



USAID | NEPAL

FROM THE AMERICAN PEOPLE

27 December 2010

To: All Prospective Applicants:
Subject: Amendment No.1 (one) to the RFA No. RFA-367-11-000001 entitled "Hariyo Ban":

The purpose of this amendment 1 (one) is to provide response to the questions related to this solicitation no. RFA-367-11-000001:

1. On page 4 the RFA states that applicants are to provide a list of all current Awards and those completed within the last 3 years that are similar in size, scope, and complexity to the Hariyo Ban Program. Are these to be provided in addition to the past performance list noted on page 10?

USAID response 1. The request on page 4 duplicates the request on page 10. Applicants are requested to list up to five (5) most relevant U.S. Governmental and/or privately funded contracts, grants, cooperative agreements, subagreements received by the Applicant organization in the last three years involving programs similar to the program proposed in the application.

Further, on page 66, the request for "...ten most current USG and/or privately funded contracts, grants, cooperative agreements..." is hereby revised to read as follows "...five most current USG and/or privately funded contracts, grants, cooperative agreements..."

2. If not, please clarify whether up to five (5) examples of past programs are part of the 35 page limit or can they be included as an annex?

USAID Response 2. The request for up to five (5) past performance references is not part of the Technical Application page limitation of 35 pages (pg. 4 Technical Application Guidance Formatting). These requests for up to five (5) past performance references are to be included as an annex.

3. Please explain the meaning of "evidence of consumer satisfaction" on page 18 and what kind of documentation qualifies as "evidence of customer satisfaction".

USAID Response 3. "Customer satisfaction" means ratings of superior performance in program areas which are similar in size, scope and complexity.

There is no set standard documentation that qualifies as "evidence of customer satisfaction". Evidence may be provided through past performance ratings, letters of reference or other documentation. Information that needs to be included in "evidence of customer satisfaction" is stated on pg. 10 under section e. Past Performance.

4. The budget narrative guidance for Personnel requires that applicants provide rate verification documentation. As is required of US-based organizations, we have a Certificate of Compliance on file with the USAID Office of Acquisition and Assistance, which certifies, in part, that our personnel policies are compliant with USAID and Federal Requirements. As such, we request clarification for the need to provide rate verifications.

USAID Response 4. The salary or rate being proposed should be substantiated with proper budget notes and clarification. While U.S. NGOs are self-certified with regard to their overall personnel policies, every Agreement Officer requires documentation or verification for each individual proposal to determine that the proposed rates are fair, reasonable and realistic.

5. Is the \$4m for “windows of opportunity” in addition to the core program budget of \$30m?

USAID Response 5. The amount of \$4 million allocated for “Windows of Opportunity” is not in addition to core budget of \$30 million. The amount of \$4 million allocated for “Windows of Opportunity” must be within the total estimated amount of \$30 million of this RFA.

6. Is the requested “breakdown of funding” for “windows of opportunity” to be by the three project components?

USAID Response 6. Yes, with the conditions that all of the specific activities identified within the Windows of Opportunity category must be included in the annual work plan for approval from the USAID AOTR (pg. 13, Section i. and pg. 36, Windows of Opportunity). Please budget the “Windows of Opportunity” amount of \$4 million as a separate line item in the total budget broken down by the three program components (pg. 13, Section k).

7. Please define the term ‘wealth-based subsidies’ on pg. 14 of the RFA.

USAID Response 7. Wealth-based subsidies are small grants given as seed money to start small enterprises or income generation activities, as described on pg. 14, Section m.

8. Additional clarification is sought on the goal “reduce adverse impacts of climate change and threats to biodiversity in Nepal”. Are reducing adverse impacts of CC and threats to biodiversity separate parts of the goal (meaning that the adverse impacts of CC include impacts to people and economy as well as biodiversity)?

USAID Response 8. Adverse impacts of CC also include impacts to people and economy as well as biodiversity.

9. Please confirm if the Gandaki River Basin boundary is the boundary for the North-South Landscape. If so, explain the significance of the hatched area (page 40 map) within the Gandaki River Basin boundary.

USAID Response 9. Yes, the Gandaki River Basin boundary is the boundary for the North-South Landscape. The hatched area indicates the core area covered by three major watersheds – Kali, Seti, and Marsyangdi – within the Gandaki river basin, as referred in the table at pg. 42.

10. Please clarify whether the three protected areas - Annapurna Conservation Area, Manasalu Conservation Area, and Chitwan National Park - are included in the North-South Landscape or if the North-South Landscape is limited to the lands between these protected area (i.e.

parts of Nawalparasi, Gulmi, Baglung, Syangja, Palpa, Tanahun, Chitwan, Lamjung, Kaski and Gorkha districts as represented by the hatched area in the map on page 40).

USAID Response 10. The Annapurna Conservation Area and the Manasalu Conservation Area are included in the North-South (NS) Landscape. The Chitwan National Park (NP) is included in both NS and East-West (EW) Landscapes.

11. Page. 7: Please clarify what USAID defines as “Other Professional Staff”. Are these staff considered to be dedicated full-time, technical project personnel? Does this list include operational support staff, as well as short-term technical staff?

USAID Response 11. Other Professional Staff are full time or short term technical project personnel who play an integral role in the functioning and implementation of the program. Operational administrative support staff are not Other Professional Staff.

12. Page 10: Does USAID only require past performance references from the prime applicant or from the Prime Applicant and its consortium members?

USAID Response 12. USAID requires past performance references only from the prime applicants.

13. Page 13: Please confirm that the \$4m “window of opportunity” should be budgeted separately from the core program budget amount of \$30m and that NICRA can be applied to the \$4m “window of opportunity” line item.

USAID Response 13: Please refer to USAID Response 5 and 6. Yes, NICRA can be applied to the \$4 million “windows of opportunity.”

14. Page 14: Please clarify the difference between “wealth-based subsidies” and “small grants” in relation to this program.

USAID Response 14: Please refer to USAID Response 7 for wealth based subsidies and see page 33, footnote # 7 for the definition of small grants.

15. Page 40: The broader boundary of Gandaki River Basin encompasses seven protected areas. Is there any expectation to implement the Hariyo Ban program inside those protected areas (Dhorpatan HR, Annapurna CA, Manasalu CA, Langtang NP, Chitwan NP, Shivapuri WR and Parsa WR) or the areas in between that connect them?

USAID response 15: Yes. Therefore, all areas within the target landscape, including PAs, are eligible for program activities.

16. Page 44: Please clarify what USAID envisions regarding capacity building for court staff and law enforcement officials in the context of this program.

USAID Response 16. This statement on pg. 44 has been revised to read as follows: “Conduct activities that involve capacity building of the relevant GON staff in the context of this program. The relevant GON staff include but are not limited to the staff working with the GON authorities that will be key to this activity, as identified in page # 43 of the RFA.”

17. What is the anticipated start date for the Nepal Hariyo Ban Program?

USAID Response 17: April 2011, subject to completion of successful negotiations.

18. Can USAID make available copies of the final evaluation of the SAGUN project?

USAID response 18: There was no final evaluation of the SAGUN project. Available assessment reports of the SAGUN project are already posted at the following USAID/Nepal web page, as referred in page # 55 of the RFA:

<http://nepal.usaid.gov/working-with-us/business-opportunities.html>

19. On pages 4 and 5 of the RFA, USAID provides an illustrative outline to organize the application. Please confirm that Section 5 “budget” of the illustrative outline as indicated on page 5 should be included in a separate Cost Application volume and not as part of the Technical Application.

USAID Response 19. On pg. 11 the Cost Application Guidelines state that “applicants must submit the Cost Application in a separate volume” and not as part of the Technical Application.

20. It is not clear where the M&E plan and PMP should be addressed in the application. The instructions on page 5 of the RFA, list the Performance Monitoring Plan as an annex, however, the Monitoring and Evaluation Plan is also listed as a section of the Management Plan in the instructions for the Technical Application (page 9). Section B, Selection Criteria, of the RFA discusses the PMP in the section about criteria related to the Technical Approach, but not in the section about criteria for the Management Plan. Please clarify whether the technical approach or the management plan sections of the application should include the M&E Plan, and also please confirm that the draft PMP should be included as an annex to the Technical Application.

USAID Response 20: M&E Plan must be under Management Plan (pg. 9). The Performance Monitoring Plan (PMP) should be in an annex (pg. 5).

21. In the Results Framework on page 30 of the RFA, IR 3 (Capacity to adapt to adverse impacts of climate change improved) has two indicators. Indicator 2 is: “% of prioritized vulnerabilities in the target landscape”. Can USAID please provide clarification about this indicator, such as the type of outputs or outcomes that would be measured using this indicator?

USAID Response 21: Please read the second indicator in IR 3 as follows: “Percentage change in prioritized vulnerabilities in the target landscape.” Please note that this is an illustrative indicator; applicants are encouraged to propose their own indicators.

22. Page 5 of the RFA lists a Branding and Marking Plan as an annex to the technical application. However, page 6 of the RFA indicates that the Applicant must state their general approach to branding and marking and that a full Branding Strategy and Marking plan will be requested from the apparently successful Applicant. Please clarify the RFA requirements for the Branding and Marking Plan at this stage of the application.

USAID Response 22. Please disregard the listing of the Branding Strategy and Marking Plan on pg. 5. As stated in pg. 6 section Branding Strategy and Marking Plan “Applicants are requested to only state the general approach to Branding and Marking ...” during the submission of the initial application. USAID will later request a full Branding Strategy and

Marking Plan from the apparently successful applicant for further review and approval. The final Branding Strategy and Marking Plan will become an annex to the final award.

23. Pages 10 and 18 of the RFA require applicants to provide past performance information for up to 5 of the most relevant contracts, grants, and cooperative agreements in the last three years. Is this information also required for sub-recipients? If so, is there a maximum number of project awards for which past performance information should be included for sub-recipients?

USAID Response 23: Please refer to USAID Response 1 and USAID Response 2. This information is not required for subrecipients.

24. On page 4 of the RFA, the application asks for a list of current grants, cooperative agreements, contracts, and sub-agreements and those completed in the last 3 years that are similar in scope, size, and complexity as the program in the solicitation. Is this list the same as the Past Performance References? Would inclusion of the PPRs, as instructed on pages 10 and 18 of the RFA, suffice to meet the requirement on page 4?

USAID Response 24: Please refer to USAID Response 1.

25. Should the Institutional Capacity and Past Performance sections be included as annexes or as part of the technical application (to be included within the 35 page limit)?

USAID Response 25: Institutional Capacity and Past Performance should be included in the annexes and not in the Technical Application.

26. Regarding the notional budget allocation across components, please confirm whether these budget allocations are only intended as guidance. May offerors propose variations from these guidelines based on identified needs?

USAID Response 26: USAID/Nepal has determined the proposed budget allocation by component as mentioned in pg. 13, Section k and Section C.III Government Estimated Budget, pg. 42. Applicants should not propose variations from the guidelines.

27. Regarding the illustrative allocation of level of effort in the target landscapes of 67% (north-south) and 33% (east-west), should the cost application include budget details to support this allocation of LOE, in addition to budget breakdowns by Objective and M&E?

USAID Response 27: No.

28. With respect to the RFA section A; 3/1/k (page 13), please clarify if USAID is requesting separate detailed budgets for all three components, including 1) Biodiversity 2) Sustainable Landscapes and 3) Adaptation to Climate Change? Also, should the \$1.5 million for Monitoring and Evaluation be integrated across the three components' budgets or as a separate detailed budget?

USAID Response 28: Yes, USAID is requesting separate detailed budget for all of the components (pg. 13, Section k and pg. 42, Government Estimated Budget). Yes, the \$1.5 million for Monitoring and Evaluation is to be integrated across the three components with a separate budget line item. .

29. In terms of the \$4 million allocated for the "Windows of Opportunity" line item, is USAID seeking specific or illustrative activities for which these funds could be used for each of the

three program components? Should the cost application include a proposed breakdown of the \$4 million for each of the program components?

USAID Response 29: Please refer to USAID response 5 and 6. Yes, USAID would like to see a list of illustrative Windows of Opportunity activities under each program components.

30. Can USAID provide a plug figure for the total amount that is expected to be awarded through small sub-grants?

USAID Response 30: No.

31. With respect to RFA section A; 2/c/l (page 7), please clarify which staff should be included as "other professional staff" beyond the key personnel when providing professional qualifications (resumes/CV)? Is USAID requesting professional qualifications from subrecipients' proposed staff as well?

USAID Response 31: Please refer to USAID Response 11. Professional qualifications from the subrecipients must be submitted if these individuals are designated as key personnel (pg. 45, section ii).

32. With respect to RFA section A; 3/1/a/4 (page 11), please clarify whether USAID is requesting rate verification for other professional staff in addition to key personnel candidates proposed by the prime and subrecipients?

USAID Response 32: Yes.

33. Would USAID be open to changing the geographic code to 935 (Section C; VIII/10, page 54)?

USAID Response 33: No. USAID/Nepal has no authority which would permit it to change the authorized geographic code for the procurement of goods and services from 941 (pg. 54, Authorized Geographic Code).

34. Both submission of applications through Grants.gov and hard copies to the Mission are required but it is not clear if the hard copies must arrive at the Mission by the submission date or if they are only required to be "sent" via courier by the submission date. Please clarify.

USAID Response 34: The hard copies of the application must be received by the Contracts Office, USAID/Nepal on January 12, 2010 (submission deadline) (pg. # iii).

35. Applications are invited from "for-profit nongovernmental organizations" among others. Elsewhere the cover letter states, "Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments". Please explain the apparent inconsistency.

USAID Response 35: USAID accepts applications from for-profit nongovernmental organizations for assistance awards, but does not allow profit or fee to be charged.

36. Do you have any pre-qualification requirements? We have a group individuals with expertise in different areas and want to send our proposal together. Would that qualify?

USAID Response 36. All of the information for the submission of the application is in the RFA. Any applicant submitting an application must be an entity with legal personality (such as an individual or corporation) that is capable of entering into a formal grant agreement with the U.S. Government.

37. Do you need a base in Nepal? Any NGO or I/NGO involvement necessary?

USAID Response 37. The successful applicant will be required to perform in Nepal; however, a pre-existing office or base in Nepal is not required. USAID is seeking applications for funding from U.S. or non-U.S. non-profit or profit nongovernmental organizations (NGOs), public international organizations (PIOs or IOs) and other qualified non-U.S. Government (USG) organizations. No involvement by NGOs is required, but the applicant organization must be legally capable of entering into a formal grant agreement with the U.S. Government.

Sincerely,



Patrick J. Wilson
Regional Agreement Officer
USAID/Regional Development Mission Asia