

## **A. CONCEPT PAPER SUBMISSION (STEP 1)**

Submit Concept Papers to both the appropriate USAID Mission and to ODP/PVC. For Mission contact information, see Appendix F.

1. Submit one (1) original plus two (2) paper copies of the Concept Paper to the USAID Mission contact (Appendix F) in a sealed envelope with the name of the program (DGP2), and the name, address and telephone number of the organization and contact person;
2. Send one electronic copy by email to the Mission contact (see Appendix F);
3. Send one copy by email to [DGP2@usaid.gov](mailto:DGP2@usaid.gov).
4. Submit one electronic copy to [www.grants.gov](http://www.grants.gov) (RFA # M/OAA/GRO/EGAS-DGP-10-001)

In the subject line of your email submissions, please include: "Concept Paper for DGP2, submitted by: [name of your organization]."

**Fax:** Faxed Concept Papers will not be accepted.

## **DEADLINE FOR SUBMISSION OF CONCEPT PAPERS**

The deadline for Concept Paper submissions is 11:00 am Eastern Standard Time on **Thursday, February 12, 2010**. Concept Papers received after the deadline will not be reviewed.

### **Questions**

Any questions about this RFA should be submitted in writing no later than January 12, 2010 to the following email address: [QA-DGP2@usaid.gov](mailto:QA-DGP2@usaid.gov). All questions and answers will be posted to the following websites by January 26, 2010:

- Grants.gov – [www.grants.gov](http://www.grants.gov), and
- USAID/ODP/PVC – [http://www.usaid.gov/our\\_work/cross-cutting\\_programs/private\\_voluntary\\_cooperation/](http://www.usaid.gov/our_work/cross-cutting_programs/private_voluntary_cooperation/).

## **B. CONCEPT PAPER FORMAT AND INSTRUCTIONS**

### **1. Concept Paper Format**

All Concept Papers must be:

- A maximum of five (5) pages;
- Typed, single space on letter size, not legal size, paper;
- 12 font size;
- Written in English and/or Spanish, French or Portuguese depending upon the language the Mission requests in its supplemental information (Appendix E);
- Text must be in a recent Windows-compatible version of MS Word (version 2000 or later) or Adobe PDF format;

- Spreadsheets may be in MS Excel (version 2000 or later) or a recent version of Lotus 1-2-3 or in tables that are compatible with MS Word.

The five-page maximum does not include the cover page or attachments. The attachments must be concise and not be a continuation of the requested five-page content.

## 2. Concept Paper Instructions

Concept Papers must respond to the Agency priorities and geographic focus and sector priorities of the RFA, as well as reflect the Mission's supplemental priorities listed in Appendix E.

Important considerations for Concept Paper submission:

- If you plan to submit a Concept Paper for more than one country, you must submit a separate Concept Paper for each country.
- Only regional Missions may invite Concept Papers for more than one country if a regional Mission participates in the DGP.
- Carefully review Appendix E to ensure a USAID Mission is both participating in the DGP, AND accepting applications for the sector relevant to your concept paper.
- Applications that propose interventions specifically targeted at a particular community, which may have had no or limited experience with USAID funded programs, should emphasize the outreach and expected benefits to that population.
- Applications that promote alliances with public and private partners should clearly state in the Concept paper how this will be managed.

Concept Papers must include the following three (3) components. Please organize the concept paper according to the outline below.

### a. Cover Page

1. USAID RFA # M/OAA/GRO/EGAS-DGP-10-001
2. Name and address of organization;
3. Contact person (lead contact name; telephone number, fax and e-mail Information);
4. Title of proposed program; country and sector(s) being proposed; total dollar amount of funds requested for the three-year period;
5. Identify applying organization as a registered U.S. PVO or a LNGO;
6. Names of other organizations or donors to whom you are submitting the application and/or which are funding the proposed activities; and
7. Signature, name and title of the authorized representative of the applicant.

### b. Technical Instructions (5 pages maximum)

The Concept paper must include:

1. Situational analysis: a brief background on the specific development challenge/ opportunity and needs to be addressed by the proposal (include description of the target population);
2. Statement of the goals and objectives and how objectives relate to specific challenges/ opportunities in the country and sector(s);

3. How achieving the objectives of the proposed activities will support accomplishment of USAID Mission's strategic goals and contribute to Agency priorities in food security, global climate change, and the President's Global Engagement Initiative;
4. Method(s) of approach, highlighting any innovations to be employed (include gender focus);
5. Anticipated results and indicative measures to monitor and evaluate results;
6. Role of proposed partners (NGOs and/or alliances with private businesses) as well as amount and source of cost share contribution in cash or in kind, by Applicant; (See Section 5, Part B 7 for additional information on Cost Share criteria).
7. Brief statement as to why the proposed activities are technically and financially feasible;
8. Proposed budget including type of budget support requested from USAID disaggregated by Direct, program costs<sup>1</sup> as well as Indirect costs<sup>2</sup>);
9. How the proposed activities will be sustained after the grant ends; and
10. Cost Share:

Submit information indicating the financial and/or in-kind resources to be leveraged. A cost-share or match from non-government sources of 10% or more for LNGOs is required. A cost share of 15% or more is required for U.S. PVOs. Submit a written commitment by other organizations, donors or individuals.

**c. Attachments (includes past performance, institutional capabilities, and supporting information) (No page limit; but be concise)**

1. Statement of USAID assistance received during the preceding five year period; a brief description of activities, donor(s) and amount of support. Organizations that did not receive funds during the preceding five-year period must state this fact;
2. Concise description of the Applicant's development experience including project descriptions, results and evaluations;
3. A brief statement of the history of the organization; its primary development focus, capabilities and challenges;
4. An organizational chart of the Applicant organization;
5. Proposed staff roles and responsibilities; and
6. Three-year work plan.

## **C. CONCEPT PAPER REVIEW CRITERIA**

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<sup>1</sup> Direct costs include but are not limited to: Costs of Salaries, workshops, travel, communications, report preparation, passport issuance, visas, medical exams and inoculations, insurance (other than insurance included in the applicant's fringe benefits), equipment, office rent, etc

<sup>2</sup> Indirect costs include: Costs that are incurred by an organization overall but that cannot be attributed directly to a specific project it is working on.

Concept Papers will be reviewed using the following criteria:

1. Clarity and logical coherence;
2. Demonstrated knowledge of the country and sector(s);
3. How implementation and results of the proposed activities will support and enhance the USAID mission's sector priorities and Agency priorities;
4. Documented past performance consistent with type and scope of proposed activities;
5. Degree to which gender considerations have been incorporated in project design;
6. Presence of a cost share component (required) and extent to which other partners would be involved;
7. Feasibility of proposed activities considering proposed budget, work plan and staff; consideration of risks associated with any innovative or untried approaches;
8. Sustainability of proposed activities beyond grant period;
9. Ability of organization to manage and account for USAID funds; and
10. Competency of proposed staff.