://www.whitehouse.gov/omb/circulars/>
- Standard Provisions for U.S. Non-Governmental Recipients: <http://www.usaid.gov/policy/ads/300/303maa.pdf>
- Standard Provisions for Non-U.S. Non-Governmental Recipients: <http://www.usaid.gov/policy/ads/300/303mab.pdf>

6) General Information on Reporting Requirements

A) Unless otherwise instructed recipients shall submit the following reports and deliverables:

- 1) **Work Plan:** The Recipient shall submit a Work Plan of its activities within 30 days of the effective date of the proposed Award.

The AOR will provide written comments to the Recipient within 15 days of submission. The workplan will be finalized by the Recipient no later than two (2) weeks after the Recipient's receipt of AOR's written comments.

The workplan plan will serve as a guide for program implementation. As such, it should demonstrate the links between activities and intended results; present a sound basis for budget estimates; and serve as the foundation for the Performance Management Plan (PMP). The work plan will outline key activities and the expected results to be accomplished during the period of the agreement, including a timeline with relevant milestones, tied to the recipient's Performance Management Plan.

- 2) **Monitoring and Evaluation Plan:** The Recipient shall submit an M&E Plan with the Work Plan. The M&E Plan will be approved at the same time and with a similar approval process as the Work Plan. The M&E Plan shall track progress towards proposed indicators. The M&E Plan shall be updated and revised as appropriate on a bi-annual basis, and in collaboration with USAID.

Recipients will be expected to develop and report on both Standardized Indicators (under the new U.S. Foreign Assistance Framework) and sector-based indicators referenced in the project log frame contained in the Program Description. The recipient may also develop and report on customized indicators.

3) Program reporting

- a. Quarterly performance report: The recipient shall submit quarterly performance reports based on USAID's fiscal year quarters (Oct-Dec, Jan-Mar, Apr-Jun, July-Sept). These reports shall be submitted 30 days after the end of the quarter. Reports submitted in October of each year shall be considered annual reports and shall contain annualized performance monitoring data. All quarterly reports shall include:

- progress towards objectives for the period, including progress towards meeting established program performance indicators and benchmarks;
- a summary of any obstacles or issues affecting program implementation and the way in which the recipient addressed these issues; and
- Projected activities for the next reporting period.

4) Final Performance Report: The recipient shall submit a final report to USAID/Senegal. The final report shall include, at a minimum the information required by 22 CFR 226.51(d) as well as, but not limited to:

- An assessment and analysis of the efficiency, effectiveness, viability and replicability of the program; and
- Results of the performance monitoring plan for the program.

B) The following forms are used for obtaining financial information from recipients.

(1) **Quarterly accruals** – Two weeks before the end of each quarter (e.g. mid- September, mid-December, mid-March and mid- June) the Recipient shall submit accruals information to the AOR. Financial reports must contain sufficient information on a budget line items basis to review vouchers for approval.

(2) SF-269 or SF-269A, Financial Status Report.

i) USAID will require recipients to use either the SF-269 or SF-269A to report the status of funds for all non-construction projects or programs. The type of form required will be established in the award. USAID may, however, have the option of not requiring the SF-269 or SF-269A when the SF-270, Request for Advance or Reimbursement, or SF-272, Report of Federal Cash Transactions, is determined to provide adequate information to meet its needs, except that a final SF-269 or SF-269A shall be required at the completion of the project when the SF-270 is used only for advances.

ii) The type of reporting required will be established in the agreement. If USAID requires accrual information and the recipient's accounting records are not normally kept on the accrual basis, the recipient shall not be required to convert its accounting system, but shall develop such accrual information through best estimates based on an analysis of the documentation on hand.

iii) USAID will determine the frequency of the Financial Status Report for each project or program, considering the size and complexity of the particular project or program. The frequency of reports will be established in the agreement. However, the report shall not be required more frequently than quarterly or less frequently than annually. A final report shall be required at the completion of the agreement.

- iv) Recipients shall submit the SF–269 or SF–269A (an original and two copies) no later than 30 days after the end of each specified reporting period for quarterly and semi-annual reports, and 90 calendar days for annual and final reports. Extensions of reporting due dates may be approved by USAID upon request of the recipient.

(3) SF–272, Report of Federal Cash Transactions.

- i) When funds are advanced to recipients USAID shall require each recipient to submit the SF–272 and, when necessary, its continuation sheet, SF–272a. USAID shall use this report to monitor cash advanced to recipients and to obtain disbursement information for each agreement with the recipients.
- ii) USAID may require forecasts of Federal cash requirements in the “Remarks” section of the report.
- iii) When practical and deemed necessary, USAID may require recipients to report in the “Remarks” section the amount of cash advances received in excess of three days. Recipients shall provide short narrative explanations of actions taken to reduce the excess balances.
- iv) Recipients shall be required to submit no more than the original and two copies of the SF–272 15 calendar days following the end of each quarter. USAID may require a monthly report from those recipients receiving advances totaling \$1 million or more per year.
- v) USAID may waive the requirement for submission of the SF–272 for any one of the following reasons:
 - (A) When monthly advances do not exceed \$25,000 per recipient, provided that such advances are monitored through other forms contained in this section;
 - (B) If, in USAID’s opinion, the recipient’s accounting controls are adequate to minimize excessive Federal advances; or,
 - (C) When the electronic payment mechanisms provide adequate data.

7) Environmental Considerations:

The **WIDPP** is not expected to have a significant impact on the environment or constitute any major action requiring further environmental review. Pursuant to 22 CFR 216.2c, USAID Environmental Procedures a Categorical Exclusion applies, given that the proposed program does not have an effect on the natural or physical environment. If the recipient chooses to issue a sub-grant to conduct some of the activities, it is anticipated that activities under such arrangement would have no adverse environmental impact, but the potential recipient will consider using an environmental review checklist in screening grant proposals to ensure that this is the case.

SECTION VII – ADDITIONAL SUBMISSION REQUIREMENTS

Together with their application, all applicants are required to submit the following:

D.I. PART I: CERTIFICATIONS AND REPRESENTATIONS

D.II. PART II: OTHER STATEMENTS OF THE RECIPIENT

D.III. PART III: FORMS

D.IV. PART IV: STANDARD PROVISIONS

D.V. PART V: SELECTED PROVISIONS

DI. PART I: CERTIFICATIONS AND REPRESENTATIONS

Complete the following. Full information and references can be found at *Certifications, Assurances, & Other Statements of Recipient (06/23/2011)*:

<http://www.usaid.gov/policy/ads/300/303sad.pdf>

NOTE: When these Certifications, Assurances, and Other Statements of Recipient are used for Cooperative Agreements, the term "Grant" means "Cooperative Agreement".

1. Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs

Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.

(a) The recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the Cooperative Agreement for which application is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

(b) If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

(c) This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

2. Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the

undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

“The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.”

3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)

USAID reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140. The undersigned shall review USAID ADS 206 to determine if any certifications are required for Key Individuals or Covered Participants.

If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to or take other appropriate measures with respect to, any participant approved by USAID who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

4. Certification Regarding Terrorist Financing, Implementing Executive Order 13224

By signing and submitting this application, the prospective recipient provides the certification set out below:

1) The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits,

attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

- 2) The following steps may enable the Recipient to comply with its obligations under paragraph 1:
 - a) Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website : <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.
 - b) Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
 - c) Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
 - d) The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
- 3) For purposes of this Certification-
 - e) "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe-houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."
 - f) "Terrorist act" means-
 - (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or
 - (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

- g) "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
- h) References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.
- i) The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

Certification of Recipient

By signing below the recipient provides certifications and assurances for (1) the Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying, (3) the Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206) and (4) the Certification Regarding Terrorist Financing Implementing Executive Order 13224 above.

RFA/APS No: _____
Application No: _____
Date of Application: _____
Name of Recipient: _____
Typed Name and Title: _____
Signature: _____
Date: _____

5. Key Individual Certification Narcotics Offenses and Drug Trafficking

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

6. Participant Certification Narcotics Offenses and Drug Trafficking

1. I hereby certify that within the last ten years:

a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

b. I am not and have not been an illicit trafficker in any such drug or controlled substance.

c. I am not or have not been a knowing assister, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: _____

Name: _____

Date: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

7. Certification of Compliance with the Standard Provisions Entitled “Condoms” and “Prohibition on the Promotion or Advocacy of the Legalization or Practice of Prostitution or Sex Trafficking.”

Applicability: This certification requirement only applies to the prime recipient. Before a U.S. or non-U.S. non-governmental organization receives FY04-FY08 HIV/AIDS funds under a grant or cooperative agreement, such recipient must provide to the Agreement Officer a certification substantially as follows:

“[Recipient's name] certifies compliance as applicable with the standard provisions entitled “Condoms” and “Prohibition on the Promotion or Advocacy of the Legalization or Practice of Prostitution or Sex Trafficking” included in the referenced agreement.”

RFA/APS No: _____

Application No: _____

Date of Application _____

Name of Applicant/Sub-grantee: _____

Typed Name and Title: _____

Signature: _____

8. Survey on Ensuring Equal Opportunity for Applicants

The Survey on Ensuring Equal Opportunity for Applicants, along with instructions can be found at the link below.

<http://www.acf.hhs.gov/program/ofs/surveyeo.doc>

DII. PART II: OTHER STATEMENTS OF THE RECIPIENT

1. AUTHORIZED INDIVIDUALS

The recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the recipient in connection with this application or grant:

Name: _____
Title: _____
Telephone No: _____

2. TAXPAYER IDENTIFICATION NUMBER (TIN)

If the recipient is a U.S. organization, or a foreign organization which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., please indicate the recipient's TIN:

TIN: _____

3. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER

(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient.

The recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.
- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.
- (7) Number of people employed by the recipient.
- (8) Company affiliation.

(c) Recipients located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dbisma.com.

The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: _____

4. LETTER OF CREDIT (LOC) NUMBER

If the recipient has an existing Letter of Credit (LOC) with USAID, please indicate the LOC number:

LOC: _____

5. PROCUREMENT INFORMATION

a) **Applicability.** This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the grant, and not to assistance provided by the recipient (i.e., a sub-grant or sub-agreement) to a sub-grantee or sub-recipient in support of the sub-grantee's or sub-recipient's program. Provision by the recipient of the requested information does not, in and of itself, constitute USAID approval.

b) **Amount of Procurement.** Please indicate the total estimated dollar amount of goods and services which the recipient plans to purchase under the grant:
\$ _____

c) **Nonexpendable Property.** If the recipient plans to purchase nonexpendable equipment which would require the approval of the Agreement Officer, please indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. Nonexpendable equipment for which the Agreement Officer's approval to purchase is required is any article of nonexpendable tangible personal property charged directly to the grant, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

TYPE/ DESCRIPTION (Generic)	QUANTITY	ESTIMATED UNIT COST
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d) **Source, Origin, and Component of Goods.** If the recipient plans to purchase any goods/commodities which are not of U.S. source and/or U.S. origin, and/or does not contain at least 50% component, which are not at least 50% U.S. source and origin, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source and/or origin, to include the probable source and/or origin of the components if less than 50% U.S. components will be contained in the commodity. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase.

However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Any commodity whose source is a non-Free World country is ineligible for USAID financing. The "origin" of a commodity is the country or area in which a commodity is mined, grown, or produced.

A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, commercially recognized new commodity results, which is substantially different in basic characteristics or in purpose or utility from its components. Merely packaging various items together for a particular procurement or relabeling items do not constitute production of a commodity. Any commodity whose origin is a non-Free World country is ineligible for USAID financing. "Components" are the goods, which go directly into the production of a produced commodity. Any component from a non-Free World country makes the commodity ineligible for USAID financing.

TYPE/DESCRIPTION PROBABLE (Generic)	QUANTITY UNIT COST	ESTIMATED GOODS COMPONENTS SOURCE	PROBABLE GOODS COMPONENTS ORIGIN
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- e) Restricted Goods. If the recipient plans to purchase any restricted goods, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source and/or origin. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals, Pesticides, Rubber Compounding Chemicals and Plasticizers, Used Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

TYPE/DESCRIPTION (Generic)	QUANTITY UNIT COST	ESTIMATED SOURCE	PROBABLE ORIGIN	INTENDED USE
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- f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in the U.S., please indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier. Any supplier whose nationality is a non-Free World country is ineligible for USAID financing.

TYPE/DESCRIPTION SUPPLIER NATIONALITY RATIONALE (Generic)	QUANTITY UNIT COST	ESTIMATED (Non-US Only)	PROBABLE for NON-US
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- g) Proposed Disposition. If the recipient plans to purchase any nonexpendable equipment with a unit acquisition cost of \$5,000 or more, please indicate below (using a continuation page, as necessary) the proposed disposition of each such item.

Generally, the recipient may either retain the property for other uses and make compensation to USAID (computed by applying the percentage of federal participation in the cost of the original program to the current fair market value of the property), or sell the property and reimburse USAID an amount computed by applying to the sales proceeds the percentage of federal participation in the cost of the original program (except that the recipient may deduct from the federal share \$500 or 10% of the proceeds, whichever is greater, for selling and handling expenses), or donate the property to a host country institution, or otherwise dispose of the property as instructed by USAID.

TYPE/DESCRIPTION QUANTITY ESTIMATED UNIT COST PROPOSED
DISPOSITION
(Generic)

6. TYPE OF ORGANIZATION

The recipient, by checking the applicable box, represents that -

(a) If the recipient is a U.S. entity, it operates as a corporation incorporated under the laws of the State of, an individual, a partnership, a nongovernmental nonprofit organization, a state or local governmental organization, a private college or university, a public college or university, an international organization, or a joint venture; or

(b) If the recipient is a non-U.S. entity, it operates as a corporation organized under the laws of _____ (country), an individual, a partnership, a nongovernmental nonprofit organization, a nongovernmental educational institution, a governmental organization, an international organization, or a joint venture.

7. ESTIMATED COSTS OF COMMUNICATIONS PRODUCTS

The following are the estimate(s) of the cost of each separate communications product (i.e., any printed material [other than non- color photocopy material], photographic services, or video production services) which is anticipated under the grant. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.

DIII. PART III: FORMS

The core government-wide standard data sets and forms for grant application packages can be found at the following websites:

Approved Standard Forms Home Page:
http://www.grants.gov/agencies/approved_standard_forms.jsp

DIV. PART IV: STANDARD PROVISIONS FOR U.S. AND NON-U.S. NONGOVERNMENTAL RECIPIENTS

The full text of Standard Provisions for US Non-governmental Recipients are found at <http://www.usaid.gov/policy/ads/300/303maa.pdf>

The full text of Standard Provisions for **Non-US** Non-governmental Recipients are found at <http://www.usaid.gov/policy/ads/300/303mab.pdf>

DV. PART V: SELECTED PROVISIONS

- M1. Applicability of 22 CFR Part 226 (May 2005)
- M2. Ineligible Countries (May 1986)
- M3. Nondiscrimination (June 2012)
- M4. Amendment of Award (June 2012)
- M5. Notices (June 2012)
- M6. Subagreements (June 2012)
- M7. OMB Approval under the Paperwork Reduction Act (December 2003)
- M8. USAID eligibility rules for goods and services (June 2012)
- M9. Debarment, Suspension and other responsibility matters (June 2012)
- M10. Drug-free Workplace (June 2012)
- M11. Equal participation by faith-based organizations (June 2012)
- M12. Prevention Terrorist financing – Implementation of E.O. 13224 (June 2012)
- M13. Marking and Public Communications under USAID-funded assistance (June 2012)
- M14. Regulations Governing employees (August 1992)
- M15. Conversion of United States dollars to local currency (November 1985)
- M16. Use of pouch facilities (August 1992)
- M17. Travel and International Air Transportation (June 2012)
- M18. Ocean shipment of Goods (June 2012)
- M19. Voluntary Population Planning activities – Mandatory requirements (May 2006)
- M20. TRAFFICKING IN PERSONS (JUNE 2012)
- M21. Submissions to the Development Experience Clearinghouse and Publications (June 2012)

DVI. PART V: REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR U.S. NGOS

- RAA1. Negotiated Indirect cost rates – predetermined (April 1998)
- RAA2. Negotiated Indirect cost rates – provisional (Nonprofit) (April 1998)
- RAA3. Negotiated Indirect cost rates - provisional (Profit) (April 1998)
- RAA4. Exchange visitors and participant training (June 2012)
- RAA5. Voluntary Population Planning Activities – Supplemental requirements (January 2009)
- RAA6. Protection of the Individual as a Research Subject (April 1998) N/A
- RAA7. Care of Laboratory Animals (March 2004) N/A
- RAA8. Title to and care of property (Cooperating country title) (November 1985)

- RAA9. Cost sharing (Matching) (February 2012)
- RAA10. Prohibition of assistance to Drug Traffickers (June 1999)
- RAA11. Investment Promotion (November 2003) N/A
- RAA12. Reporting host Government taxes (June 2012)
- RAA13. Foreign Government delegations to international conferences (June 2012)
- RAA14. Conscience clause implementation (assistance) (February 2012)
- RAA15. Condoms (June 2005)
- RAA16. Prohibition on the promotion or advocacy of the legalization or practice of prostitution or sex trafficking (April 2010)
- RAA17. USAID disability policy – Assistance (December 2004)
- RAA18. Standards for accessibility for the disabled in USAID assistance awards involving construction (September 2004) N/A
- RAA19. Statement for implementers of anti-trafficking activities on lack of support for prostitution (June 2012)
- RAA20. Eligibility of sub recipients of anti-trafficking funds (June 2012)
- RAA21. Prohibition on the use of anti-trafficking funds to promote, support or advocate for the legalization or practice of prostitution (June 2012)
- RAA22. Central Contractor Registration and Universal Identifier (October 2010)
- RAA23. Reporting subawards and executive compensation (October 2010)
- RAA.24 Patent Reporting procedures (July 2012)

APPENDIX 1 – BUDGET & BUDGET NARRATIVE PRIMER

Budget:

The following object class categories are illustrative of those required on USAID Form 424A (Section B – Budget Categories):

Personnel

The category includes the salary of each long-term and short-term, paid position for the total estimated life-of-project, except consultants, and the projected cost-of-living or bonus/merit increase for each position.

Fringe Benefits

This category includes the amount and percentage of fringe benefits for each headquarters and field personnel identified above. Include here all allowances such as housing, schooling, leave benefits and other items.

Travel

This category includes all projected travel, per diem and other related costs for personnel except consultants. Include the method by which airfare costs were determined; i.e. quotes for coach and if per diems are based on established policies.

Equipment

In accordance with 22 CFR 226, ‘equipment’ means tangible non-expendable personal property, including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of US \$5,000 or more per unit. Information should be included in the application on how pricing was determined for each piece of the equipment.

There are statutory constraints relating to the purchase of agricultural commodities, motor vehicles, pharmaceuticals, pesticides, rubber compounding chemicals and plasticizers, used equipment and fertilizer with USAID project funds. Applicants may obtain specific information on these regulations on USAID Web Site at <http://www.usaid.gov/pubs/ads>.

Supplies

In accordance with 22 CFR 226, ‘supplies’ means all personal property excluding equipment, intangible property, debt instruments and interventions.

Contractual Services

This category is for all subcontracts with organizations, which will provide services to the project and any short- or long-term consultant cost including fees, travel and per diem. This category is not to be used for sub-grant, which should be included in other direct costs.

Construction

N/A

Other Direct Costs

Applicants are to identify all costs associated with training of project personnel.

Applicants planning to use USAID funds to send project staff or local counterparts for training in the U.S. or a country other than the host country, will be required to follow the guidance on USAID Participant Training Regulations, which may be found on the USAID Web Site <http://www.usaid.gov/pubs/ads>.

The Applicant should provide information on any costs attributed to the project not associated above; i.e., communications, facilitate, fuel vehicles, repair, maintenance and insurance.

Please note that costs associated with Branding and Marking, such as logos, signage, etc. should be included as a line item in the budget.

Indirect Charges

Include a copy of the Applicant's most recent negotiated indirect cost rate agreement (NICRA) from the cognizant audit agency showing the overhead and/or general administrative rate. In the absence of a NICRA all costs must be charged as direct costs.

Budget Narrative:

A narrative that justifies the proposed costs as appropriate and necessary for the successful completion of the program should be included with the budget. The narrative must provide clear explanations for cost reasonableness, particularly when proposed costs exceed market rates.

APPENDIX 2 – PAST PERFORMANCE INFORMATION

APPLICANT PERFORMANCE REPORT - SHORT FORM
PART I: Applicant Information (to be completed by Prime)
1. Name of Awarding Entity:
2. Award Number:
3. Award Type:
4. Value (TEC): (if subaward, subaward value)
5. Problems: (if problems encountered on this contract, explain corrective action taken)
6. Contacts: (Name, Telephone Number and E-mail address)
6a. Contracting/Agreement Officer:
6b. Technical Officer:
6c. Other:
7. Contractor:
8. Information Provided in Response to RFA No. :
PART II: Performance Assessment (to be completed by Agency)
1. Quality of product or service, including consistency in meeting goals and targets, and cooperation and effectiveness of the Prime in fixing problems. Comment:
2. Cost control, including forecasting costs as well as accuracy in financial reporting. Comment:
3. Timeliness of performance, including adherence to contract schedules and other time-sensitive project conditions, and effectiveness of home and field office management to make prompt decisions and ensure efficient operation of tasks. Comment:
4. Customer satisfaction, including satisfactory business relationship to clients, initiation and management of several complex activities simultaneously, coordination among subcontractors and developing country partners, prompt and satisfactory correction of problems, and cooperative attitude in fixing problems. Comment:
5. Effectiveness of key personnel including: effectiveness and appropriateness of personnel for the job; and prompt and satisfactory changes in personnel when problems with clients were identified. Comment:

[Note: The actual dollar amount of awards, if any, (awarded to the Prime) must be listed in Block 4 instead of the Total Estimated Cost (TEC) of the overall award. In addition, a Prime may submit attachments to this past performance table if the spaces provided are inadequate; the evaluation factor(s) must be listed on any attachments.]