



USAID | CENTRAL ASIAN REPUBLICS

FROM THE AMERICAN PEOPLE

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 First Round of Submission for the Concept Papers: July 08, 2011, 10AM – Almaty Time
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 Closing Date: December 30, 2011, 10AM, Almaty Time

Subject: Annual Program Statement No.: APS-176-11-000001, Conflict Mitigation Activities in Kyrgyzstan

Dear Ladies and Gentlemen:

Pursuant to the Foreign Assistance Act of 1961, as amended, the United States Government (USG), as represented by the United States Agency for International Development (USAID) is seeking applications from all qualified organizations from prospective partners that are either Private Voluntary Organizations based in the United States (U.S. PVOs) or indigenous, local NGOs (LNGOs), Public International Organizations (PIO) and International Organizations (IO), U.S. and Non-U.S. For-Profit Organizations, U.S. and Non-U.S. Colleges and Universities to carry out activities that contribute to the programs for conflict mitigation and democratization in Kyrgyzstan, as described herein, thereby minimizing the risk of instability and violent conflict, and strengthening the social contract between citizens and the Government of Kyrgyzstan.

The purpose of this APS is to disseminate information to prospective applicants so that they may develop and submit applications for USAID funding. This APS: (A) describes the types of activities for which applications will be considered; (B) describes the funding available and the process and a requirement for submitting applications; and (C) explains the criteria which will be used for evaluating applications. USAID anticipates awarding one or more grants and/or cooperative agreements as a result of this APS.

The Recipient will be responsible for ensuring achievement of the program objectives. Please refer to Section I, the "Funding Opportunity Description" for a complete statement of goals and expected results.

USAID expects that the total level of funding available under this APS for activities in Kyrgyzstan is estimated up to \$9 million. Based on these figures, funding requests are expected to range from a minimum of \$250,000 up to a maximum of \$9 million (if activities are proposed to cover all program objectives), for expenditure over a period of up to 3 years. Funding will not exceed \$3,000,000 per year; awards for projects of more than one year will be funded incrementally. All awards are subject to the availability of funding. USAID reserves the right to fund any or none of the applications submitted.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the agreement when awarded. For U.S. organizations, 22 CFR 226, OMB Circulars, and the Standard Provisions for U.S., Nongovernmental Recipients will be applicable. For non-U.S. organizations, the Standard Provisions for Non-U.S., Nongovernmental Recipients will apply. Copies of these documents can be accessed via the USAID website: <http://www.usaid.gov>.

Applications received after the deadline will not be considered unless the reason for delayed submission is deemed justified or it is in the best interests of the Agency to waive this requirement.

For the purposes of this program, this APS is being issued and consists of this cover letter and the following sections:

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Applicants are invited to submit concept paper and corresponding budget information. After USAID reviews and evaluates these submissions, the technically qualified applications may be invited to submit full technical proposals. Concept papers will be reviewed as warranted following the 2nd round, if funds remain. The first submission of Concept Papers is scheduled on July 08, 10 AM Almaty Time, and second submission on August 15, 2011.

Section IV and V of the APS explains the intended process. Applicants are requested to submit both technical and cost portions of their applications in separate volumes in electronic format (email). Applications and modifications thereof shall be submitted electronically with the name and address of the applicant and APS-176-11-000001 inscribed thereon, to: AlmatyAASolicitations@usaid.gov

Award will be made to the responsible applicant(s) whose application(s) best meet the objectives set forth in this APS.

Any questions concerning this APS must be submitted in writing to AlmatyAASolicitations@usaid.gov .

Questions should be submitted no later than June 29, 2011, 10AM, Almaty Time. Questions and Answer document, and/or if needed, an amendment to the APS, will be issued.

Issuance of this APS 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 an application. In addition, final award of any resultant grant cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.

This APS is being posted through www.grants.gov. This APS and any future amendments can be downloaded from this website (www.grants.gov). It is the responsibility of the recipient of the application document to ensure that it has been received from www.grants.gov in its entirety. USAID bears no responsibility for data errors resulting from transmission or conversion processes.

Sincerely,



Deborah Simms-Brown
Regional Agreement Officer

SECTION I – FUNDING OPPORTUNITY DESCRIPTION

USAID/Kyrgyzstan Annual Program Statement (APS) for Conflict Mitigation Activities in Kyrgyzstan

Abbreviation List

AOTR	Agreement Officer’s Technical Representative
APS	Annual Program Statement
CFR	Code of Federal Regulations
DAI	Development Alternatives International
IO	International Organization
IYF	International Youth Foundation
KTR	Kyrgyz Television and Radio
OMB	Office of Management and Budget
PIO	Public International Organization
PMP	Performance Monitoring and Evaluation Plan
PVO	Private Voluntary Organization

1. Background

In April 2010, public pressure from various sectors combined to overthrow then President Kurmanbek Bakiyev, an increasingly autocratic and unpopular leader who himself had come to power in 2005 under very similar, though less violent, circumstances. In June 2010 a series of street fights provoked inter-ethnic violence and led to large scale violence and destruction in the southern capital of Osh and Jalalabad.

Behind these incidents lie simultaneous and cross-cutting realignments of power that are very much intertwined. There is currently a real transition from a corrupt, kleptocratic and authoritarian regime in which power and wealth were concentrated in the hands of one family towards the first serious effort at forming an elective parliamentary democracy with constitutional checks and balances that is a very conscious reaction to the previous order and a commitment on the part of those in power to make it work this time. There is a realignment of the role of the Kyrgyz nationality and what it means to be the majority that is taking place against a backdrop of increased inter-ethnic tension and the trauma of public violence.

Throughout the story of Kyrgyzstan since its independence from the Soviet Union, political stability, peace and economic prosperity have been periodically elusive. The State has faced increasing challenges to meet its core functions of providing basic physical security, basic human rights and maximizing economic opportunity. The political and social upheavals of 2005 and 2010 have challenged the basic social contract between the people of Kyrgyzstan and their State. US Government efforts in Kyrgyzstan seek to support Kyrgyzstan’s democratic efforts and to minimize the possibility of a reemergence of political violence. What happens in Kyrgyzstan over the next decade will be a powerful example to others in the broader region.

Against this backdrop, the US Government has mobilized resources to address the sources of political instability and violent conflict. It is expected that activities funded under this APS will coordinate with other US Government interventions and the efforts of other international donors, and are throughout aimed at building an enduring capacity in the civil society and State institutions of Kyrgyzstan to meet these challenges.

2. Scope and Objectives

The objective of this APS is to make significant strides in the overall goal of supporting the building of democracy in Kyrgyzstan and minimizing the risk of instability and violent conflict by improving governance and supporting the social contract between citizens and state institutions, with a particular focus on the south and on national level systemic change.

This Annual Program Statement reflects potential interventions which address structural causes for the April political instability and the violence in June 2010. The approaches are meant to be broad-based and targeted to national and local institutions and key actors. Applications under this APS should be focused on one or more of the following components. These critical components focus on both community’s grievances and resiliencies, or ability to overcome these challenges, and are designed to address longer term change.

The components are not set in order of priority; however, applications seeking funding for multiple components should describe how the activities will be integrated and/or support each other.

Component 1: Support for Actionable Analysis on Conflict and Instability Trends

Component 2: Support for Enhancing Public Television Professionalism/Reach and Improve Responsible/Reliable Media, and Access to Information

Component 3: Support for Legal Advocacy for Underserved Populations

Component 4: Support for Transparent Public Financial Management and Natural Resource Revenue Allocation

Component 5: Support for Informal and Formal Community Leadership

Programs should be based on best practices, build capacity of local partners, and incorporate gender balance and analysis into the proposed approach. Applications should reflect thoughtful consideration of any risks that may result by bringing together diverse parties and should provide sufficient explanation of how appropriate safeguards will be put in place to avoid intensifying the conflict or creating harmful situations for participants.

Given USAID's support for the AID Effectiveness agenda in which donors are encouraged to work more directly and collaboratively with local institutions and organizations, applications that reflect strong local engagement are highly encouraged (i.e., applications submitted by local institutions and/or organizations, applications that include local partners in conducting substantive work, and/or applications that include components focused on strengthening the technical and organizational capacity of local organizations and institutions). Local initiatives to mitigate conflict and promote peace are essential for ensuring the sustainability of peace building and democratizing efforts.

3. Program Description and Objectives

(a) General:

The APS contributes to the overall US Government stabilization program and seeks to maximize the survivability of democracy and minimize the risk of instability and violent conflict. This will be achieved by working across several programmatic components to rebuild the social contract between the government, civil society and all citizens. The program seeks to improve access to and trust in credible, public television, expose local and national stakeholders to conflict trends in the country that are actionable, support impartial access to justice, support local and national anti-corruption practices and oversight, and support leadership (both formal and informal) across age, ethnic and regional identities to network and advocate for broad-based changes to improve the social contract for a pluralistic society.

Various reports and collected stories from survivors of the violence in June 2010 point to a high incidence of different ethnic groups *protecting each other* during and after the violence. This suggests that communities possess a certain level of resiliency. The development objective underlying this APS is:

If democratic political institutions are better able to channel political competition and social grievances through regularized political processes, then the likelihood that political entrepreneurs and other actors will attempt to mobilize political violence again will diminish and existing grievances in the population will be more effectively addressed.

This APS specifically targets the following **five** interconnected components. Applicants are invited to submit concept papers for one or more of the components in accordance with the guidelines above.

(b) Component 1: Support for Actionable Analysis on Conflict and Instability Trends

The objective for this component is to facilitate informed conflict-sensitive public policy and early warning analysis through building local capacity to collect actionable data.

This component seeks to prevent or transform conflict that threatens peaceful democratic change through a better understanding of sources and drivers of conflict. Analysis will seek to inform local and national leaders, ignite activism or appeals for assistance, and problem solving within communities and institutions in Kyrgyzstan and build local capacity for early warning and analysis of the sources of instability and violent conflict. This component further recognizes that the southern three oblasts have recently witnessed ethnic and border related conflict and great tension remains within communities. Therefore, these activities should recognize the importance of understanding and analyzing conflict dynamics and drivers particularly amongst the Uzbek and Kyrgyz communities in the Osh and Jalalabad regions, along with cross-border tensions in Batken Oblast.

Data collection should be collected in a systematic, periodic basis centered on analyzing the drivers for potential violent conflict and the sources of resilience. This data will in turn form the basis of actionable analysis. An important

objective of this data collection is to engage local and national leadership in assessing this data for decision-making as a way to build bridges between civil society and governing institutions. Timely dissemination of the data may also serve as an early warning system and reinforce community resiliencies. By strengthening the analytical capability of local organization(s), USAID supports the growth of groups to conduct evidence-based research in support of government policy development and civil society advocacy.

USAID seeks innovative approaches designed to make progress towards or to reach one or more of the following objectives:

- Build the capacity of one or more local organizations to carry out survey and focus group data collection on political vulnerability analysis and derive trend analysis from periodic/quarterly outputs;
- Local organization(s) or research institute(s) is recognized as a provider of objective conflict research and analysis and consistently informs governing authorities on stability and conflict trends;
- Conduct the survey, hold focus groups and document individual respondent interviews throughout the country;
- Identify key underlining concerns to local and national level policy makers (including, but not limited to the Presidential Administration, municipal administrations and the Jorkuku Kenesh) including public hearings on the data through quarterly/periodic presentations;
- Governing bodies make key policy decisions with broad-based acceptance on the informed analytical research in order to diffuse tensions and decrease the possibility of conflict;
- Media outlets/KTR broadcast key data points to a wider national audience in a responsible, objective and innovative manner;
- Analytical data is utilized for early warning with local formal and informal community leaders and through networks;
- Local community leadership (including traditional and religious leaders) discuss survey data with their constituents.

(c) Component 2: Support to Enhance Public Television Professionalism and Reach and Improve Responsible/Reliable Media, Access to Information.

The objective for this component is to support building capacity to bridge citizens and government through enhanced oversight and responsible journalism and to expand alternative media and information sources.

Capitalizing on Public Television's newfound editorial independence and leading position as the source of news and information programming¹, this APS will provide technical support to KTR's leadership, management and staff to institutionalize a vision of public service that promotes an inclusive and informed national dialogue, the editorial standards for upholding that mission, the management capacity to maximize resources effectively and a creative culture for producing content that draws in audiences. Recognizing that KTR's most significant challenges are related to leadership, management and right-sizing, rather than production capacity or resources, interventions should emphasize administrative and management standards, processes and best practices, rather than providing equipment or support for content development.

Applicants should be opportunistic and emphasize assistance where it will be most effective, balancing support for institutional reform with support for improving operational capacity. Similarly, technical assistance aimed solely at improving the management and production capacity of KTR leadership and staff may lead to improved content in the short-term, but might be vulnerable to political interference in the absence of other activities.

New media and communications technologies can play a critical role in both motivating individuals to counteract rumors that can mobilize violence and to instead support community peace. New media technologies are nascent in Kyrgyzstan, as internet penetration is very low and mostly confined to the major urban center, but is growing swiftly. Nevertheless, internet bulletin boards such as Diesel (www.diesel.elcat.kg) were viewed as a threat to the Bakiyev regime and were shut down during the week of the April 2010 revolution. Diesel also played a large role in disseminating real-time information during the June violence. While internet coverage is limited to a mostly younger

¹ Recent research conducted by M-Vector for USAID/OTI demonstrated that amongst adults in Kyrgyzstan, KTR is the most popular of 15 television stations with nearly 1.5 million regular viewers and nearly 90% of the population claim to have watched its programming in the past.

and urban population, mobile communications are universally used and could be further enhanced to incorporate new technologies, particularly in conflict mitigation to ensure access to information.

USAID seeks innovative approaches designed to achieve one or more of the following objectives:

- Demonstrable structural changes and right-sizing efforts of KTR based on a financial audit with the support of the board of governors;
- Re-structuring various KTR departments, including human resources, finance and others as informed by the external audits;
- Enhanced content through restructuring efforts, i.e., helping KTR management interpret and make programming decisions based on internal or commissioned audience research efforts;
- Financial management training for KTR leadership, with an emphasis on budgeting and evaluation resulting in better oversight practices;
- Provision of regional and national expertise to help build the capacity of KTR management, production staff and journalists, resulting in:
 - Programming and coverage that fosters a more inclusive, diverse and tolerant national dialogue, specifically increasing minority language programming and the use of minority correspondents, anchors and other on-air personalities.
 - Balanced perspectives of various parts of government with those from civil society, including think tanks and academic, and the private sector.
 - Effective utilization of analytical research findings in various news and information programming;
- Partnerships established connecting KTR management with counterparts from public broadcasters in countries such as Georgia, Croatia or the Baltics in order to learn from the experiences of successful conversions from similar contexts.
- New media and information dissemination techniques that provide useful information about local and national level political, economic, social and cultural events and issues.

(d) Component 3: Improve Access to an Impartial Justice System

The objective for this component is to improve the ability of criminal defense lawyers to provide effective representation to their clients so that, in conjunction with reforms in the judicial and prosecutorial sectors, citizens have access to fair and impartial justice.

The legal system is under a great deal of political and social pressure in Kyrgyzstan from a variety of actors. They include motivated victims of recent political and ethnic violence to politically connected actors exploiting the system's weakness for personal gain. The response of the legal system to various pressures has been varied, sometimes resulting in questionable decisions and sometimes taking independent but politically unpopular decisions in criminal cases.

Separate international donors and US Government programming is currently addressing building the capacity, independence and ability to self-regulate of the judicial branch in Kyrgyzstan as well as working with prosecutors and police investigators. However there is an opportunity to work with the defense bar (*advokatura*) in Kyrgyzstan. Currently the legal profession lacks a system leading ensuring professional standards, peer review, and offering continuing legal training. There are competing associations and unions of defense attorneys, none of which have a legal mandate to regulate the profession. While a draft law on the defense bar was submitted by the Bakiyev government before its overthrow in April 2010 that law was not supported by many in the profession. No new draft has been submitted to the new Parliament.

Legal education is equally important in an increasingly sophisticated legal system. At present, legal education in Kyrgyzstan is partially privatized, poorly regulated and of uneven quality. Thousands of lawyers of untested quality have been graduated by a proliferation of new law schools and new law departments throughout Kyrgyzstan.

At present there is no major international or Government of Kyrgyzstan program to reform legal education. In addition, legal education continues to be largely theoretical and lacks practical training opportunities.

USAID seeks innovative approaches designed to make progress towards or to reach one or more of the following end states:

- The support for the adoption of a legal framework that can regulate the profession based upon regional and international best practices.
- The development of testing, licensing and disciplinary systems for the defense bar that are transparent and fair and adhere to international ethical best practices.
- The creation of opportunities for defense lawyers to stay current on changes in the legal system and improve their professional qualifications.
- The creation of systems to meet the largely unmet legal mandate for free public defense to those who cannot afford an attorney.
- The reform of the system of legal education, consolidation of curriculum, and introduction of practical experience into legal education.
- Support a complaints mechanism for advocates against corrupt judicial officers including judges and prosecutors that also protects the advocates and their clients from potential reprisal.
- The creation of legal clinics at selected law schools to improve the advocacy skills of participating students and provide legal advice to citizens who would otherwise have difficulty hiring a lawyer.

(e) Component 4: Support for Transparent Public Financial Management and Natural Resource Revenue and Allocation

The objective for this component is to increase transparency and accountability in public financial management, the extractive sector, and use of land and water resources.

The first year after the revolution saw significant progress in reforming the political system, holding competitive elections and forming a new government, all of this while also responding to major ethnic violence in the south. As the central government now moves to provide relief with programs such as subsidized loans to farmers or reconstruction efforts in Southern Kyrgyzstan, one major concern is the extent to which corruption and leakage may undermine such efforts. With low levels of transparency on how public finances are expended, few mechanisms for public oversight, a patron-client political culture and the presence of petty corruption within government, the efficacy of state, or even donor investments in the economy or social services is limited at a time when citizens' expectations of government action is high. Furthermore, as the recent burning and looting of a Talas Copper-Gold project demonstrates, the extractive industry is as much a source of grievance and instability as it is an economic opportunity. More transparency, public oversight and input into the negotiation of extractive sector leases might decrease the likelihood of conflict centered around these enterprises and mitigate the potential for investor flight, an acute risk for long-term economic growth in Kyrgyzstan. This APS supports activities that promote increased transparency and accountability in public financial management, use of land and water resources, and the extractive sector.

USAID seeks innovative approaches designed to make progress towards or to reach one or more of the following end states:

- Public expenditure tracking increases citizens' sense of ownership and government accountability towards national and sub-national service delivery, using for example:
 - Civil society-managed processes and specialized reporting from media to follow and match revenue flows from national and sub-national budgets to actual expenditures.

- Social auditing of public services, with broad public engagement and a variety of feedback mechanisms (perhaps utilizing new media techniques such as SMS polling)
- Accountability of major government contracts (such as road construction, electrical generating stations, etc...) to be environmentally accountable and provide transparent economic benefits to the population.
- Increased visibility on the revenue flows from both government and private sector actors in the extractive sector and support for a broader national level dialogue on the governance and public benefits of this sector in Kyrgyzstan, reflecting the aspirational principles of the Extractive Industry Transparency Initiative.
- More commitment towards the responsible development of the extractive sector, supported by inclusive localized dialogue around the impacts of extractive industries, specifically those that engage impacted communities, private sector actors, advocacy and watchdog groups and public officials tasked with enforcing agreements.
- Support for improved community based mechanisms for ensuring fair use and transparency in the usage of community natural resources including pastures, water, and timber, preferably through local government systems.

(f) Component 5: Support for informal and formal community leadership

The objective for this component is to support local leadership's indigenous capacities for early warning and citizen protection

Kyrgyzstan and the international community are working to determine the underlying causes of the violent political turmoil and unrest last year. However anecdotal accounts of community resiliencies to the conflict highlight how far Kyrgyzstan's civil society has come in responding to the needs of its citizens in the absence of the state as guarantor of physical security. NGOs from northern Kyrgyzstan provided in-kind donations to mixed and mono-ethnic communities in the north and south. Several organizations mobilized their own members to assist neighborhoods in the delivery of relief commodities. In the south, reports have recounted how some Kyrgyz neighbors harbored Uzbek neighbors and Uzbeks sheltered Kyrgyz who were afraid of reprisals. Entire ethnically mixed *rayons* like Nookat and Uzgen remained untouched by violence due to local leaders persuading community members to remain at home. Some of these responses may have been based on working with donors and NGOs, but many were carried out by the positive motivation of local, indigenous skills in mediation and peace building. In the vacuum of credible information and rights protection, non-traditional leaders emerged to stave off the spread of violence.

USAID and other donors have been working in Kyrgyzstan for over 10 years on community empowerment, building leadership skills around community action committees, initiative groups and strengthening vulnerable community members. These investments pay off in building social trust and rebuilding communities after violence takes place. There are both formal and informal groups and individuals in positions of community leadership who are looked upon for information, guidance and leadership. Support should extend to the informal and formal leaders to access information for early warning against violence and assist victims when basic rights for physical security have been violated.

The role of religious and non-traditional leaders in the wake of the violence should be examined to explore work on peace building, early warning and reconciliation in ways that are reinforcing and not imposing. Youth women leaders have played a crucial role in supporting community resiliencies which are untethered to donor interventions and could be augmented. Ties to formal local leadership like the *Keneshes* and police into early warning systems to protect and serve their citizens and establish a level of mutual understanding and trust should be explored carefully in conjunction with other US Government efforts (through State/INL police assistance and reform activities). By reinforcing the natural resiliencies in Kyrgyzstan society and weaving them into systems citizens can trust, a foundation for re-establishing the social contract through key actors could be strengthened.

USAID seeks innovative approaches designed to make progress towards or to reach one or more of the following end states:

- Establishment of an early warning network of local leaders (formal and/or informal) in select communities, as evidenced by, but not limited to:

- The utilization of technological innovations to ensure credibility and timeliness of information to community members
 - Integration into local security sector initiatives to build trust relationships and re-establish the social contract
 - Tying early warning into the analytical and media activities discussed separately under this APS, where and when appropriate
 - Clear connections to appropriate receptor points among national and sub-national policy-making entities.
- Support to the Presidential Administration to establish new policies for the protection of minorities and vulnerable populations in Kyrgyzstan
 - Support to selective religious and non-traditional leaders through demonstrable involvement in the early warning network(s), messaging to their constituents and/or other means which are reinforcing and not imposing
 - Support to youth and women's organizations for early warning and advocacy for citizen protection against violence and rights abuses
 - Analytical research of resiliencies at the local level, focused on the violence from last year with recommendations to strengthen the role of informal and formal local leaders

4. Key Programmatic Considerations

The following considerations should be taken into account when submitting concepts/applications under this APS:

A. Building on USAID investments and experience

USAID has been promoting democracy in Kyrgyzstan since the early 1990's. Significant investments have been made towards building the capacity of civil society actors, governing institutions and change agents which can be tapped to support the social contract. With the shift towards stronger Parliamentary oversight and an existing vibrant civil society, the program should build on past and current practice to achieve desirable outcomes. Activities under this APS should foster direct links, where relevant, with the following USAID programs: Parliamentary Strengthening Program (implemented by DAI), Youth Project (implemented by IYF), Local Development Program (implemented by Chemonics), Judicial Strengthening Program (TBD) as well as other USAID programs. Of particular importance will also be determining synergies to the existing USAID/OTI program for stabilization in Kyrgyzstan.

B. Do No Harm

Activities under this APS should be founded on a sound theory of change based on empirical data from focus groups and analysis of the situation in Kyrgyzstan. Of particular concern is any perception that USG programs favor a particular region or population group. Based on strong analysis, activities must not give the appearance of favoring certain groups/clans/families or other strong identity groups over others and maintain as inclusive an environment for programming as possible. Disrupting current status quo arrangements should be fully taken into account before programming towards accountability and transparency. Contingency planning should be a standard operating procedure for programming.

C. Geographic Focus

Activities under this APS should strike a geographical balance when programming against the sources of April political violence and addressing the conflict drivers which resulted in the June events in the South. Furthermore, the extent to which property rights and land access fueled discontent should be considered when determining geographical focus.

D. USG and Donor Coordination

Activities under this APS for stabilization in Kyrgyzstan necessitate linkages with other USAID and State Department interventions.

E. Gender Issues

Gender is a social construct that refers to relations between and among the sexes, based on their relative roles. USAID's Automated Directive System (ADS) states: "Gender issues are central to the achievement of strategic plans and Assistance Objectives (AO), and USAID strives to promote gender equality, in which both men and women have equal opportunity to benefit from and contribute to economic, social, cultural and political development; enjoy socially valued resources and rewards; and realize their human rights." (ADS 201.3.9.3).

Women's contribution to peace building and democratic development especially in conflict prone regions is very significant. Within the context of the current program, a gender analysis should be conducted to explore fundamental links between gender and conflict reduction. This should be a strong component of the data collection exercise and be addressed prominently in data presentations to government officials. The purpose of this analysis is to identify and address gender issues that may obstruct or improve the impact of development support. Considering a gender perspective helps to ensure that interests of both women and men are adequately represented, so that women as well as men will benefit equally from the program interventions. The applicants should consider the proposed activities' impact on men and women. Applicants should provide a rationale if gender is not an issue for the proposed activity. For more guidance on gender analysis and integration, please see the following references:

ADS 201.3.9.3 "Gender Considerations" (<http://www.usaid.gov/policy/ads/200/201.pdf>)

ADS 201.3.11.6 "Project/Activity Planning Step 2: Conduct Project-level Analysis as needed" (<http://www.usaid.gov/policy/ads/200/201.pdf>)

Applicants are strongly encouraged to consider the guidance contained in UN Security Council Resolution 1325 on Women, Peace and Security. For additional information, please see http://www.peacewomen.org/security_council_monitor/ and http://www.usaid.gov/our_work/cross-cutting_programs/conflict/in_the_spotlight.html

Gender and Performance Indicators: The ADS 203.3.4.3 "Reflecting Gender Issues in Performance Indicators" sets forth USAID's requirements for performance indicators in projects/activities regarding gender. In order to ensure that USAID assistance makes the optimal contribution to gender equality, performance management systems and evaluations at the activity levels must include gender-sensitive indicators and sex-disaggregated data, where relevant.

F. Environmental Compliance

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10 g and 204 (<http://www.usaid.gov/policy/ADS/204/>), which require that any potential environmental impacts of USAID-financed activities should be identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities.

In addition, the Applicant must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

No activity funded under this Agreement will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO).

The BEO-approved IEE (Democracy and Conflict Mitigation Office's Amendment #5 to its Initial Environmental Examination (IEE) is included as ANNEX 2.

USAID has determined that project activities including technical assistance, training, analyses, studies and information transfers qualify for a Categorical Exclusion under 22 CFR Part 216.2(c)(2) (no effect on the natural or physical environment) and, therefore, these activities are excluded from an environmental review.

USAID has determined that a Negative Determination with Conditions qualifies for activities, when following normal good practices, engineering methods, and standard instructions will help to avoid potential environmental problems. This includes possible limited procurement of equipment, including electric and electronic equipment (computers, printers, etc.). The proposed action is that the Implementer should provide evidence that equipment is procured from certified retailers; environmental safety and quality certificates conforming with national and/or international standards are available; it's used in an environmentally sound and safe manner, and properly disposed of, when applicable, at the end of its useful life in a manner consistent with best management practices according to USG, European Union or equivalent standards acceptable to USAID.

If new information becomes available which indicates that activities to be funded by the project might have some adverse effects on the environment, an implementer will report to USAID in accordance with requirements outlined in the IEE Amendment #5, specifically they will submit Environmental Review and Assessment Checklists for USAID approval

As part of its initial Work Plan, and all Annual Work Plans thereafter, the recipient, in collaboration with the AOTR and Mission Environmental Officer shall review all ongoing and planned activities under this CA to determine if they are within the scope of the approved IEE Amendment #5. If the recipient plans any new activities outside the scope of the approved IEE, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.

Respondents to the APS should include as part of their proposal their commitment to achieving environmental compliance and management.

G. Marking and Branding

All USAID-funded foreign assistance (including programs, projects, activities, public communications, or commodities) must be communicated, promoted, and marked as coming from the American people through USAID. Specific communications and promotion measures shall be described in the "Branding Strategy" and "Branding Implementation Plan," and specific marking will be described in the "Marking Plan" for the this award. Branding and marking under this award shall comply with the USAID Automated Directive System Chapter 320 Branding and Marking (ADS320).

A Branding Implementation Plan and a Marking Plan are to be submitted by the applicants as part of the response to this APS in the Full Proposal. The selected applicant's Branding Implementation Plan and Marking Plan will be finalized in coordination with USAID and included in the Cooperative Agreement/Grant. In preparation of the branding implementation plan and the marking plan, the Applicant will use templates for these documents available at <http://centralasia.usaid.gov/page.php?page=article-20>. Additional guidance is available at <http://www.usaid.gov/branding>. The cost application must incorporate the estimated cost of the proposed Branding Implementation and Marking Plan.

5. Cross-cutting elements

The following program elements should be addressed in all programs in the stabilization program for Kyrgyzstan funded under this APS:

Engaging Youth and Marginalized Groups

Although research has shown a link between large youth cohorts and violence, large numbers of young people need not be destabilizing and in fact can be an extraordinary resource for positive change and increased economic activity. At the heart of whether this group is an easy target for those seeking to mobilize violence is whether the existing system can offer them hope for a viable future. Youth are concerned about their future professional challenges and opportunities; while many hope to go on to higher education and obtain professional status, they are cognizant of the fact that there are few opportunities in parts of Kyrgyzstan. In this respect, working with local leadership potential may be among the most important contributions that assistance can make to conflict management and mitigation.

Youth populations and marginalized groups, such as ethnic minorities in particular communities, are especially vulnerable to being drawn into conflict, because they generally have fewer options provided to them by the existing social order. For all planned interventions, efforts should be made whenever possible to engage marginalized populations and youth (between the ages of 15-30), especially those who are at-risk of disaffection and alienation.

Exploring prospects for sustainability of programming

Support for Kyrgyzstan will face challenges beyond the life of the program as global competition over resources will be fierce. Therefore, building local capacity in civil society and the Government to carry on processes should be built in at the outset of the program. In any form of sustainable activity, organizations need to develop a strategy, seek out a constituency, and provide services that are valued by the public. Applicants must present a clear strategy for how sustainability shall be achieved. Applicants must promote long-term impact and the continuation of successful interventions by forging links between civil society and Government.

Mainstreaming Gender into Programming and Gender Considerations

Mainstreaming gender into programs is promoting gender equality and requires that applications should consider the implications of the projects and policies on both women and men. Women have been critical to peace-building in Kyrgyzstan and always well represented in civil society. Unfortunately, they also still bear the brunt of raising and providing for families, particularly in the South where many adult males immigrate to Russia for labor. Violence against women and an increasing isolation of divorced or widowed women has become a social problem and stigma in many rural and religious communities. There have also been disturbing reports of violent systematic rape of women during the violence of June 2010 that remain unresolved and unacknowledged. These dynamics should be taken into consideration when designing programs.

It is imperative that activities proposed under this APS attempt to mainstream gender and take into account the needs of women, particularly in a sensitive, post-conflict environment. Where possible, particular attention should be paid to using peace-building and stabilizing activities to neutralize societal pressure upon young women to remain silent, but instead to speak up for change and peace, to discourage impunity for violence against women, and to encourage women to become active in stabilizing their communities and active in civic, political, and government leadership.

It is important to note that on several occasions semi-organized groups of women have also used their role to promote retribution against ethnic minorities, particularly during the trials of Uzbek defendants in court cases following the June events. Most peace activists believe these actions and this divisive rhetoric do not represent the majority of women and when possible advocates for peaceful change should be encouraged to speak up for fair justice, tolerance, and reconciliation.

[END OF SECTION I]

SECTION II – AWARD INFORMATION

A. ESTIMATE OF FUNDS AVAILABLE

USAID expects that the total level of funding available under this APS for activities in Kyrgyzstan is estimated up to \$9 million. Based on these figures, funding requests are expected to range from a minimum of \$250,000 up to a maximum of \$9 million (if activities are proposed to cover all program objectives), for expenditure over a period of up to 3 years. Funding will not exceed \$3,000,000 per year; awards for projects of more than one year will be funded incrementally. All awards are subject to the availability of funding. USAID reserves the right to fund any or none of the applications submitted.

B. NUMBER OF AWARDS CONTEMPLATED

USAID anticipates awarding one or more grants and/or cooperative agreements as a result of this APS, subject to the availability of funds. Nevertheless, USAID reserves the right to make a single award, to fund parts of applications, or not to make any awards at all. Issuance of this APS does not constitute an award commitment on the part of the USAID, nor does it commit the USAID to pay for any costs incurred in the preparation and submission of any application.

C. PERIOD OF PERFORMANCE

The duration of programs funded under this APS is for a minimum period of 12 months and up to 36 months from the date of award. USAID reserves the right to incrementally fund activities over the duration of the program, if necessary, depending on program length, performance against approved program indicators and availability of funds.

D. TYPE OF AWARD

USAID anticipates that a grant(s), or cooperative agreement(s), will be awarded as a result of this APS. Depending on the application(s) that is/are received and selected, USAID may decide to award a Cooperative Agreement(s) instead of a Grant(s), wherein an Assistance Officer Technical Representative (AOTR) will substantially be involved in the administration of the agreement to help the receipt to achieve the agreement objectives.

Please note: Depending on the application(s) that is/are received and selected, USAID may decide to award a fixed obligation grant (FOG) instead of a grant to all eligible organizations.²

Below is the list of areas which will require the AOTR's involvement:

Substantial Involvement

1. Approval of the Recipient's Work Plans: Within forty five days (45) of the award of the Cooperative Agreement, the Recipient shall develop and submit the first annual work plan to the AOTR. Work plans may be submitted electronically. Upon acceptance of the work plan by the AOTR, any substantial revisions to the plan shall require the written approval of the AOTR. Annual work plans for subsequent years are due to the AOTR 30 days prior to the end of the USG's fiscal year or approximately August 30th. The work plan should include a description of the activities to be completed during the year, the expected results, provide quantitative targets for all indicators outlined in the performance monitoring plan (PMEP), list of commodities to be procured and key benchmarks to be met throughout the fiscal year and provide a timeline for the implementation of activities.
2. Approval of Specified Key Personnel: For this program the Applicant should propose Key Personnel positions for USAID approval. Key Personnel positions are limited to 5 individuals or 5% of the recipient's total team size, whichever is greater.

² The Fixed Obligation Grant is appropriate for supporting specific projects when the USAID Agreement Officer is confident that a reasonable estimate of the actual cost of the overall effort can be established and USAID can define accomplishment of the purpose of the grant through defined milestones. USAID's policy concerning FOGs has been revised. Please refer to ADS 303.3.25 at <http://www.usaid.gov/policy/ads/300/303.pdf>

Key personnel will have prior experience directly related to the proposed work, including technical qualifications, supervisory skills, relevant academic background, and demonstrated experience in Central Asian countries or similar operating environment.

3. Approval of Performance Monitoring and Evaluation Plan: Within 30 days of award, the recipient shall finalize the PMP in conjunction with the COTR. The Work Plan must set forth a comprehensive Performance Monitoring and Evaluation Plan (PMP) that measures impact and progress toward achieving results over the life of the award. The Performance Monitoring and Evaluation Plan must include indicators, targets, data sources and collection methods, baseline information, benchmarks and periodic evaluations, and data quality assessment reports. Data collected under the Performance Monitoring and Evaluation Plan shall be submitted with the final report. Regardless of the start date of this award, the performance monitoring and evaluation plan will be adjusted to the fiscal calendar of October 1-September 30. As necessary, the performance monitoring and evaluation plan may be updated each year of this award as part of the work plan approval process.

USAID/CAR is committed to ensuring that programs are properly monitored. The Recipient is expected to adhere to the relevant ADS provisions with respect to monitoring and evaluation activities for the design and final program. The designed activity is expected to include indicators against which results will be measured. These indicators are expected to include USG standard indicators and additional indicators as identified by the recipient in their application.

4. Agency and Recipient Collaboration as follows: AOTR concurrence in the selection of any sub-award recipients and on the substantive provisions of any sub-awards. USAID and recipient collaboration or joint participation, which includes one or more of the following:
 - a) Collaborative involvement of selection of advisory committee members (USAID may also choose to become a member), if applicable;
 - b) USAID concurrence on the selection of sub-award recipients and/or the substantive technical/programmatic
 - c) provisions of sub-awards;
 - d) USAID monitoring to permit direction and redirection because of interrelationships with other projects;
 - e) USAID authority to immediately halt a construction activity, if applicable.

E. FUNDING RESTRICTIONS

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the grant.

F. AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for procurement of goods and services under this grant is 000 and 110. Use of Geographic Code 110 for agricultural commodities and related products, motor vehicles and pharmaceuticals is subject to the limitations in 22CFR228.13 and will require a waiver.

USAID Administrator approved a blanket waiver authorizing local procurement from the cooperating country in an amount of up to \$5 million of commodities and services, for details see ANNEX 1.

G. COST-SHARE

The cost sharing is strongly encouraged under this APS, but it is not required. Cost-sharing will be subject to 22 CFR 226.23 and the standard provision entitled "Cost Sharing (Matching)" (U.S. NGOs) or the standard provision entitled "Cost-Sharing (Matching)" for non-U.S. NGOs. While the term "cost-sharing" is not used in USAID grants and cooperative agreements with PIOs, the concept of cost-sharing is manifested by the USAID requirement that USAID must have audit rights, and the recipient must comply with USAID's procurement requirements, if USAID will be the sole contributor to a trust fund established by a PIO.

It is also understood that local organizations may not have necessary resources for cost sharing. Therefore, USAID will not consider the level of cost-sharing into its evaluation and scoring of proposals.

H. Program Income

If the successful applicant(s) is/are a non-profit organization, any program income generated under the award(s) will be added to USAID funding (and any cost-sharing that may be provided), and used for program purposes. However, pursuant to 22 CFR 226.82, if the successful applicant is a for-profit organization, any program income generated under the award(s) will be deducted from the total program cost to determine the amount of USAID 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.

If the successful applicant(s) is/are a PIO, any program income generated under the award(s) will be added to USAID funding (and any non-USAID funding that may be provided) and used for program purposes.

[END OF SECTION II]

SECTION III – ELIGIBILITY INFORMATION

APPLICANTS

All qualified applicants are eligible to apply. USAID encourages applicants from potential new partners and from local organizations. USAID is particularly interested in applications which include coalitions or other partnership arrangements among local and/or other organizations that draw on each organization's unique skills. Assistance provided under this program is intended to develop and complement rather than to supplant local initiatives and resources.

USAID will not accept applications from individuals. All applicants must be legally recognized organizational entities under applicable law. The following types of organizations may apply for funding under this APS:

1. U.S. PVOs and Non-U.S. PVO

To be eligible for this program, U.S. PVOs must be registered (or in the process of being registered) with USAID to compete for a grant under this APS. Only U.S. PVOs whose complete registration materials have been received by USAID at the time of concept paper submission are eligible. For registration information, see: http://www.usaid.gov/our_work/crosscutting_programs/private_voluntary_cooperation/reg.html

U.S. PVO definition and 501(c)(3) status: The definition of PVO for USAID can be found under 22 CFR 203.2 "Definitions". See definition No. (p) at the link: http://edocket.access.gpo.gov/cfr_2006/aprqtr/22cfr203.2.htm.

U.S. organizations submitting applications should explicitly state in their applications any partners in their applications, if those partners are known at the time.

An indigenous PVO, which by definition is a non-U.S. PVO operating in the same foreign country in which it is organized, is eligible to receive funding. In accordance with 2 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://www.usaid.gov/our_work/cross-cutting_programs/private_voluntary_cooperation/reg.html

2. Local NGOs

To be eligible for this program, Local NGO applicant must:

1. Be a Local Non-Governmental Organization organized under the laws of the cooperating country or under the laws of a country in the region of the proposed activity;
 2. Have its principal place of business in the cooperating country or region;
 3. Be managed by a governing body, the majority of whom are citizens or lawful permanent residents of the cooperating country or region; and
 4. Attach official documentation of their formal legal status as an NGO in the host country or in a country in the region.
- Local NGOs are not required to register with USAID. Local NGO applicants must be non-profit organizations.

3. U.S. and Non-U.S. For-Profit Organizations

U.S. and non-U.S. private for-profit organizations may apply for funding under this APS. Foreign government-owned parastatal organizations from countries that are ineligible for assistance under the FAA or related appropriations acts are ineligible. 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. However, if a prime recipient has a (sub)-contract 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 (sub)-contractor is authorized.

4. Public International Organizations and International Organizations

PIO - an organization composed principally of governments, in which the U.S. participates.

IO – a non-governmental organization with an international membership, scope, or presence.

PIOs and IOs are eligible to apply for funding under this APS.

5. . U.S. and Non-U.S. Colleges and Universities

U.S. and non-U.S. colleges and universities may apply for funding under this APS. 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. Non-U.S. colleges and universities in countries that are ineligible for assistance under the FAA or related appropriations acts are ineligible.

“New” Partners

USAID encourages applications from new partners. However, resultant awards to these organizations may be delayed if USAID must undertake necessary pre-award reviews of these organizations to determine their “responsibility” as discussed above. These organizations should take this into account and plan their implementation dates and activities accordingly.

Other USG Agencies

USG departments and agencies may not apply for funding under this APS.

“Responsibility” of Applicant

In order for an award to be made, the Agreement Officer must make an affirmative determination that the applicant is “responsible,” as discussed in ADS 303.3.9. This means that the applicant must possess, or have the ability to obtain, the necessary management and technical competence to conduct the proposed program, and must agree to practice mutually agreed-upon methods of accountability for funds and other assets provided or funded by USAID. In the absence of an affirmative “responsibility” determination, an award can ordinarily not be made. However, in rare cases, an award can be made with “special award conditions” (i.e., additional non-standard award requirements designed to minimize the risk presented to USAID of making an award to an NGO for which an affirmative determination of “responsibility” cannot be made), but only where it appears likely that the applicant can correct the deficiencies in a reasonable period.

[END OF SECTION III]

SECTION IV – CONCEPT PAPER INSTRUCTIONS (STEP 1)

There are two (2) Steps to the application under this APS:

Step One (1): Submission of a concept paper (instructions below)

Step Two (2): Submission of a full application, if requested (instructions in Section V)

Do not submit a full application unless requested to do so by a USAID Mission. Missions will notify Applicants whether or not to submit a full application in accordance with below Schedule. Applicants that are requested by a USAID Mission to submit a full application should follow the instructions included in Section V of this APS.

Before submitting a concept paper under this APS, it is recommended Applicants review the full application requirements in Section V to ensure the Applicant can meet all of the requirements listed therein. Reviewing these requirements will help the Applicant prepare for what must be done to increase the likelihood that their concept paper is successful.

Application Schedule

1st round:

June 29, 2011, 10AM - Almaty Time	STEP I: Deadline for submission of Questions
July 08, 2011, 10AM - Almaty Time	Deadline for submission of Concept Papers

2nd round:

August 1, 2011, 10AM – Almaty Time	STEP I: Deadline for submission of Questions
August 15, 2011, 10AM - Almaty Time	Deadline for submission of Concept Papers

A. CONCEPT PAPER SUBMISSION INFORMATION (STEP 1)

Submission Instructions for Concept Paper

1. Electronic. Send one electronic copy by email to AlmatyAASolicitations@usaid.gov. Email submissions must include the following description in the subject line: "Concept paper for APS APS-176-11-000001, submitted by: [name of Applicant organization]."

Fax: Faxed concept papers will not be accepted.

All concept papers (paper and electronic) must be received by the deadline or risk not being considered.

Deadline for Submission of Concept Papers

The deadline for the 1st round of Concept Paper submissions is July 08, 2011, 10:00 am (Almaty time) and for the 2nd round of Concept Papers, the deadline is August 15, 2011, 10:00 (Almaty time). Concept papers received after these deadlines and before the closure of the APS will be reviewed at the discretion of the Mission.

Questions

Any questions about this APS should be submitted in writing no later than on June 29, 2011 to the following email address: AlmatyAASolicitation@usaid.gov. USAID/CAR will collect, organize and respond to these questions by posting a modification to the APS on www.grants.gov.

Please remember to register on www.grants.gov in order to receive email updates regarding any modifications or additional information that is posted regarding this APS.

B. CONCEPT PAPER FORMAT AND INSTRUCTIONS

As a first step, Applicants are invited to submit concept papers addressing one or multiple components reflecting the program description below. All interested applicants must submit an initial concept paper not to exceed six pages, which responds to the evaluation criteria in Section C below and the Program Description in Section I of this APS.

1. Concept Paper Format

All concept papers must be:

- A maximum of six (6) pages;
- Typed, single space on letter size, not legal size, paper;
- 12 font size; charts, tables and spreadsheets may be not less than 10 font;
- Written in English;
- In Word (version 2000 or later) or Adobe PDF format;
- Spreadsheets must be in MS Excel (version 2000 or later) or in tables that are compatible with MS Word.
- The six-page maximum does not include the cover page.

2. Concept Paper Instructions

Concept papers must include the following components. Please organize the concept paper according to the outline below.

a. Cover Page (does not count towards 6 page limit)

1. USAID APS # _____
2. Name and address of organization;
3. Contact person (lead contact name; telephone number, fax and e-mail Information);
4. Name(s) and title(s) of the principal author(s) of this concept paper;
5. Title of proposed program; country and APS sector(s) being proposed; total dollar amount of funds requested for the project period;
6. Identify applying organization as a registered Public International Organizations (PIO) and International Organizations (IO), U.S. and Non-U.S. For-Profit Organizations, U.S. and Non-U.S. Colleges and Universities;
7. Names of other organizations or donors to whom the Applicant is submitting the application and/or which are funding the proposed activities; and
8. Signature, name and title of the authorized representative of the applicant.

b. Technical Application (6 pages maximum)

1. Briefly describe how your organization will address one or more of the program objectives from the Section I;
2. Specify local governmental and non-governmental organizations you will partner with and how.
3. Identify the proposed geographical focus within Kyrgyzstan.
4. Briefly describe the technical and managerial resources of your organization.
5. Describe how the overall program will be managed.

6. Provide a rough budget that allows assessment of cost effectiveness and realism. If applicable, include the amount and source of cost share contribution in cash or in kind, by Applicant. For more information on Cost Share, see Section II – Award Information, G. Cost-Share.

C. CONCEPT PAPER REVIEW CRITERIA

Concept papers will be reviewed using the following criteria:

1. Extent to which Applicant demonstrates understanding of how the proposed activity would assist in the medium term stabilization of the country and their ability identify the challenges and opportunities, the target population, and knowledge of the country and sector(s);
2. Degree to which goal(s), objectives, methods and anticipated results are logically connected and represent a reasonable approach to the development challenge/opportunity; documented past performance consistent with type and scope of proposed activities; degree to which concept paper represents an innovative approach with an acceptable level of risk; degree to which project design incorporates gender concerns based on an analysis of how the different impacts on women and men that the project may have;
3. Feasibility of the proposed budget, timeline and work plan and proposed staff appear sufficient for the proposed project;
4. Sustainability of proposed activities beyond grant period;
5. Specification of clear capacity building objectives and activities that will lead to achievement of those objectives;
6. Demonstrated creativity, logic and strategy in any proposed partnerships;
7. Presence of a cost share component (not required) and extent to which other partners would be involved;
8. Clarity and logical coherence of concept paper.

Those concept papers deemed to be sufficiently competitive and responsive to this APS will be invited to submit a full proposal in the format described in the section below.

SECTION V: FULL APPLICATION INSTRUCTIONS (STEP 2)

Do not submit a full application unless requested to do so by a USAID Mission. USAID will only request full applications from Applicants who have submitted successful concept papers.

Missions will notify Applicants whether to submit a full application or not. If the Applicant has been requested by a USAID Mission to submit a full application, please follow the instructions below.

A. FULL APPLICATION SUBMISSION (STEP 2)

Submission Instructions for Full Application

Submit full applications to the USAID/CAR Mission according to the instructions below.

- 1. Electronic.** Applications and Modifications thereof shall be submitted electronically to: AlmatyAASolicitations@usaid.gov.
Email submissions must include in the subject line: "Full application for APS _____, submitted by: [name of Applicant organization]."
- 2. Fax:** Faxed full applications will not be accepted.

B. FULL APPLICATION FORMAT AND INSTRUCTIONS

Applications shall be submitted in two separate parts: (a) technical and (b) cost or business application. The application should be prepared according to the structural format set forth below. All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format.

Applicants should retain for their records one copy of the application and all enclosures which accompany it. Erasures or other changes must be initialed by the person signing the application.

Applications shall be written in English, single spaced, and 12 point font with each page numbered consecutively. The length of the Technical Application shall not exceed the page limitation listed below. Draft annual workplan, performance measurement plan, resumes (including references and letters of commitment), and branding strategy and marking plan are excluded from any page limitation and may be included as annexes to the technical application. There is no page limitation on the Cost Proposal.

This APS is being posted through www.grants.gov. This APS and any future amendments can be downloaded from this website (www.grants.gov). It is the responsibility of the recipient of the application document to ensure that it has been received from www.grants.gov in its entirety. USAID bears no responsibility for data errors resulting from transmission or conversion processes.

For both the technical and the cost application, Applicants who include data that they do not want disclosed 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 this 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 data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets; 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."

1. Full Application Format

Technical Application

- A maximum of twenty-one (21) pages;
- Typed, single space on letter or size, not legal size, paper
- 12 font size; charts, tables and spreadsheets may be not less than 10 font.
- Technical and cost applications shall be submitted in one volume and all materials and supporting documentation must be in English.
- Text must be in a recent Windows-compatible version of MS Word (version 2010 or later) or Adobe PDF format;
- Spreadsheets must be in MS Excel (version 2010 or later) or in tables that are compatible with MS Word.

The twenty-one page limit does not include:

- The cover page;
- Table of Contents listing all page numbers and attachments;
- Dividers; or
- Appendices or attachments (such as the résumé or Curriculum Vitae (CV) for the proposed Key Personnel).

Cost application

No page limitation and include:

- SF-424 and SF-424A at <http://www.usaid.gov/forms/sf424.pdf> and at <http://www.usaid.gov/div/aps/SF424A-V1.0.pdf>
- Budget in Microsoft (MS) Excel
- Representations and Certifications
- Recipient's financial and related program reporting procedures
- Detailed budget notes
- Copy of accounting and personnel policy manuals (for applicants that have never received the U.S.G awards)
- Evidence of responsibility

For detailed information please refer to Section 3 below entitled **Cost Application Instructions**.

2. Technical Application Instructions

The table below lists the full application sections and page limits. Please note, applications that do not include all of these sections will be considered incomplete and will not be scored.

Application Section	Page Limit
1. Cover Page	1 page
2. Executive Summary	1 page
3. Program Strategy and Approach	12 pages or less
4. Management Plan	2 pages or less
5. Key Personnel	2 pages or less
6. Institutional Capability	4 pages or less
7. Appendices or attachments	No page limitation
Page Limit: 21 pages (not including cover page and attachments)	

1. Cover Page (maximum 1 page)

The cover page shall include:

1. USAID APS # _____
2. Name and address of organization;
3. Name(s) and title(s) of the principal author(s) of this application;
4. Title of proposed program; country and sector(s) being proposed; total dollar amount of funds requested for the period of performance;
5. Identify applying organization i.e. U.S. PVO or a LNGO;
6. Point of contact, hereafter referred to as the "agent," with the authority to negotiate and sign on behalf of the applicant. The agent's name (both typed and his/her signature), title or position in the organization, email and postal addresses, telephone and fax numbers should be included;

7. Names of other organizations to which Applicant is/has submitted the application and/or which are funding the proposed activities. If any partner organizations are included in the application, they should be listed separately and indicated as subordinate to the principal organization; and
8. A summary table that lists the primary applicant and all partner organizations as well as the percentage of overall program activities of each partner.

2. Executive Summary (maximum 1 page)

In one page, please provide a brief description of applicant's proposed strategy, program methodology and expected results. Describe how the overall program will be managed. State the bottom line funding request from USAID and the bottom line funding secured from other sources (state sources and amounts) for the proposed program.

3. Program Strategy and Approach (maximum 12 pages)

In twelve (12) pages or less, the Program Strategy and Approach should be specific, complete and presented concisely. The application should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. The Technical Approach must include a clear description of the conceptual approach, including proposed alliances if applicable, and the general strategy (i.e. methodology and techniques) being proposed; a description of the target population (including geographical location and proposed number of beneficiaries) or a detailed description of the process by which the target population will be identified. It should outline specific, focused activities, and make a convincing case about how their mix and balance will achieve the objectives.

A Program Description addressing how the applicant's approach and implementation model: The program description should address how the applicant intends to carry out the program and clearly describe the management tasks and timelines, management and staffing plan, program development plan and program activities in response to the program objectives. The program description should address how the applicant will cross-cut with the other components in this APS. The program description should also explain how progress and the achievements of the program will be monitored, measured and assessed. (see Evaluation Criteria for further explanation)

Applications should incorporate international "best practices" in legal reforms and human rights programs as well as "lessons learned" from countries similar to the Kyrgyzstani operating environment. It is important for applicants to specifically address how each of the expected results outlined in the APS will be achieved or progress will be made towards achieving these expected results.

Applications shall discuss how resources will be organized to achieve expected results. The applicant should discuss fully the "what" and the "how" of its plan. The purpose of this approach is to allow the applicant greater creative freedom to develop a plan for resource organization and use. Applicants are encouraged to propose innovative activities designed to reach the desired outcomes/results.

If applicants are applying for activities in one or more sector in an application, they should indicate how the activities and integrate and work together to achieve the objectives of the APS.

Gender Integration

The proposed approach and methodology must address gender issues in a substantive and integrated manner, describing specific and effective approaches for addressing gender constraints and capitalizing on opportunities. The application should consider the proposed activities' impact on men and women. Applicants should provide a rationale if gender is not an issue for the proposed program. For more guidance on gender analysis and integration, please see the following references:

- ADS 201.3.9.3 "Gender Considerations" (<http://www.usaid.gov/policy/ads/200/201.pdf>)
- ADS 201.3.11.6 "Project/Activity Planning Step 2: Conduct Project-level Analysis as Needed" (<http://www.usaid.gov/policy/ads/200/201.pdf>)

Environmental Procedures

Respondents to this APS should include as part of their full technical application a clear statement of their approach, experience, and/or expertise for achieving environmental compliance, protection and management over life of the proposed program.

4. Management Plan (maximum 2 pages)

In two pages or less, the Management Plan should provide a summary of the history of the respondent's work in the sectors corresponding to the proposal's applicable components, including a brief history of the respondent's work in other countries, in Central Asia, and in Kyrgyzstan, if there is such a history. The application also must provide

evidence of the organization's technical resources, expertise and capabilities for implementing similar programs. The organization should describe its comparative advantage in implementing the proposed activities.

The application must specify the composition and organizational structure of the program team, including the extent of home office support, and describe the presence of either intermittent or permanent staff that it proposes to place in the project area. A description must be provided on the role of each proposed staff member and the amount of time the staff member will be devoting to the program.

If it applies, the application must describe the role of partner organizations or consortium members and the comparative advantage of the team in implementing the proposed activities. As part of this, the application should articulate the additional resources, if any, that would be brought to the program by the consortium members.

5. Key Personnel (maximum 2 pages)

In two pages or less, applicant must specify the composition and organizational context of the entire implementation team (including home office support) and describe each staff member's role, technical expertise and estimated amount of time each will devote to the project. The names of all important managerial and technical personnel to be assigned to this program must be provided. Proposed personnel not yet identified may be shown as "TBD" (to be determined).

Proposed key personnel should have prior experience directly related to the proposed work, including technical qualifications, supervisory skills, academic background, work experience which qualifies them for the positions, and demonstrated experience in Kyrgyzstan or a similar operating environment.

It should be noted that: 1) references will be obtained for key personnel including information obtained from other than the sources provided by the applicant; 2) if letters of commitment are not provided for each key personnel candidate, the Technical Evaluation Committee can take this into account in evaluating this factor, including, but not limited to, ignoring the qualifications and experience of the person proposed.

Resumes, references and letters of commitment will not be counted against the page limit allotted for the technical application. Please include all these documents in the Annex.

6. Institutional Capability (maximum 4 pages)

Institutional Capability

The applicant must offer evidence of their technical resources and expertise in addressing relevant problems and issues. Care shall be taken to establish the relevance of past experience to this program and the basis for reliance upon that experience as an indicator of success on this program. Information in this section should include (but is not limited to) the following (where it applies):

- a) Brief description of organizational history/expertise;
- b) Pertinent work experience and representative accomplishments in developing and implementing programs of the type required under the proposed APS;
- c) Evidence of a successful record of implementing projects overseas or in the region;
- d) Relevant experience with proposed approaches;
- e) Institutional strength as represented by breadth and depth of experienced personnel in relevant disciplines/areas;
- f) Sub-recipient capabilities and expertise;
- g) Proposed field management structure and financial controls; and
- h) Home-office backstopping and purposes.

Past Performance Information

The applicant must include a complete list of all U.S. Governmental and/or privately funded contracts, grants, cooperative agreements, etc. received in the last three years involving programs similar to the program proposed in the application. The following for each award listed must be provided:

- a) Name of awarding organization or agency;
- b) Address of awarding organization or agency;
- c) Place of performance of services or program;
- d) Award number;
- e) Amount of award;

- f) Timeframe of award (start and end dates (month/year of services/program));
- g) Name, current telephone number, current fax number and e-mail address (if one is available) of a responsible technical representative of that organization or agency; and
- h) Brief description of the program - USAID may contact references and use the past performance data, along with other information to determine the applicant's responsibility. The Government reserves the right to obtain information for use in the evaluation of past performance from any and all sources inside or outside the Government.

7. Annex

Draft Annual Workplan

The application shall include a draft Annual Work Plan for the first year, including a detailed Implementation Schedule for achieving expected program results. The applicant is encouraged to propose innovative implementation mechanisms to reach the desired results and an aggressive but realistic schedule of performance milestones as steps toward achieving proposed results. The implementation plan should clearly outline the links between the proposed results, conceptual approach, and performance milestones, and should include a realistic timeline for achieving semi-annual, annual, and end-of-program results.

Performance Monitoring and Evaluation Plan

As part of the Technical Approach applicants should submit a draft Performance Monitoring and Evaluation Plan (PMEP) that must include semi-annual, annual, and end-of-program indicators and targets to measure the progress of the proposed activities and the achievement of results. The plan must also describe the monitoring system that will enable it to track these indicators regularly. Applicants are encouraged to propose ambitious targets and to propose their own indicators.

Resumes, References, and Letters of Commitment

Applicants are to include in this Annex the resumes and letters of commitment for each key personnel who will work on the program. The resumes must be no more than two pages each, references not to exceed one page each, and the letters of commitment must not exceed a single page each.

Branding Strategy and Marking Plan

The Branding Strategy will address the public communications and promotion plan for the project, while the Marking Plan will address the details of the project's public communications, commodities, program materials that will visibly bear the USAID Identity. The Branding Strategy and Marking Plan will be included in and made a part of the resulting grant or cooperative agreement. The applicant must include an estimate of all costs associated with branding and marking USAID programs, such as plaques, labels, banners, press events, promotional materials, and so forth in the budget portion of its application. These costs are subject to revision and negotiation with the Agreement Officer upon submission of the Branding Strategy and Marking Plan and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

In preparation of the branding implementation plan and the marking plan the Applicant will use templates for these documents available at <http://centralasia.usaid.gov/page.php?page=article-20>. Additional guidance is available in AAPD 05-11, http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd05_11.pdf.

3. Cost Application Instructions

The Cost 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 a Grant 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 details.

The cost application must detail all direct costs associated with the implementation and completion of activities, as well as any indirect costs and program costs such as those related to any sub-agreements and/or contracts as detailed below. These amounts are subject to revision depending on availability of funds. Successful applicants may be asked to scale back portions of their programs to accommodate funding constraints. The U.S. Government will require the following detailed information from the applicant organization:

1. The Cost/Business application must be completely separate from the applicant's technical application. The application must be submitted using SF-424 and SF-424A "Application for Federal Assistance."
2. The cost application should be for a period of up to 36 months using the budget format shown in the SF-424A. If there are any training costs to be charged to this Agreement, they must be clearly identified.
3. The budget to be presented under Cost Application should relate to results while also showing the inputs (see item 10, below) for each result as well as overall. A matrix format will probably be most suitable.
4. Applicants should assume notification of an award approximately sixty (60) days after the date established as a deadline for receipt of applications.
5. In the case of a group application, the Cost Application must include a copy of the legal relationship between the prime applicant and its partners. The application document should include a full discussion of the relationship between the applicant and its partners, including identification of the applicant with which USAID will treat for purposes of Agreement administration, identity of the applicant which will have accounting responsibility, how Agreement effort will be allocated and the express Agreement of the principals thereto to be held jointly and severally liable for the acts or omissions of the other.
6. The required Representations and Certifications should be included with the cost proposal, see ANNEX 3.
7. The proposed budget should provide cost estimates for the management of the program (including program monitoring). Applicants should minimize their administrative and support costs for managing the project to maximize the funds available for project activities. Accordingly, those applications with minimal administrative costs may be deemed to offer a "greater value" than those with higher costs for program administration. Additionally, those applications with a greater proportion of cost share may be deemed to offer a "greater value."
8. The cost/business portion of the application should describe headquarters and field procedures for financial reporting. Discuss the management information procedure you will employ to ensure accountability for the use of U.S. Government funds. Describe program budgeting, financial and related program reporting procedures.
9. To support the costs proposed, please provide detailed budget notes/narrative for all costs that explain how the costs were derived. The following section provides guidance on line items.
10. In addition to providing summary cost data in the SF424A format noted above, applicants are required to summarize cost data using development-focused budgeting (DFB) in cost applications submitted in response to this APS. DFB is a customer-based, performance-driven, results-oriented budget system underpinned by outcome management. Outcome management is a management approach that focuses on the development results achieved by providing a service.

DFB involves summarizing cost data to corresponding development results/outcomes as set forth in the Mission's approved Operational Plan. Cost data must be summarized in both the SF424A and DFB categories by the corresponding program elements. If an input serves multiple development results and program elements, the applicant must allocate the input across the corresponding results and provide a rationale in the budget narrative for the method used for each allocated input.

Cost applications must also include all supporting input-based budgeting for both summary formats and comply with other instructions for cost applications (e.g., breakout of costs at the country versus headquarters level) contained elsewhere in this solicitation.

11. Budget Notes: an accompanying budget narrative by line item which provides in detail the total costs for implementation of the program and achieving results your organization is proposing per year. Please include the breakdown of all input costs according to each partner organization involved in the program and the breakdown of the financial and in-kind contributions of all organizations.

Salary and Wages - Direct salaries and wages should be proposed in accordance with the applicant's personnel policies.

Fringe Benefits - If the applicant has a fringe benefit rate that has been approved by an agency of the Government, such rate should be used and evidence of its approval should be provided. If a fringe benefit rate has not been so approved, the application should propose a rate and explain how the rate was determined. If the latter is used, 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, etc.) and the costs of each, expressed in dollars and as a percentage of salaries.

Travel and Transportation - The application should indicate the number of trips, domestic and international, and the estimated costs. Specify the origin and destination for each proposed trip, duration of travel, and number of individuals traveling. Per diem should be based on the applicant's normal travel policies (applicants may choose to refer to the Federal Standardized Travel Regulations for cost estimates).

Other Direct Costs - This includes communications, report preparation costs, passports and visas fees, medical exams and inoculations, insurance (other than insurance included in the applicant's fringe benefits), equipment (procurement plan for commodities), office rent abroad, etc. The narrative should provide a breakdown and support for all and each other direct costs.

Indirect Costs – The applicant should support the proposed indirect cost rate with a letter from a cognizant U.S. Government audit agency or with sufficient information for USAID to determine the reasonableness of the rates. (For example, a breakdown of labor bases and overhead pools, the method of determining the rate, etc.).

Local Institutions usually do not have a Negotiated Indirect Cost Rate Agreement (NICRA) letter with the US Government. Therefore no indirect costs should be included in the cost/business application submitted by local NGOs. Local institutions submitting applications should treat all indirect costs as direct costs.

Seminars and Conferences - The applicant should indicate the subject, venue and duration of proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs.

Foreign Government Delegations to International Conferences: Funds in this 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 or as approved by the CTO [<http://www.info.usaid.gov/pubs/ads/300/refindx3.htm>].

Source and Origin Requirements - Goods and services provided by the Recipients under this USAID-financed award shall have their source and origin in the United States (000), 110 (NIS) and 935 for local procurement in accordance with ANNEX 1, Local Procurement Blanket Waiver.

12. Please include information on the organization's financial status and management, including:

- (a) Audited financial statements for the past three years,
- (b) Organization chart, by-laws, constitution, and articles of incorporation, if applicable,
- (c) If the applicant has made a certification to USAID that its personnel, procurement and travel policies are compliant with applicable OMB circular and other applicable USAID and Federal regulations, a copy of the certification should be included with the application. If the certification has not been made to USAID/Washington, the applicant should submit a copy of its personnel (especially regarding salary and wage scales, merit increases, promotions, leave, differentials, etc.), travel and procurement policies, and indicate whether personnel and travel policies and procedures have been reviewed and approved by any agency of the Federal Government. If so, provide the name, address, and phone number of the cognizant reviewing official.
- (d) If applicable, approval of the organization's accounting system by a U. S. Government agency including the name, addresses, and telephone number of the cognizant auditor.

13. The application should include information that substantiates that the applicant:

- (a) Have adequate financial resources or the ability to obtain such resources as required during the performance of the Agreement.
- (b) Has the ability to comply with the Agreement conditions, taking into account all existing and currently prospective commitments of the applicant, non-governmental and governmental.
- (c) Has a satisfactory record of performance. In the absence of evidence to the contrary or circumstances properly beyond the control of the applicant, applicants who are or have been deficient in current or recent performance (when the number of grants, contracts, and Cooperative agreements, and the extent of any deficiency of each, are considered) shall be presumed to be unable to meet this requirement. Past unsatisfactory performance will ordinarily be sufficient to justify a determination of non-responsibility, unless there is clear evidence of subsequent satisfactory performance. The Agreement Officer will collect and evaluate data on past performance of applicants using information from sources provided in accordance with Paragraph 6 above.
- (d) Has a satisfactory record of integrity and business ethics.
- (e) Is otherwise qualified and eligible to receive a Cooperative Agreement under applicable laws and regulations (e.g., EEO).

Applicants may submit any additional evidence of responsibility considered necessary in order for the Agreement Officer to make a determination of responsibility. Please note that a positive responsibility determination is a requirement for award, and all organization shall be subject to a pre-award survey to verify the information provided and substantiate the determination.

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

4. Full Application Review Criteria

The criteria presented below have been tailored to the requirements of this particular APS. Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications will be evaluated.

Recognizing that various approaches may have merit, this APS seeks an implementing partner that, on the basis of its experience, can propose cost-effective ways of implementing this program. For overall evaluation purposes, technical factors when combined are considered significantly more important than cost/price factors. USAID may reject all applications if they are not deemed sufficiently responsive.

A Technical Evaluation committee will review the applications based upon the criteria set forth below. Approximate weighted points indicate the relative importance of each technical criterion, of which 100 points are possible and against which technical applications shall be evaluated.

Locally based organizations are encouraged to apply either as prime applicant, sub-grantee or subcontractor, if they feel they have the experience and expertise to undertake the program. As a condition for approval for an award, a review of an organization will be undertaken to confirm that it has the systems, internal controls, staffing and financing to be determined as responsible in terms of its ability to implement the award.

Applications will be evaluated in accordance with the evaluation criteria set forth below:

A. PROGRAM STRATEGY AND APPROACH (50 points)

- a) Degree of innovativeness, flexibility, pragmatism, creativity, and soundness of the overall strategy in regards to its potential to achieve the program's results within the timeframe of the project. For example:
 - How will the activities proposed lead to a furthering of political and social stability?
 - Are community resiliencies to conflict adequately identified and promoted or furthered?
 - How does the applicant plans to use available resources to achieve the greatest and most lasting results and how does it fit in with other comparable activities of the government and/or other donors?
- b) Demonstrated in-depth country and sector knowledge and understanding, taking into consideration the realities of Kyrgyzstan, the needs/functioning of the government and non-governmental institutions that are

proposed as project counter-parts, including an analysis of potential obstacles, risks and problems that could be encountered and the feasibility of the proposed solutions for addressing them.

- c) Merit of the applicant's approach to ensure the sustainability of the program results.
- d) The extent to which gender and ethnic tolerism issues are identified and addressed in the application.
- e) The proposed activities provide for the safety of all participants and do not put individuals or communities at risk as a consequence of the program. The applicant demonstrates that this program will not exacerbate tensions in a way that will spark further violence or at least mitigates against any risk of such.
- f) A program hypothesis that clearly explains the theory of change that determined the programmatic approach. The hypothesis should describe the anticipated causal link between the proposed activities and their intended impact on the objectives indentified in this APS

B. MANAGEMENT PLAN (20 points)

- a) Extent to which the implementation plan clearly and concisely describes logistical arrangements, activities, including mobilization and implementation, taking into consideration other entities, government and otherwise, with an interest in the project activity.
- b) Extent of clarity, appropriateness, soundness, and feasibility of the proposed Performance Monitoring and Evaluation Plan as it relates to quantifiable measurement of progress and results, including the identification of ambitious yearly targets and indicators.
- c) Extent to which the overall staffing plan and proposed personnel complement each other, are appropriate for the proposed activities, and for providing assistance in the project area. In describing staffing, the proposal should address the technical qualifications, professional competence, relevant academic background, language capability, and demonstrated experience that will be brought in the implementation of the proposed activities.

C. KEY PERSONNEL (20 points)

The application will be evaluated based on the presentation of resumes of proposed Key Personnel that are submitted. The evaluation will assess the appropriateness of academic backgrounds of the proposed key personnel, their work experience related to the program components, management qualifications, and experience in the Former Soviet Union, Central Asia and / or Kyrgyzstan, and language skills.

D. INSTITUTIONAL CAPABILITIES / PAST PERFORMANCE INFORMATION (10 points)

Institutional Capabilities

- a) Demonstrated organizational knowledge and capability of the Applicant and proposed partners to effectively implement the proposed technical approach and their organizational experience in managing similar legal programs.
- b) Prior experience in implementing related activities and prior success in managing similar legal programs, particularly in similarly situated countries, generally and in the former Soviet Union specifically.
- c) Demonstrated organizational experience and knowledge of the Applicant - linked specifically to the proposed technical approach to establish and use partnerships with specialized organizations that have skills and experience directly related to the technical requirements of the program.
- d) Demonstrated ability in carrying out participatory development activities and maintaining positive and effective relationships with partners.

Past Performance Information

Applicants and any proposed partners will be evaluated in accordance with ADS 303.3.6.3. The Technical Evaluation Committee will validate an applicant's past performance reference information by relying on existing evaluations to the maximum extent possible; and making a reasonable, good faith effort to contact all references to obtain verification or corroboration on the below evaluation criteria:

- a) How well an applicant performed,
- b) The relevancy of that the program work,
- c) Instances of good performance,
- d) Instances of poor performance,
- e) Significant achievements,
- f) Significant problems, and
- g) Any indications of excellent or exceptional performance in the most critical areas.

In cases where (1) an applicant lacks relevant performance history, (2) information on performance is not available, or (3) an applicant is a member of a class of applicants where there is provision not to rate the class against a sub factor, then the applicant will not be evaluated favorably or unfavorably on performance. The "neutral" rating assigned to any

applicant lacking relevant performance history. An exception to this neutral rating provision: the non-small businesses prime with no history of subcontracting with small business concerns. Prior to assigning a "neutral" past performance rating, the agreement officer may take into account a broad range of information related to an applicant's performance.

5. Cost Application

Cost has not been assigned a weight but will be evaluated for realism, reasonableness, allocability, allowability and cost-effectiveness. USAID is looking for innovative applications that clearly articulate how limited USAID funds can be best applied for maximum impact and results. However, the applicant's proposed cost/price for the award will be evaluated. Evaluation of cost will include verification of rates and cost realism, allowability and allocability. The rate of return per administrative dollar will be considered.

[END OF SECTION V]

SECTION VI – AWARD AND ADMINISTRATION INFORMATION

Notice of Award signed by the Agreement Officer is the authorizing document, which shall be transmitted to the Recipient for countersignature to the authorized agent of the successful organization electronically, to be followed by original copies for execution.

The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. Applicants are advised that costs incurred prior to receipt of either a fully executed Agreement (in electronic or print form) or a specific, written authorization from the Agreement Officer are not allowable and therefore are ineligible for reimbursement under the Agreement.

USAID may choose to change the Applicant's proposed award type, Grant or Cooperative Agreement, prior to award.

For organizations that are new to USAID or for organizations with outstanding audit findings, USAID may perform a pre-award survey to assess the applicant's management and financial capabilities. If notified by USAID 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 to make any award.

Issuance of this APS does not constitute an award or commitment on the part of the U.S. Government to make any awards, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application. Please be advised that only limited funding is currently available.

Evaluation and Audits

A mid-term review of the activities may be conducted by USAID in collaboration with the recipient(s) under this APS. Recipients will be invited to participate in the review and should be prepared to provide information and data as required to undertake the review. The results of the review will be used, if needed, to make mid-course improvements to the efficiency and effectiveness of the program. USAID reserves the right however, to conduct its own independent review at any point during the life of this Program. Recipients and sub-recipients that are non-profit institutions shall be subject to the audit requirements contained in 22 CFR 226.26.

A. REPORTING REQUIREMENTS

The Recipient shall provide the following reports to the Agreement Officer's Technical Representative (AOTR) and the Agreement Officer, as specified below, in accordance with 22 CFR 226.51 and 226.52 and the Substantial Involvement provisions.

1. Quarterly/Annual Performance Reports

Pursuant to 22 CFR 226.51 the Recipient shall submit quarterly performance reports within 30 calendar days after the end of each standard USG fiscal quarter (i.e. October 30, January 30, April 30, July 30) to the AOTR. The fourth quarterly report (October 30) shall serve as an annual report summarizing the fiscal year achievements including participant training and indicator data for the fiscal year. Reports may be submitted electronically. Regardless of the start date of the cooperative agreement all reporting will be adjusted to the USG fiscal year calendar.

- a) An analytical description of overall program progress towards results that reflects and synthesizes achievements. This should not be a description of activities but rather a broader analysis that examines the progress in the context of program objectives and expected results.
- b) A summary of activities conducted. This section should highlight conducted activities, and include a description of progress towards results relevant trends and clippings of press articles that mention the project.
- c) Data on all indicators established in the monitoring and evaluation plan for this cooperative agreement. Data should be disaggregated by gender and other historically disenfranchised populations, where relevant. See monitoring and evaluation plan for further guidance on reporting on indicators.
- d) A comparison of accomplishments to the goals and objectives established for the period.
- e) Problems encountered, reasons why established goals were not met, if appropriate, and how challenges or problems will be overcome during the next reporting period.
- f) A comparison of actual expenditures with budget estimates, including analysis and explanation of cost overruns or high unit costs, and any other pertinent information, as relevant.
- g) Priorities for programming during the next reporting period including a quarterly list of public events to be organized by the project during the coming three months, including approximate date, location, and audience.

Note: The project will coordinate with USAID about all planned events with press participation, press activities, press releases, as well as inclusion of USAID promotional materials for the participants, participation of USAID/USG representatives.

- h) The fourth quarter annual report shall also include a CD with a collection of minimum 20 photographs a year for each country where the project is implemented that are illustrative of project's achievements in jpeg format. The photographs will comply with a guidance provided in the USAID Graphic Standards Manual, and be at least 500kb in size each. Each photograph will have a brief explanation about its subject, and identify: the author and his/her organization, person(s) featured in the photograph, and the location where the photograph was taken.
- i) Reports shall also contain, as an attachment, a summary list of sub-grants (if any) issued during the quarter.
- j) Reports shall also contain, as an attachment, an indicator data table outlining quarterly indicator achievements. A sample table is below.

Indicator	Year 1: 1 st Quarter Results	Year 1: 2 nd Quarter Results	Year 1: 3 rd Quarter Results	Year 1: 4 th Quarter Results	Year 2: 1 st Quarter Results	Year 2: 2 nd Quarter Results	Year 2: 3 rd Quarter Results	Year 2: 4 th Quarter Results	Year 3: 1 st Quarter Results	Year 3: 2 nd Quarter Results	Year 3: 3 rd Quarter Results	Year 3: 4 th Quarter Results

2. Financial Reports

Pursuant to 22 CFR 226.52, the Recipient shall submit Financial Status Reports within 30 calendar days after the end of each USG fiscal quarter (i.e. October 30, January 30, April 30, July 30) to the Assistance Officer's Technical Representative (AOTR), USAID/Kyrgyzstan and to USAID Financial Management Office.

Financial reports shall include expenditures of USAID project funds (including budgeted amounts) provided during the reporting period, cost-share contributions by the recipient, and Government of Kyrgyzstan contributions to community activities. The Recipient will also be requested to estimate expenses incurred but not reimbursed on a quarterly basis. The final financial report shall be due no later than 90 days following the end of the agreement period.

3. Final Report

The Recipient shall submit the original copy to the Cognizant Technical Officer, one copy to the Agreement Officer, and one copy to USAID Development Experience Clearinghouse. The final report shall be submitted no later than 90 calendar days after the expiration of the award. Reference 22 CFR 226.51. The final report shall also consolidate activities and analyses of all partners into one document and their activities and progress towards results. The final performance report should contain the below information, as relevant. An executive summary of the accomplishments and results achieved;

- a) An in-depth analysis of progress and results that synthesizes achievements that contributed towards program objectives. This section should clearly describe activities, major accomplishments and results achieved, including results for all of the activities under the cooperative agreement;
- b) Final data, compared to baseline data, for all indicators included in the monitoring and evaluation plan. This section should include disaggregated data by gender, historically disenfranchised groups and other relevant groups identified;
- c) A summary of problems/obstacles encountered during the implementation, and how those obstacles were addressed and overcome if appropriate;
- d) Lessons learned, best practices, and other findings, along with recommendations for future programming in this sector;
- e) A comparison of actual expenditures with budget estimates, including analysis and explanation of cost overruns or high unit costs, and any other pertinent information, as relevant.

4. Participant Training Reports. As relevant to the proposed program, the recipient will collect training data on technical trainings (conferences, workshops) provided for beneficiaries that were held in the United States, third countries, or in-country under this cooperative. The Recipient will be responsible for entering participant training data into TrainNET as well as submitting this information to the AOTR quarterly no later than 30 days following the end each fiscal quarter measured from October 1, as relevant. The recipient will follow ADS 252 policy, which provides detailed

information regarding visa compliance guidelines, and ADS 253, which provides guidance on how to implement USAID funded training programs.

5. Success Stories. The recipient shall submit one success story with an accompanying photograph per fiscal year. Success stories shall be in word format and follow USAID “Telling Our Story” guidelines and formatting (e.g. success story, case study, first person, before & after, photo & caption, best practice and video & story). These guidelines may be found at <http://www.usaid.gov/stories/guidelines.html>. If no success story is available for a country (ies), the Recipient should provide a brief justification for this in the quarterly report.

6. Marking and Branding Reports. As per USAID/CAR’s Mission Order on Marking and Branding, the recipient will be request to provide the following information:

- a) An updated quarterly list of public events to be organized by the project during the coming three months, including approximate date, location, and audience. The project will coordinate with USAID about all planned events with press participation, press activities, press releases, as well as inclusion of USAID promotional materials for the participants, participation of USAID/USG representatives.
- b) Two success stories a year for each country where the project is implemented with an accompanying photograph (see item c). for specifications). The success stories will be provided in a Word Document format, using a standard USAID success story template (available at www.usaid.gov/templates.html).
- c) A CD with a collection of minimum 20 photographs a year for each country where the project is implemented that are illustrative of project’s achievements in jpeg format. The photographs will comply with a guidance provided in the USAID Graphic Standards Manual, and be at least 500kb in size each. Each photograph will have a brief explanation about its subject, and identify: the author and his/her organization, person(s) featured in the photograph, and the location where the photograph was taken.
- d) Clippings of press articles that mention the project.
- e) At least 2 copies of all public communications materials produced by the project. In addition, the recipient shall submit one electronic and/or one hard copy of all final documents to USAID’s Development Experience Clearinghouse

[END OF SECTION VI]

SECTION VII – AGENCY CONTACTS

Any questions concerning this APS should be submitted in writing to via email AlmatyAASolicitations@usaid.gov no later than June 29, 2011, 10 AM (Almaty Time). Applicants should retain for their records one copy of all enclosures which accompany their application.

[END OF SECTION VII]

ANNEXES

ANNEX 1 – Letter on Local Procurement Blanket Waiver

(See enclosed as a separate file)

ANNEX 2 - Initial Environmental Examination (IEE)

(See enclosed as a separate file)

ANNEX 3 – Certifications, Assurances and Other Statements for the Recipient

(See enclosed as a separate file)

[END OF APS No. APS-176-11-000001]