



USAID
FROM THE AMERICAN PEOPLE

Date Issued: NOV 9 2010

Questions Due Date and Time: 1:00 PM, Wednesday, November 17th, 2010

Closing Date and Time: 1:00 PM, Wednesday, December 8th, 2010

Subject: Request for Application (RFA) # RFA-OAA-11-000002

Dear Prospective Applicant:

The United States Government, represented by the Agency for International Development (USAID), proposes to enter into a Cooperative Agreement for the implementation of the Renewable Energy Microfinance and Microenterprise Program (REMMP) specifically described in Section I of the RFA. Subject to the availability of funds, it is estimated that USAID's contribution to this agreement will total approximately \$5,600,000 over a four year period from FY2011 to FY2014. To this end, USAID is seeking applications from eligible institutions as described in Section III of the RFA. The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended.

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 agreement 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.

This RFA and any future amendments can be downloaded from <http://www.grants.gov>. Prospective Applicants that are unable to retrieve the RFA from the Internet can request an electronic copy of the RFA via email at remmp@usaid.gov.

DUE DATE: Applications shall be received no later than December 8th, 2010 at 1:00 PM EST per the submission requirements in Section IV of this RFA. Applications submitted via fax or email will not be accepted. Applicants should retain a copy of their application and accompanying enclosures for their records.

QUESTIONS: Prospective applicants who have questions concerning the contents of this RFA shall submit them in writing no later than 1:00 PM, **Wednesday, November 17th, 2010** to remmp@usaid.gov.

Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of applications. Further, the Government reserves the right to reject any or all applications received.

In addition, award of the agreement contemplated by this RFA cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While USAID anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either a fully executed Agreement or a specific, written authorization from the Agreement Officer.

Thank you for your consideration of this USAID initiative. We look forward to your participation.

Sincerely,

A handwritten signature in cursive script, appearing to read "M. Ashkouri".

Michael Ashkouri, Esq.
Agreement Officer
M/OAA/EGAT/PEP
Ronald Reagan Building
1300 Pennsylvania Ave NW
Washington, DC 20523

Table of Contents

SECTION I. FUNDING OPPORTUNITY DESCRIPTION	4
A. Introduction	4
B. Background	4
B.1. General Context	4
B.2. Previous USAID Renewable Energy Microfinance and Microenterprise Activities	5
C. Program Description	5
C.1. Objective	5
C.1.1 FY 2010 Earmark Description	6
C.2. Anticipated Core REMMP Activities	6
C.2.1. Teaching and Learning	6
C.2.2 Field Programs	7
C.2.3 Monitoring and Evaluation	7
D. Personnel	8
D.1 Key Personnel	8
D.2 Non-Key Personnel	9
E. Program Planning, Management, Reporting, and Communications	9
E.1 Implementation Plan	9
E.2 Monitoring and Evaluation Plan	9
E.3 Quarterly and Annual Status Reports	9
E.4 Financial Reporting Requirements	10
E.5 Program Management and Coordination	10
E.6 Gender	10
E.7 Initial Environmental Examination (IEE)	10
F. Deliverables	12
SECTION II. AWARD INFORMATION	12
A. Anticipated Award Schedule	12
B. Estimate Funds Available	12
C. USAID Management of the Activities	12
D. Type of Award	12
SECTION III – ELIGIBILITY INFORMATION	13
A. Eligibility Criteria	13
B. Cost Share	14
C. Program Principles for Trade and Investment Activities	14
D. Authorized Geographic Code	14
SECTION IV. APPLICATION AND SUBMISSION INFORMATION	14
A. Submission Instructions	14
C. Technical Application	16
D. Cost/Business Application	19
E. Certifications and Representations	21
SECTION V. APPLICATION REVIEW INFORMATION	21
A. Overview	21
B. Acceptability of Proposed Non-Price Terms and Conditions	22
C. Technical Application Evaluation Criteria	22
SECTION VI. AWARD AND ADMINISTRATION INFORMATION	24
A. Authority to Obligate the Government	24
B. Branding & Marking Requirements	24
C. Standard Provisions	24
SECTION VII – AGENCY CONTACTS	24
SECTION VIII – OTHER INFORMATION	25
A. USAID Rights and Funding	25
B. Applicable Regulations & References	25
ANNEX A	26

ABBREVIATIONS AND ACRONYMS USED IN THIS RFA

ADS	Automated Directives System
AOTR	Agreement Officer Technical Representative
DUNS	Data Universal Numbering System
EGAT	Economic Growth Agriculture and Trade Bureau (USAID)
EMMP	Environmental Mitigation and Monitoring Plan
EPA	U.S. Environmental Protection Agency
FAR	Federal Acquisition Regulation
FSN	Foreign Country National
IEE	Initial Environmental Examination
LOE	level of effort
NICRA	Negotiated Indirect Cost Agreement
NGO	Nongovernmental Organization
PVO	Private Voluntary Organization
RFA	Request for Application
SME	Subject Matter Expert
TCN	Third Country National
TEC	Technical Evaluation Committee
USG	United States Government
USAID	U.S. Agency for International Development
MFI	Microfinance Institution

SECTION I. FUNDING OPPORTUNITY DESCRIPTION

A. Introduction

The United States Agency for International Development (USAID) seeks to award a four-year \$5.6 million Cooperative Agreement entitled the Renewable Energy Microfinance and Microenterprise Program (REMMP). The purpose of USAID's Renewable Energy Microfinance and Microenterprise Program (REMMP) is to improve access to modern energy services in underserved communities. This will be achieved by focusing on household and community scale renewable technologies and promoting activities that foster an enterprise based approach to increasing energy access.

Expanding access to affordable, reliable, efficient, and clean energy services empowers people to take a major step out of poverty into a better future. Access to energy increases economic growth, employment opportunities, private sector investment, and competitiveness; strengthens democracy and fosters political stability through improved transparency and communication; enhances national security; improves quality of life by enabling better health care, education, and access to clean water; and protects the environment and public health. Experience has demonstrated that rural entrepreneurs must overcome an array of challenges to develop viable renewable energy businesses including enterprise financing, consumer awareness, consumer financing, access to appropriate technologies, and a variety of other enabling environment impediments.

The objective of this cooperative agreement is to address these challenges in a holistic manner to enable scalable, sustainable, and commercially viable renewable energy access programs. The authorizing legislation for this Cooperative Agreement is the Foreign Assistance Act of 1961, as Amended. The following are applicable for the administration of this award: 22 CFR 226, OMB Circulars, the Standard Provisions for U.S. Non-governmental Recipients and non-U.S. NGO Recipients.

USAID anticipates Applicants may indicate formal arrangements with partner organizations or with sub-awardees for implementing this activity in their application.

B. Background

B.1. General Context

Globally, over 1.6 billion people lack access to modern electricity services and 2.4 billion rely on traditional biomass for cooking and heating needs. Household energy use is emerging as an important component in climate change mitigation efforts as a result of its link with deforestation and the emission of black carbon from the incomplete combustion of fuel wood. Black carbon may be the second leading cause of global warming after CO₂ emissions and, because of its short lifespan (less than a week), reducing the amount of black carbon may be the fastest means for near-term climate mitigation. In addition, programs focusing on clean energy use in the household could address the negative health impacts associated with traditional cooking methods, primarily effecting women and children.

Additionally, increased access to electricity in rural communities can serve as drivers of rural economic growth and improved social service delivery. Unfortunately, many past efforts to improve rural access to modern energy services have failed because of poor technology, improper system design and installation, insufficient after sales service and market development, and non-commercial business models. Enterprise-based clean energy programs have proven to be some of the most sustainable and scalable approaches for addressing the energy poverty challenge. Clean energy small, medium, and micro-enterprises (SMEs) in many developing countries have collectively developed or sold tens of millions of solar systems and devices, bio-energy systems, mini and micro hydro systems, and improved cookstoves.

B.2. Previous USAID Renewable Energy Microfinance and Microenterprise Activities

USAID's Bureau for Economic Growth and Trade (EGAT) has supported a number of enterprise based small scale renewable energy programs in recent years. These efforts include the development of teaching and learning tools, best practice studies, enterprise training programs, market assessments and other related activities. The activities supported through this cooperative agreement are expected to draw on the lessons learned and build on the successes from these previous activities and the plethora of information available on successful and not-so successful past efforts in this field.

C. Program Description

C.1. Objective

The purpose of this Cooperative Agreement is to improve access to modern energy services in underserved communities. This will be achieved by focusing on household and community scale renewable technologies and promoting activities that foster an enterprise based approach to expanding energy access.

Activities under this Cooperative Agreement should meet all of the following three objectives, which are required as a result of FY 2010 earmark requirements:

- Improve access to modern energy services to underserved populations
- Focus on household and community scale renewable technologies, including mini and micro grids for electrification, lighting (e.g. solar lanterns), and/or more efficient cooking and heating technologies (e.g. efficient cook stoves, solar water heaters).
- Promote activities that will foster an enterprise based approach for the assembly, manufacturing, sales, installation, operation and/or maintenance of these technologies that includes microfinance.

It is expected that activities and/or programs contain one or more of the following components:

- enterprise and consumer financing
- technology development and transfer
- market development
- enterprise development
- legal and regulatory reform

C.1.1 FY 2010 Earmark Description

In FY 2010, USAID received a \$10 million renewable energy microfinance earmark. Activities implemented during the first year of this Cooperative Agreement will be fully attributable to this earmark; outyear funding may be a mix of renewable energy microfinance earmark and standard clean energy earmark funds. USAID plans to meet the earmark with activities that will be procured separately in 1-2 countries per region (potential countries include Georgia, Columbia, Kenya, Uganda, India, and Philippines). EGAT's earmark funding will be used to both support these individual bilateral earmarks programs, through teaching and learning, program design, reporting, and monitoring and evaluation programs, and to implement additional on-the-ground programs in select countries.

Activities are not restricted to working with microfinance institutions. Support for energy service providers and other critical elements of small scale enterprise based renewable energy programs are permissible and encouraged given that enterprise or consumer microfinance is included as one component of the overall program. The microfinance focus of the earmark may change in future years based on earmark requirements, but the overall focus on small, medium, and micro-scale enterprise based approaches for small-scale renewable energy deployment will likely remain the same.

C.2. Anticipated Core REMMP Activities

Activities to achieve these objectives will include a teaching and learning component, a field program component and a monitoring and evaluation component. The cooperator will also be expected to assist USAID in the management of the broader microfinance renewable energy earmark.

C.2.1. Teaching and Learning

USAID strives to be a global technical leader in the area of renewable energy microfinance and enterprise development. These activities will assist in the development and dissemination of best practices and proven models. Activities under the teaching and learning program component may include:

Technical reports or journal articles: A variety of technical papers and reports will be developed based on original research and the experience of the various earmark programs that will be disseminated in appropriate journals and publications to reach a wide range of renewable energy stakeholders.

Training programs: The prime partner will work to develop a variety of training materials that could be useful across the entire portfolio of USAID renewable energy microfinance and microenterprise programs. Specific trainings, targeting USAID staff, or practitioners, will likely be conducted throughout the course of the program. Gender issues should be integrated into the trainings and training material.

Workshops and conferences: The prime partner may organize workshops and conferences with key renewable energy microfinance and microenterprise stakeholders.

Toolkit and distance learning site maintenance and development: The energy access toolkit wiki (<http://energyaccess.wikispaces.com>) should be considered as the primary location for public hosting of teaching and learning tools (the wiki will be linked to the overall earmark reporting website). The prime partner will continue to develop the toolkit, focusing in particular on microfinance related materials. A distance learning platform should be considered as an option for disseminating training programs on specific topics.

C.2.2 Field Programs

USAID believes that sufficient experience has been gained in many developing countries with small scale renewable technologies and enterprise development to avoid the need for additional one-off pilot projects. The field implementation component of this program should be designed to take these efforts to scale leveraging significant third-party financing. The purpose of this program is to identify a partner or team with specialized skills to overcome all of the known barriers to enterprise based small-scale renewable energy development.

It is anticipated that approximately two-thirds of the funding for this Cooperative Agreement will be used to support implementation of innovative developing country programs to demonstrate successful renewable energy microenterprise development and microfinance models that could be replicated throughout USAID activities or programs. The program will work to scale-up enterprise-based approaches to deliver household and community scale renewable energy sources to un-served populations. Programs supported under this component must be results-oriented and shall include targets, measurable indicators and relevant benchmarks. The “Using Microfinance to expand Access to Energy Services” report states that, “Successful energy-lending programs begin with the formation of strategic partnerships between one or more groups of stakeholders – Microfinance Institutions (MFIs), self-help groups, energy companies and rural energy enterprises, government agencies, donors, commercial banks, clients, interested NGOs and supporting institutions, and more.” Therefore, public-private alliances and innovative partnerships between microfinance institutions, energy service providers, financiers, and other organizations that leverage significant funding are strongly encouraged.

Field programs should have the potential to make a significant impact, with respect to number of people and institutions benefiting; include a monitoring plan with measurable indicators and outcomes; and show ability for scale-up/replication with non-USAID resources. Field programs with a focus on promoting female renewable energy entrepreneurs are strongly encouraged and may develop into a stronger focus of the program in future years. *Funding for the field program should be concentrated to ensure meaningful impact and scalable results over the course of the program and utilize developing country partners to the maximum extent possible.*

C.2.3 Monitoring and Evaluation

Quantitative monitoring, evaluations, and reporting are critical components to the renewable energy microfinance earmark.

Earmark Reporting: Activities under this Cooperative Agreement will work to develop a results framework for Agency-wide earmark activities with standard and custom indicators and gender sensitive indicators.

General Reporting: In addition, an initiative website will be developed, similar in style and function to the www.recovery.gov website. The prime partner will follow USAID ADS 557 for web sites financed under assistance instruments. The prime partner will work with EGAT, USAID Missions, and other implementing partners for the earmark to ensure up-to-date information on all programs is available on the site including compelling case studies and quantitative results. Videos will be produced to highlight the impact or lessons learned of various programs, and a PowerPoint presentation will be developed and updated monthly highlighting earmark programs, best practices, and impacts. At the end of each fiscal year a microfinance renewable energy annual report will be produced detailing the funding levels for each earmark program, short narratives describing the activities, accomplishments, lessons learned, and other relevant information. Although all of the implementing partners for earmarked funds will be responsible for providing content for this report, the prime partner for this award will have the ultimate responsibility for the final product.

Monitoring and Evaluations: The prime partner is expected to develop a robust monitoring and evaluation program for any field implementation components of the EGAT supported renewable energy microenterprise and microfinance program. The monitoring plan should include proposed performance indicators, targets and means for measurement to determine how the program would seek to measure performance over time as compared with expected results as well as demonstrate clearly the short, medium and long-term outcomes expected as a result of the activities. The prime partner may also use EGAT's funding to support individual Mission programs with quantitative impact analysis, baseline studies, market assessments, and other relevant activities that will support the design, implementation, monitoring, and evaluation of the Agency's earmark programs. Gender specific monitoring and evaluation activities should be included.

D. Personnel

Overall Personnel: The Recipient will provide personnel with an appropriate balance of skills sufficient to achieve the objective of the *Renewable Energy Microfinance and Microenterprise Program*. Applicants are expected to develop a comprehensive staffing plan that will enable achievement of the REMMP results and demonstrates an appropriate balance of skills.

D.1 Key Personnel

The Recipient shall designate one key personnel for the following position. The proposed key personnel must have the demonstrated ability to address the objectives of the REMMP.

Program Director: The Program Director will provide overall coordination of all project activities and staff. The Program Director will have the following required experience and qualifications:

- demonstrated experience in the renewable energy enterprise development and microfinance field;
- a minimum of a masters degree in natural resources and environment, energy, engineering, finance, economics or a related field
- at least 10 years experience leading, managing and implementing complex international development projects,
- professional experience interacting with U.S. Government agencies;
- demonstrated experience working in partnership with international donors and agencies; and
- Preferred: at least 5 years professional experience working in developing countries

D.2 Non-Key Personnel

In addition to the Key Personnel, the Applicant must provide sufficient personnel, including professionals from developing countries and institutions, to address all technical and administrative aspects of REMMP that may include but not be limited to the following areas of expertise: earmark programming, technology development and evaluation, enterprise development, micro-finance, gender-based approaches, community mobilization, procurement, institutional and human resource development, policy analysis and development, private sector partnerships, monitoring and evaluation, and other skill areas required for implementation of REMMP.

E. Program Planning, Management, Reporting, and Communications

The Recipient will adhere to all reporting requirements listed below. All reports as required under Substantial Involvement shall be submitted by the due date for approval of the USAID Agreement Officer's Technical Representative (AOTR). The exact format for preparation of, and timing for, submission of all reports will be determined in collaboration with the AOTR.

E.1 Implementation Plan

Within thirty (30) days following Agreement award, the Recipient will submit a first-year Annual Implementation plan that outlines the geographic focus and type of activities planned with corresponding timelines and benchmarks. This implementation plan will also cover all sub-agreements that may be developed under this cooperative agreement.

E.2 Monitoring and Evaluation Plan

Within thirty (30) days of the award of the Cooperative Agreement, the Recipient will submit a Performance Monitoring and Evaluation Plan that provides indicators and outcomes as well as a process for incorporating both lessons learned and results from relevant data analysis. USAID expects that all performance measures will be part of a coherent system that will objectively assess the overall project progress and, to the extent possible, impacts of project activities with the ultimate goal of achieving the expected objective outlined in the program description. The performance monitoring plan should also include a draft results framework applicable to all USAID renewable energy microfinance programs.

E.3 Quarterly and Annual Status Reports

The Recipient shall submit Quarterly Performance Reports to the AOTR to document major actions taken during the reporting period. These reports are due to the AOTR no later than the 10th working day after the end of the quarter and shall also include activities carried out by any sub-agreements. The reports should cover all activities proposed in the Annual Implementation Plan and be congruent with the Performance Monitoring and Evaluation Plan. The Quarterly Report should be submitted electronically, in PDF format, via e-mail attachment, addressed to the AOTR. The Quarterly Report shall include at minimum the following information:

- Summary of activities and achievements in the reporting period;
- Update on resolution of issues raised in previous reports;
- Anticipated activities/plan for the next quarter; and

- Progress toward results.

E.4 Financial Reporting Requirements

Financial reporting requirements shall be in accordance with 22 CFR 226. The implementer shall submit an original and two copies of completed form SF-425, as appropriate, on a quarterly basis to AOTR.

E.5 Program Management and Coordination

USAID Involvement: The renewable energy microfinance earmark is a high profile initiative with the personal interest of congressional appropriators. Therefore, the prime partner can expect active involvement from the USAID AOTR in all aspects of the implementation of this program. In order to respond to periodic requests for information from the Hill, the prime partner is expected to keep all relevant project documents, such as the reporting database, case studies, and PowerPoint presentation up-to-date on a monthly basis.

Coordination of Renewable Energy Microfinance Programs: Although USAID’s renewable energy microfinance programs will be implemented in a decentralized manner through select field Missions, one of the key objectives of this cooperative agreement is to work with the multitude of implementing partners to demonstrate a cohesive “initiative”. This will be challenging and will require open communications between USAID/EGAT, USAID Missions, and all implementing partners. The prime partner is expected to be flexible and creative in fulfilling this requirement.

Involvement of Key Stakeholders: USAID believes that successful project implementation will require the engagement of global experts on renewable energy microenterprise development and microfinance. The prime partner is encouraged to consider a wide range of partner organizations and specific project staff in assembling the appropriate team for the implementation of this program.

E.6 Gender

In accordance with ADS 201.3.8 (Program Planning: Assistance Objective (AO)) and ADS 201.3.9.3 (Gender Analysis), the REMMP will promote the full participation of women and men in enterprise development and financing activities. Certain cultural traditions coupled with income, time, education and language constraints can limit women’s access to enterprise financing, training and employment in energy-related areas. Furthermore, men and women may apply different knowledge, abilities, and approaches to the use of energy and acquisition of new technical skills. Specific interventions will be designed to overcome barriers preventing women from accessing enterprise or consumer financing for clean energy technologies including, but not limited to, female specific enterprise development training sessions. All REMMP activities will strive to meet the needs of men and women as well as other disadvantaged groups.

E.7 Initial Environmental Examination (IEE)

Section 117 of the Foreign Assistance Act of 1961, as amended, 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 201.5.10g and 204 (<http://www.usaid.gov/policy/ads/200/>), which, in part, require that the potential environmental impacts of USAID-financed activities are

identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. The environmental compliance obligations of the applicant under these regulations and procedures are specified in the following paragraphs of this RFA.

An Initial Environmental Examination (IEE) has been approved for this Cooperative Agreement. The IEE covers activities expected to be implemented under this agreement. USAID has determined that a Negative Determination With Conditions applies to one or more of the proposed activities. This indicates that if these activities are implemented subject to the specified conditions, they are expected to have no significant adverse effect on the environment. The Recipient shall be responsible for implementing all IEE conditions pertaining to activities to be funded under this award.

As part of its initial Implementation plan, and all Annual Implementation plans thereafter, the applicant, in collaboration with the USAID AOTR and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this cooperative agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation.

Unless the approved Regulation 216 documentation contains a complete environmental mitigation and monitoring plan (EMMP) or a project mitigation and monitoring (M&M) plan, the Recipient shall prepare an EMMP or M&M Plan describing how they will, in specific terms, implement all IEE and/or EA conditions that apply to proposed project activities within the scope of the award. The EMMP or M&M Plan shall include monitoring the implementation of the conditions and their effectiveness.

If the Recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, 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. Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID

In addition, the Recipient 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.

F. Deliverables

A summary of the deliverables for this project are as follows:

- a. Year one implementation plan (30 days after agreement award, updated annually);
- b. Performance Monitoring and Evaluation Plan (30 days after agreement award; updated annually);
- c. Initiative Website (online 120 days after agreement award; updated monthly);
- d. Enterprise training curriculum (as required);
- e. Microfinance earmark annual report (completed in September of each year)
- f. Case Study videos of field implementation projects (1-2 per year);
- g. PowerPoint of Agency-wide Renewable Energy Microfinance earmark program (90 days after agreement award, updated monthly)
- h. Microfinance and Microenterprise toolkit at <http://energyaccess.wikispaces.com/> (initial revisions due 6 months after program award; update every 2 months);
- i. Workshops, training programs (as required); and
- j. Field based program focused on scalable approaches to renewable energy development (implementation plan to be included in year one work plan – updated annually).

[END SECTION I]

SECTION II. AWARD INFORMATION**A. Anticipated Award Schedule**

The REMMP Project will be awarded as a cooperative agreement with a four-year term. The USAID Office of Infrastructure and Engineering within the Bureau for Economic Growth, Agriculture and Trade will manage the Agreement.

B. Estimate Funds Available

The estimated amount of funds available under the RFA is \$5.6 million. Pending the availability of funds USAID expects to award one cooperative agreement as a result of this RFA.

C. USAID Management of the Activities

The Agreement Officer (AO) shall serve as the primary agreement contact between USAID and the Recipient. The Agreement Officer's Technical Representative (AOTR) will serve as the primary technical contact between USAID and the Recipient.

D. Type of Award

The award will be a cooperative agreement as USAID will be substantially involved in the implementation of the program.

E. Substantial Involvement

USAID shall be substantially involved during the implementation of the cooperative agreement in the following ways:

1. Approval of the Recipient's Annual Implementation Plans, including: planned activities for the following year, international travel plans, planned expenditures, event planning/management, research studies/protocols, and changes to any activity to be carried out under the Cooperative Agreement;
2. Approval of any changes to specified key personnel;
3. USAID and Recipient collaboration or joint participation, which may include selection of advisory committee members;
4. Approval of sub-award Recipients, and concurrence on the substantive provisions of the sub-awards; and coordination with other cooperating agencies; and
5. Approval of Monitoring and Evaluation Plan and other monitoring as described in 22 CFR 226.

[END SECTION II]

SECTION III – ELIGIBILITY INFORMATION

A. Eligibility Criteria

U.S. and International organizations and private voluntary organizations are eligible to submit applications.

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 agreement 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

USAID welcomes applications from organizations which have not previously done business with USAID. Applicants must have established financial management, monitoring and evaluation, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations. All potential awardees will be subject to a responsibility determination issued by a warranted Agreement Officer (AO) in USAID.

The Recipient must be a responsible entity. The AO may determine a pre-award survey is required and if so, would establish a formal survey team to conduct an examination that will determine whether the prospective recipient has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program.

B. Cost Share

USAID has established a cost share minimum of 10% of the Award. Such funds may be mobilized from the recipient; other multilateral, bilateral, and foundation donors; host governments; and local organizations, communities and private businesses that contribute financially and in-kind to implementation of activities at the country level. For guidance on cost sharing in grants and cooperative agreements, please see 22 CFR 226.23 at <http://ecfr.gpoaccess.gov>.

C. Program Principles for Trade and Investment Activities

USAID Automated Directives System (ADS) 225-Program Principles for Trade and Investment Activities and the "Impact on U.S. Jobs" and "Workers' Rights" is the Agency policy directive on investment issues. Applicants are encouraged to review ADS 225 prior to including trade and investment activity in applications for this RFA.

USAID will evaluate all applications and identify the highest ranking application (tentative recipient). In the event that the highest ranking application includes trade and investment activity, USAID will commence an ADS 225 analysis of the proposed investment and either approve or disapprove the investment.

If the investment is disapproved, the applicant will be notified. If the applicant accepts the investment disapproval, the recipient selection process will continue. Should the applicant withdraw its application based on USAID's investment disapproval, USAID will review the second highest ranking application, repeating the aforementioned process until a recipient is selected.

Note: Investment or lack thereof is not an evaluation factor and will not be considered in evaluating applications.

D. Authorized Geographic Code

The authorized geographic code for this award is 000.

[END SECTION III]

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

A. Submission Instructions

The following are instructions for how Applications shall be submitted:

1. RFA Closing Date and Time: Applications shall be submitted on or **before 1pm EST on Wednesday December 8th, 2010.**
2. The date and time application packages are received in the possession of the person designated below will be the determination for timeliness. Applications must be received by the RFA closing date and time by the person and the place designated for receipt of applications to be considered received in time.

If sent via U.S. Postal Service: Please note that delays may result from security screening. Applicants are responsible for ensuring timely delivery of applications.

Mailing Address:

US Agency for International Development
Office of Acquisition and Assistance
Ronald Reagan Bldg
ATTN: Kevin Sampson
M/OAA/EGAT/PEP, Rm. 7.09-023
1300 Pennsylvania Ave., NW
Washington, DC 20523-3700

Hand-Carried, or via Courier Service

US Agency for International Development
14th Street Guard Desk
Office of Acquisition and Assistance
ATTN: Kevin Sampson /Marcus Barnes
Ronald Reagan Building, 14th St
Washington, DC 20523-3700

Please use phone at the visitor's desk to contact: **Mr. Sampson at x20229 or Mr. Barnes at x24942**

3. Point of Contact: An applicant may obtain any materials needed for the application or otherwise communicate regarding the application requirements via email to:

REMMP@usaid.gov

4. Questions shall be submitted in writing via email to the Point of Contact listed above, no later than **1:00 PM, Thursday, November 17, 2010.**
5. Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of applications.

B. Application Instructions

The following are general instructions for what constitutes an Application and how Applications shall be formatted:

1. An application shall consist of a technical application and a cost/business application.
2. All information shall be presented in the English language and shall be formatted in either Microsoft Word 2003 or Adobe for the technical application and budget narrative and Microsoft Excel 2003 with all formulas unlocked for the cost application.
3. Technical application:
 - a. Submit one (1) original hard copy, three (3) hard copies, and one (1) soft copy on a CD-Rom.
 - b. Shall not exceed fifty (**50**) **pages** including documents requested to be provided in an annex (e.g. resumes, references, etc.) and the following (if applicable): cover page, acronym list and table of contents. Applications in excess of this limit will not be evaluated.

- c. Unless otherwise specified, shall be singled-spaced text, printed double-sided, minimum 12-point font, minimum one (1") margins, on 8.5 inch by 11 inch paper. Smaller font size is acceptable for figures and tables.
 - d. Any graphs, charts, exhibits, tables, etc. contained in the body of the technical application shall be numbered and included in the fifty (50) page limit.
 - e. The applicant is requested to include the following basic project information in the cover page: the proposed project title, RFA Number, name of organization(s) submitting application, contact person, telephone and fax numbers, e-mail, and address.
 - f. The applicant is also requested to include an acronym list used in the application, which provides both the acronym and what it stands for. Applicants are requested to consistently spell out the first use of each acronym in the technical application.
4. Cost/business application:
 - a. Submit one (1) original hard copy, two (2) hard copies, and one (1) soft copy on a CD-Rom.
 - b. No limit on the number of pages for the cost/business application.
 - c. The application must be submitted using SF-424 and SF 424A "Application for Federal Assistance." The form is downloadable on USAID's website at: http://www.usaid.gov/procurement_bus_opp/procurement/forms/.
 5. The original and all copies of the technical application shall be submitted in an envelope marked with the RFA number, the Applicant's name, and the title "Technical Application". No part of the cost/business application shall be included in this envelope.
 6. The original and all copies of the cost/business application shall be submitted in an envelope marked with the RFA number, the Applicant's name, and the title "Cost/Business Application". No part of the technical application shall be included in this envelope.
 7. The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications meeting the applicable standards of this RFA, and (e) waive informalities and minor irregularities in the application(s) received.
 8. Applicants may only submit documents to be included in the Annex as requested in the RFA directions below.

C. Technical Application

The applicant shall submit a technical application that addresses the items listed below and that is organized in the order described below.

Suggested page limits for each section of the technical application are provided for guidance, but Applicants may choose the number of pages to devote to each section, within the fifty (50) page **limit** of the technical application as stated above. This page limit includes the cover page, executive summary, resumes, and other annexes and appendices. An outline format using lists and/or other matrices, whenever possible, is recommended.

Cover Page (Suggested 1 page): the proposed project title, RFA Number, name of the organization(s) submitting the Proposal, contact person, telephone and fax numbers, and e-mail.

Executive Summary (Suggested 2 pages): Briefly describe the proposed activities, goals, purposes, and anticipated results. Briefly describe the technical and managerial resources of your organization and describe how the overall program will be managed.

Table of Contents and Acronyms (3 pages): Spell out all Acronyms and include a table of contents.

Narrative (Suggested 44 pages, including appendices): The narrative section of the proposal should contain the following elements:

1. Personnel (Suggested 6 pages)

a. Overall Personnel: The applicant shall provide a brief narrative describing how all proposed personnel (Key personnel and Non-key personnel) offer an appropriate balance of skills sufficient to achieve the objective of the *Renewable Energy Microfinance and Microenterprise Program*.

b. Key Personnel: The Applicant shall propose one key personnel as described in Section D.1 Personnel. The applicant shall include the following information about the key personnel:

- Name and proposed position title and level of effort and date the proposed individual is available to begin work;
- Description of major duties and responsibilities; and
- Description of experience and qualifications.

The applicant shall provide all the following information for each Key Personnel: resume (each resume is not to exceed two (2) pages), a minimum of three (3) references for each Key Personnel (provide name, email, and phone information of each reference), and signed letter of commitment which include the date the proposed Key Personnel is available to begin work. The key personnel is expected to dedicate a minimum of 40% of their total time to REMMP over the course of this project.

c. Non-Key Personnel:

In addition to the Key Personnel, the applicant shall propose individuals as described in Section D.2 Non-Key Personnel. The applicant shall provide the following information about all Non-Key Personnel: name, percent of time each person would work on the *Renewable Energy Microfinance and Microenterprise Program*, the organization from which each person comes, the person's position title, and area(s) of expertise. The applicant shall also provide a resume (each resume is not to exceed one (1) page) for each Non-Key Personnel proposed to work 40% or greater time on *REMMP*.

2. Technical Understanding and Approach (Suggested 14 pages)

The Technical Understanding and Approach shall demonstrate the applicant's understanding and expertise with respect to achieving the objective and cross-cutting programming approach of *REMMP*, provided in Section I.

The Technical Understanding and Approach section shall include the following below:

- Clear alignment of proposed activities with USAID's microfinance earmark objectives.
- Demonstrated understanding of lessons learned and best practices with regards to renewable energy microfinance and microenterprise development programs.

- Demonstrated expertise in both renewable energy enterprise development and microfinance.
- Demonstrated integration of gender sensitive programming with regards to renewable energy, microenterprise development, and microfinance.
- Sound plan for commercially viable, sustainable, and scalable field based programs that effectively bridge the gap between microfinance institutions, energy service providers, enterprise investment sources and other critical stakeholders.

3. Monitoring and Evaluation Plan (Suggested 2 pages)

The Monitoring and Evaluation Plan shall:

- address the overall program objective;
- have measurable, achievable and time-phased results;
- focus on programmatic outcome/impact;
- specify how often evaluation will be conducted; and
- discuss how the results of the evaluation and lessons learned will be used on an on-going basis during project implementation. Base-line studies should be conducted at the beginning of the project and evaluations should occur throughout the project.

4. Management Plan (Suggested 4 pages)

The Applicant shall propose a Management Plan to address the breadth, depth and technical areas required to successfully undertake *REMMP*. Where more than one partner is presented in the applications, the management plan shall address the definition of the relationships among the partners, whether as sub-awardees of the prime Applicant or in another arrangement.

The management plan shall include the following elements:

- Streamlined management structure built around single program manager with extensive renewable energy microfinance and microenterprise development technical expertise.
- Efficient management of field based component to maximize resources reaching developing country entities.
- Ability to integrate developing country entities for implementation of field based component.
- Ability to attract private sector or third party investment to field based activities.
- Ability to effectively manage a program that bridges the gap between microfinance institutions, energy service providers, enterprise investment sources and other critical stakeholders.

5. Plan to Engage Partners (Suggested 9 pages including acknowledgment letters)

The Applicant shall describe a plan for engaging local and regional developing country organizations in implementation of *REMMP*, including specification of agreed roles. Signed letters acknowledging intent to collaborate shall be provided in the appendices.

6. Innovative Partnership for Field Base Project (Suggested 5 pages)

The applicant shall provide information on Field Base Projects, as follows:

- Detailed plan for identifying and supporting innovative field based programs.
- Demonstrated ability to maximize use of developing country entities for implementation of field based component.

- Demonstrated ability to attract private sector cost-share to field based activities.

7. Past Performance (Suggested 1 page)

This section of the application provides information about the applicant's past performance record in implementing similar programs.

In the appendices, provide past performance information for three (3) past performance references which describe any contracts, grants, or cooperative agreements which the applicant organization, as well as any substantive sub-recipient partners, has implemented involving similar or related programs over the past three (3) years. Provide three (3) past performance references each for the prime and for any substantive sub-recipient partners if applicable. In this RFA, a substantive sub-recipient is defined as one that would be allocated at least 20% of the total proposed budget of the project. Include the following information for each reference: name and address of the organization for which the work was performed; name and current telephone number and email address of responsible representative from the organization for which the work was performed; contract/grant name and number (if any), the period of contract/grant performance, annual amount received for each of the last three years and beginning and end dates; brief description of the project/assistance activity and key project accomplishments / results achieved to date.

It is recommended that the applicant alert the contacts that their names have been submitted and that they are authorized to provide past performance information when requested.

Please note that USAID reserves the right to obtain past performance information from other sources including those not named in this application.

8. Past Experience (Suggested 3 pages)

This section of the application provides information about the applicant's past experience in implementing similar programs to the one detailed in this RFA. Past experience information should be provided for both the Prime and all substantive sub-recipients.

D. Cost/Business Application

USAID will evaluate the cost/business application separately for cost effectiveness and realism. While there is no page limit for this portion, applicants are encouraged to be as concise as possible, but still provide the necessary details. USAID will require the following detailed information from the applicant organization:

The cost/business application must be completely separate from the technical application. The application must be submitted using SF-424 and SF 424A "Application for Federal Assistance." The form is downloadable on USAID's website at:

http://www.usaid.gov/procurement_bus_opp/procurement/forms/.

The cost/business application should be for a period of 4 years using the budget format shown in the SF-424A. The anticipated amount of the award is \$5.6 million. The Cost/Business applications must be submitted Per Section IV-B of this RFA.

If the Applicant has established a consortium or another legal relationship among its partners, the Cost/Business application must include a copy of the document establishing the parameters of the legal relationship between the parties. The agreement should include a full discussion of the relationship between the Applicants 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.

New Recipients: Applicants that have never received a grant, cooperative agreement or contract from the U.S. Government are required to submit a copy of their accounting manual and procurement/management handbook relating to personnel and travel policies.

To support the proposed costs, please provide detailed budget notes/narrative for all costs that explain how the costs were derived. The following provides guidance on what is needed.

1. The breakdown of all costs associated with the program.
2. The breakdown of all costs according to each partner organization involved in the program.
3. The costs associated with external, expatriate technical assistance and those associated with local in-country technical assistance.
4. The breakdown of any financial and in-kind contributions of all organizations involved in implementing this program.
5. Potential contributions of non-USAID or private commercial donors to this program.
6. Procurement plan for commodities, goods and services (if applicable).

The cost application should contain the following budget categories:

1. Salary and Wages: Direct salaries and wages should be proposed in accordance with the applicant's personnel policies;
2. Fringe Benefits: If the Applicant has a fringe benefit rate that has been approved by an agency of the U.S. 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, FICA, etc.) and the costs of each, expressed in dollars and as a percentage of salaries;
3. Travel and Transportation: The application should indicate the number of trips, domestic, regional, and international, and the estimated costs. Specify the origin and destination for proposed trips, duration of travel, and number of individuals traveling. Per Diem should be based on the Applicant's normal travel policies;

4. Equipment: Estimated types of equipment (i.e., model #, cost per unit, quantity);
5. Supplies: Supply items related to this activity (e.g., specimen collection, sample transport, administrative);
6. Contractual: Any goods and services being procured through a contract mechanism;
7. Other Direct Costs: This includes communications, report preparation costs, passports, visas, medical exams and inoculations, insurance (other than insurance included in the applicant's fringe benefits), equipment, office rent, etc. The narrative should provide a breakdown and support for all other direct costs;
8. Indirect Costs: The Applicant should support the proposed indirect cost rate with a letter from a cognizant U.S. Government audit agency, a Negotiated Indirect Cost Agreement (NICRA), or with sufficient information 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).

E. Certifications and Representations

All Certifications and Representations found under Annex A must be completed and submitted with the cost application.

[END SECTION IV]

SECTION V. APPLICATION REVIEW INFORMATION

A. Overview

The criteria listed below are presented with relative weights as indicated, so that Applicants will know which areas require emphasis in applications. Unless otherwise indicated, all sub-criteria will be evaluated with equal level of importance.

These technical evaluation criteria have been tailored to the requirements of this RFA to allow USAID to choose the highest quality application. These criteria: a) identify the significant areas that Applicants should address in their applications; and b) serve as the standard against which the Technical Evaluation Committee (TEC) shall evaluate all applications. USAID will award to the Applicant whose application best meets the program description and represent the greatest value to the Government, all things considered.

The Government may, without discussions or negotiations, award an agreement resulting from this RFA to the responsible applicant whose application conforming to this RFA offers the best value. Therefore, the initial application should contain the applicant's best terms from a cost and technical standpoint. The Government may reject any or all applications, accept other than the lowest cost application, and waive informalities and minor irregularities in applications received. However, the Government reserves the right to conduct discussions if later determined by the Agreement Officer as necessary. USAID Technical Evaluation Committee (TEC) will review and evaluate the technical components of the application in accordance with the evaluation criteria.

Although technical evaluation factors are significantly more important than cost factors, the closer the technical evaluations of the various applications are to one another, the more important cost considerations become. The Agreement Officer may determine what a highly ranked application based on the technical evaluation factors would mean in terms of performance and what it would cost the Government to take advantage of it in determining the best overall value to the Government.

B. Acceptability of Proposed Non-Price Terms and Conditions

An application is acceptable when it manifests the Applicant's assent, without exception, to the terms and conditions of the RFA, including attachments, and provides a complete and responsive proposal without taking exception to the terms and conditions of the RFA. If an Applicant takes exception to any of the terms and conditions of the RFA, then USAID will consider its application to be unacceptable. Applicants wishing to take exception to the terms and conditions stated within this RFA are strongly encouraged to contact the Agreement Officer before doing so. USAID reserves the right to change the terms and conditions of the RFA by amendment at any time prior to the source selection decision.

C. Technical Application Evaluation Criteria

The Technical application will be evaluated on the basis of the following factors: Personnel; Technical Understanding and Approach; Management Plan; Innovative Partnership for Field Base Project; Past Experience and Performance; and Monitoring and Evaluation Plan

1. Personnel (20 points)

The sub-criteria within Personnel will be evaluated in descending order of importance.

- A. **Key Personnel.** The extent to which the proposed key personnel: have or exceed the requisite experience and qualifications, and has appropriately described duties and responsibilities to meet the objective of *REMMP*.
- B. **Non-Key Personnel.** The extent to which the proposed Non-Key Personnel demonstrate the capacity to meet the objective of *REMMP*.
- C. **Overall Personnel.** The extent to which the proposed personnel offer an appropriate balance of skills sufficient to achieve the objective and sub-objectives of *REMMP*.

2. Technical Understanding and Approach (20 points)

The extent to which the Applicant's Overall Approach addresses the factors listed in Section IV.C.2. The extent to which the Applicant's Overall Approach is innovative, technically sound, and specific, and demonstrates the Applicant's understanding and expertise with respect to achieving the objective of *REMMP*.

3. Management Plan (20 points)

The sub-criteria within Management Plan will be evaluated in descending order of importance.

- A. **Narrative.** Extent to which the applicant's Narrative presents a clear and efficient management plan for implementing and accomplishing the objective of *REMMP*, in terms of

addressing the instructions in Section IV.C.4. and presenting a realistic method for minimizing excess costs.

B. Plan to engage partners. The extent to which applicant's Plan to engage partners describes an innovative and comprehensive plan, in terms of addressing the instructions in Section IV.C.5. and engaging local and regional developing country organizations in implementing of *REMMP*.

4. Innovative Partnership for Field Base Project (20 points)

A. Implementation. Extent to which the Applicant (and any proposed partners or sub-Recipients) demonstrates the capability to effectively and efficiently implement the field based component of *REMMP*, in terms of addressing the instructions in Section IV.C.6.

B. Partnering. Extent to which the Applicant (and any proposed partners or sub-Recipients) demonstrates ability to utilize partner organizations with comprehensive and complementary skills.

C. Programming. Extent to which the Applicant (and any proposed partners or sub-Recipients) demonstrates ability to plan, implement, and support complex developing country programming and the range of activities of *REMMP*, in terms of addressing the instructions in Section IV.C.6.

5. Past Experience and Performance (15 points)

A. Past Experience. The extent to which the Applicant demonstrates past experience implementing similar or related programs to *REMMP* over the past three (3) years. This may also include any substantive sub-recipient partners.

B. Past Performance. The extent to which the Applicant demonstrates past performance through three (3) past performance references each for the prime and for any substantive sub-recipient partners if applicable. In this RFA, a substantive sub-recipient is defined as one that would be allocated at least 20% of the total proposed budget of the project.

6. Monitoring and Evaluation Plan (5 points)

The degree to which the monitoring and evaluation plan demonstrates an understanding of the issues and challenges associated with monitoring and evaluation of planned activities; presents a clear description of the process of translating lessons learned and monitoring and evaluation data into project implementation on an ongoing basis, including specification of the timing of evaluations; and has measurable, achievable and time-phased indicators and targets for the expected results under the objective and sub-objectives, specified at mid-project and end-of-project and including means of measurement.

[END SECTION V]

SECTION VI. AWARD AND ADMINISTRATION INFORMATION

A. Authority to Obligate the Government

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

B. Branding & Marking Requirements

In an effort to more accurately credit the American people for the foreign assistance they finance, USAID has engaged in a branding campaign. All USAID-sponsored assistance awards are required to adhere to branding policies and revised marking requirements for grants and cooperative agreements in accordance with ADS 320 and AAPD 05-11 (http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd05_11.pdf). This includes visibly displaying the USAID Standard Graphic Identity that clearly communicates assistance is, "From the American people" on all programs, projects, activities, publications, public communications, and commodities provided or supported through USAID assistance awards. **AAPD 05-11 requires that, after the evaluation of the applications, the USAID Agreement Officer will request the Apparently Successful Applicant to submit a Branding Strategy that describes how the program, project, or activity is named and positioned, how it is promoted and communicated to beneficiaries and cooperating country citizens, and identifies all donors and explains how they will be acknowledged. USAID will not competitively evaluate the proposed Branding Strategy.**

C. Standard Provisions

The applicant will be required to adhere to and govern itself under either the Standard Provisions for U.S. NGO or Standard Provisions for Non-U.S. NGOs. Links to these Standard Provisions can be found under Section VIII.B of this RFA.

[END SECTION VI]

SECTION VII – AGENCY CONTACTS

The applicant may send any questions regarding this RFA to remmp@usaid.gov:

The Applicant shall refer to Section IV for instructions on submitting questions and applications.

[END SECTION VII]

SECTION VIII – OTHER INFORMATION

A. USAID Rights and Funding

The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications meeting the applicable standards of this RFA, and (e) waive informalities and minor irregularities in the application(s) received.

B. Applicable Regulations & References

- Mandatory Standard Provisions for U.S., Nongovernmental Recipients
<http://www.usaid.gov/pubs/ads/300/303maa.pdf>
- Mandatory Standard Provisions for Non-U.S. Nongovernmental Recipients:
<http://www.usaid.gov/policy/ads/300/303mab.pdf>
- 22 CFR 226
http://www.access.gpo.gov/nara/cfr/waisidx_02/22cfr226_02.html
- OMB Circular A-122
<http://www.whitehouse.gov/omb/circulars/a122/a122.html>
- OMB Circular A-110
<http://www.whitehouse.gov/omb/circulars/a110/a110.html>
- SF-424 Downloads
http://www.grants.gov/agencies/aapproved_standard_forms.jsp

[END SECTION VIII]

ANNEX A

CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF THE RECIPIENT (MAY 2006)

The following certifications, assurances and other statements from both U.S. and non-U.S. organizations (except as specified below). The required certifications, assurances and other statements follow:

- a.** For U.S. organizations, a signed copy of the mandatory reference, **Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs**. This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States;
- b.** A signed copy of the certification and disclosure forms for “Restrictions on Lobbying” (see **22 CFR 227**);
- c.** A signed copy of the “Prohibition on Assistance to Drug Traffickers” for covered assistance in covered countries is required in its entirety as detailed in **ADS 206.3.10**;
- d.** A signed copy of the Certification Regarding Terrorist Funding in its entirety is required by the Internal Mandatory Reference **AAPD 04-14**;
- e.** When applicable, a signed copy of “Key Individual Certification Narcotics Offenses and Drug Trafficking” (See **ADS 206**);
- f.** When applicable, a signed copy of “Participant Certification Narcotics Offenses and Drug Trafficking” (See **ADS 206**);
- h.** **Survey on Ensuring Equal Opportunity for Applicants**; and
- i.** All applicants must provide a Data Universal Numbering System (DUNS) Number (see **Federal Register Notice Use of a Universal Identifier by Grant Applicants**).

NOTE: The term "Grant" means "Cooperative Agreement".

PART I - CERTIFICATIONS AND ASSURANCES

1. ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNING NON-DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

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

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

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

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

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

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

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

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

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

2. CERTIFICATION REGARDING LOBBYING

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

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

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

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

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

Statement for Loan Guarantees and Loan Insurance

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

3. PROHIBITION ON ASSISTANCE TO DRUG TRAFFICKERS FOR COVERED COUNTRIES AND INDIVIDUALS (ADS 206)

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

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

4. CERTIFICATION REGARDING TERRORIST FINANCING IMPLEMENTING EXECUTIVE ORDER 13224

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

1. The Recipient, to the best of its current knowledge, did not provide, within the

previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website :

<http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Osama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification-

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site:

<http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of

such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

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

5. CERTIFICATION OF RECIPIENT

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

RFA/APS No. _____

Application No. _____

Date of Application _____

Name of Recipient _____

Typed Name and Title _____

Signature _____

Date _____

PART II - KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

I hereby certify that within the last ten years:

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

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

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

PART III - PARTICIPANT CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

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

- a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
- b. I am not and have not been an illicit trafficker in any such drug or controlled substance.

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

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

Signature: _____

Name: _____

Date: _____

Address: _____

Date of Birth: _____

NOTICE:

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

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

PART IV - SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

All applications must include the Survey on Ensuring Equal Opportunity for Applicants as an attachment to the RFA package.

This survey can be found at the following website:

<http://www.usaid.gov/forms/surveyeo.doc>

PART V - OTHER STATEMENTS OF RECIPIENT

1. AUTHORIZED INDIVIDUALS

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

Name	Title	Telephone No.	Facsimile No.
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2. TAXPAYER IDENTIFICATION NUMBER (TIN)

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

TIN: _____

3. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER

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

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

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

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

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

DUNS: _____

4. LETTER OF CREDIT (LOC) NUMBER

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

LOC: _____

5. PROCUREMENT INFORMATION

(a) Applicability. This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the grant, and not to

assistance provided by the recipient (i.e., a sub-grant or subagreement) to a sub-grantee or subrecipient in support of the sub-grantee's or subrecipient's program. Provision by the recipient of the requested information does not, in and of itself, constitute USAID approval.

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

\$ _____

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

TYPE/ DESCRIPTION (Generic)	QUANTITY	ESTIMATED UNIT COST
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(d) Source, Origin, and Componentry of Goods. If the recipient plans to purchase any goods/commodities which are not of U.S. source and/or U.S. origin, and/or does not contain at least 50% componentry, which are not at least 50% U.S. source and origin, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source and/or origin, to include the probable source and/or origin of the components if less than 50% U.S. components will be contained in the commodity. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Any commodity whose source is a non-Free World country is ineligible for USAID financing. The "origin" of a commodity is the country or area in which a commodity is mined, grown, or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity results, which is substantially different in basic characteristics or in purpose or utility from its components. Merely packaging various items together for a particular procurement or relabeling items do not constitute production of a commodity. Any commodity whose origin is a non-Free World country is ineligible for USAID financing. "Components" are the goods, which go directly into the production of a produced commodity. Any component from a non-Free World country makes the commodity ineligible for USAID financing.

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

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

TYPE/DESCRIPTION NON-US (Generic)	QUANTITY SUPPLIER NATIONALITY RATIONALE	ESTIMATED UNIT COST	PROBABLE (Non-US Only)	for
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(g) Proposed Disposition. If the recipient plans to purchase any nonexpendable equipment with a unit acquisition cost of \$5,000 or more, please indicate below (using a continuation page, as necessary) the proposed disposition of each such item. Generally, the recipient may either retain the property for other uses and make compensation to USAID (computed by applying the percentage of federal participation in the cost of the original program to the current fair market value of the property), or sell the property and reimburse USAID an amount computed by applying to the sales proceeds the percentage of federal participation in the cost of the original program (except that the recipient may deduct from the federal share \$500 or 10% of the proceeds, whichever is greater, for selling and handling expenses), or donate the property to a host country institution, or otherwise dispose of the property as instructed by USAID.

TYPE/DESCRIPTION (Generic)	QUANTITY	ESTIMATED UNIT COST	PROPOSED DISPOSITION
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6. PAST PERFORMANCE REFERENCES

On a continuation page, please provide past performance information requested in the RFA.

7. TYPE OF ORGANIZATION

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

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

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

8. ESTIMATED COSTS OF COMMUNICATIONS PRODUCTS

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