

**SECTION II  
APPLICATION AND SUBMISSION INFORMATION  
FOR CONCEPT PAPERS**

**A. APPLICATION PROCESS**

Under Component 1 (the partnerships), USAID/Indonesia invites both Indonesian and U.S. non-governmental organizations (NGOs) to submit brief Concept Papers that demonstrate an innovative approach to improving democratic development, good governance, and/or respect for human rights in Southeast Asia through CSO partnerships. Activities must be conducted in any of the five thematic areas listed in Section I.D.; applications for cross-cutting projects in more than one thematic area will also be considered.

These Concept Papers should: identify the Indonesian partner organizations and U.S. partner/subawardee organizations (if any); provide definitive (or illustrative) third-country or regional CSO partners; demonstrate the approach; describe results that could be achieved should funding be awarded by USAID; and indicate the total funding required for the partnership. Each partnership should be designed to require no more than three years of USAID funding, with explicit plans included for continuing partnership activities beyond the term of USAID funding.

Under Component 2 (partnership support), USAID/Indonesia invites only Indonesian NGOs to submit brief Concept Papers that describe a feasible approach to carrying out the support activities listed in Section I.D. Concept papers should indicate the total funding required for this purpose.

This is a two-stage process. Applicants are required to submit short Concept Papers per the instructions below; Concept Papers need not be in the format or detail of a full proposal. The submitted Concept Papers will be reviewed using the criteria set forth below. The most highly-rated Applicants will be invited to participate in the second stage through the submission of Full Applications per the instructions in Section III.

USAID/Indonesia will keep this Annual Program Statement open for a period of one year from the date of issue and will review Concept Papers in rounds as follows:

	<b>Deadline for Submission</b>
First Round	October 7, 2010, 3:00 PM, Western Indonesian Time
Second Round	August 2, 2011, 3:00 PM, Western Indonesian Time

Applicants interested in being considered for funding should submit a Concept Paper via e-mail to [aps-497-10-000001@usaid.gov](mailto:aps-497-10-000001@usaid.gov). Only those Concept Papers that are received by the deadlines specified above will be reviewed for responsiveness to the requirements set forth in this APS.

Applicants will be notified in writing if USAID will request them to expand the Concept Paper into a Full Application. **Applicants should not prepare Full Applications unless specifically requested to do so by USAID/Indonesia's Office of Procurement.**

## **B. CONCEPT PAPER FORMAT**

The Concept Papers must be written in English and formatted on standard 8 1/2" x 11" paper, with single space, 12 point font Times New Roman or similar font with margins no less than one inch on each border, and each page numbered consecutively. The Concept Paper should include three sections and total submission **should not exceed six (6) pages**. The Concept Papers are to be presented in the following format:

**1. Cover Page (one page).** The Cover Page must include the APS number, the Component being applied for (1 or 2), names of the organizations involved (with the name of the lead or primary Applicant clearly identified), and title of the application. In addition, the Cover Page should provide a contact person for the primary Applicant, including the individual's name, title or position with the organization, mailing address, email address, telephone and fax numbers. Applicants should also clearly state whether the identified contact person has the authority to negotiate on behalf of the Applicant, or, if not, the contact information for the appropriate person with authority to negotiate.

**2. Technical Narrative.** A narrative of **not more than four (4) pages** should outline the following:

- Goals – Describe the goals of the program.
- Problem Definition – Define the problem and provide an analysis of the context. Demonstrate adequate understanding of the demand for the proposed services.
- Partnership Structure – Identify the Indonesian partner organization(s) and U.S. partner organization(s) (if any), and provide definitive (or illustrative) third-country or regional CSO partners/subawardees.
- Technical Approach – Describe the technical approach to be used to achieve the goals, types and scale of activities, geographic spread, and general sequencing. Explain how or why the proposed approach will be more successful or effective than other development approaches. Proposals should specify reasons for the selection of activity sites.
- Sustainability (Component 1 only) – Describe how the program can be sustained beyond the period of USG funding.
- Expected Results – Outline the expected results and the mechanisms proposed to measure progress, achievement and sustainability.
- Administrative Capabilities – Describe technical and administrative experience and capabilities, including a description of any related past performance and implementation of similar programs. For Component 1 applications, the Concept Paper should evidence the proposed partners' agreement to participating in the partnership and identify the lead organization and the roles and expertise of each partner.

**3. Budget.** Provide a **one-page** budget that clearly identifies the major cost line items, such as personnel, travel, training, program activities, sub-awards, etc., by year, for the full program period. Applicants and their prospective partners are encouraged to focus resources on project implementation rather than salaries, equipment and supplies. The proposed costs and budget aspects of applications will be reviewed for cost realism to evaluate the relationship between the proposed costs and proposed program as well as the likelihood for success. **Note: Applicants under Component 1 partnerships should include in their budgets the travel costs for a representative of each significant partnership member organization to attend the three annual partner conferences that take place during the span of that partnership’s USAID funding received under this APS. Conversely, Applicants under Component 2, the partnership support, do not need to include these travel costs in their budget.**

**C. TECHNICAL EVALUATION CRITERIA FOR CONCEPT PAPERS**

USAID/Indonesia will establish a Technical Evaluation Committee to review and evaluate all Concept Papers received before the deadlines. The Concept Papers will be competitively evaluated against the following criteria in descending order of importance:

<b>EVALUATION CRITERIA</b>	
1. Technical quality and innovation of the Concept Paper, including having clear objectives and goals, and impact potential*	40 points
2. Demonstrated experience and track record of the Applicants in the proposed area of work	20 points
3. Technical and administrative capacity to manage the proposed program	20 points
4. Results to be achieved, beyond a sequence of activities, including (for Component 1 applications) sustainability and potential for scale-up	15 points
5. Cost effectiveness**	5 points
<b>TOTAL</b>	<b>100 points</b>

\* Preference will be given to Applications that designate an Indonesian CSO(s) as the substantive "lead" in the partnership, i.e., that ensure the Indonesian CSO(s) will undertake at least 60 percent of the total level of effort.

\*\***Cost Effectiveness:** The capability of the organizations to effectively achieve the IKAT-US program goals at the most efficient costs. The larger the value of the application, the greater the level of results that will be expected.

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